



Self-Inspection Tips for Small Schools

School Health & Safety Program
2022 Update





Background

- The [School Program website](#) includes step-by-step instructions for all inspections
- The Self-Inspection Worksheets were updated for the 2013-2014 school year; they will be updated when OSPI/DOH K-12 Health and Safety Guide revision is completed in 2023
- The [Teacher Checklists](#) can be a great resource for school staff



Focusing on Priorities

- The School Program as a whole has been focused on risks and hazards for years
- The focus of the Self-Inspection Worksheets was narrowed in the 2013-14 school year to the hazards or priorities based on inspection data and input
- The current worksheets were designed to be more adaptable for smaller schools



Self-Inspection Worksheets

SPOKANE REGIONAL HEALTH DISTRICT
 SCHOOL HEALTH & SAFETY GUIDE
 Self-Inspection Worksheet

School: _____
 Address: _____
 Inspection Date: _____
 Inspector: _____

Classrooms/Library

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
General	B-001	14	Buildings must be kept clean & in good repair	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-006	14	Buildings/premises must be kept free of insects, rodents, and other pests	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-007	14	Hazardous chemicals (e.g., products labeled "Keep out of Reach of Children") must be properly labeled & kept inaccessible to students.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-008	14	Storage areas for belongings & classroom equipment must be sufficient & accessible	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Plumbing	D-003	18	Water must clear drinking fountain nozzle	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-004	18	Vacuum breakers required on taps with threaded, serrated, quick-coupling nozzles to prevent cross-contamination of the drinking water supply	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-005	18	Soap must be provided at hand washing sinks	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-006	18	Single-service towels or warm air dryers must be provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-007	18	Toilet paper must be adjacent to each fixture	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-009	18	Water temperature must not exceed 120° F	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Electrical	C-021	16	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lighting	I-004	26	Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, locate desks in well-lit areas, or use light meter to verify at least 30 foot-candles)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	I-006	26	Emergency exit lights must remain on	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	



Self-Inspection Worksheets

- Items in **BOLD** are required
- The worksheets were streamlined to half the original size so schools shouldn't need to use the N/A box very often
- Every item on the worksheets was given the designation of priority* so look at each item carefully
- Don't draw a line down the N/A column and hand in your worksheets (unless you don't have shops, science, etc.)!

*Priority items could pose an imminent health or safety risk



Things to Remember

- Self-Inspections are most successful when everyone participates
 - Involve teachers, office staff and custodians in the inspection process **early** in the school year
- Start delegating self-inspection duties right away and integrate the inspection process into normal duties performed by school staff



Chemicals in the Classroom

- If labeled “Keep Out of Reach of Children” they can’t be accessible to children
- Use cabinet locks, keep them out of reach, or place them in the teacher’s area
- Don’t allow children to use the chemicals/cleaners
- Make sure you have a current SDS for **each** chemical
- Read and follow label cautions and instructions *carefully*

Watch us inspect:

[Under Counter Chemicals – YouTube](#)

[Unsafe Chemicals - YouTube](#)





Classroom Storage Areas

- Avoid classroom clutter
- Keep storage areas organized
- Don't store heavy or unstable items on shelves or on top of cabinets



Watch us inspect:

[Items On Shelving – YouTube](#)

[Personal Storage - YouTube](#)





Hand Washing

- Keep sinks well stocked with soap and paper towels
- Don't use hand sanitizers in place of hand washing
- Encourage student hand washing to reduce transmission of communicable diseases
- Check hot water temperature with a thermometer to make sure it is not hotter than 120° F.

Watch us inspect:

[Soap And Water - YouTube](#)





Electrical



- Outlets located within six feet of sinks must be GFCI protected
- Extension cords and power strips near sinks and other grounding sources must be connected to a GFCI protected outlet
- GFCI devices must “trip” properly when tested
- Use of extension cords should be minimized
- Do not place rugs over cords – use proper no-trip rubber covers

Watch us inspect: [Electrical Hazards – YouTube](#)
[Water Temperature and GFI Outlets - YouTube](#)



Vacuum Breakers



- If a threaded nozzle or quick coupler is present, the faucet must be equipped with a vacuum breaker or similar device to prevent a cross-connection
- Be sure to check the mop sink



Unsecured Furniture

- Secure tall and unstable bookshelves properly
 - Can secure two bookshelves back-to-back to make them more stable
 - Can secure smaller bookshelves together to make one larger bookshelf then secure it to the wall
- Secure televisions to the cart or shelf properly



Watch us inspect:
[Unstable Furniture - YouTube](#)



Unsecured Furniture Injuries

According to a [CPSC 2021 report](#) furniture tip-over injuries resulted in:

- An annual average of 22,500 people visiting the ER in the US
- 581 fatalities – 472 (81%) were children <18 yrs old (from 2000-2020)
- Children <18 yrs suffered from 10,000 injuries (44%) while they comprise 22% of the population
- 1200 of 7900 children's ER visits were from **shelving, a shelving unit or a bookcase**



Coat Hooks

Coat Hooks should not pose a protrusion hazard



OK



NOT OK



Upholstered Furniture

- Is not recommended because it can become a “sink” that traps allergens, asthma triggers and dust mites
- Can be very difficult to clean and keep clean
- Recommend furniture or furniture covers that are non-absorbent and easy to clean

Watch us inspect:

[Upholstered Items - YouTube](#)





Lighting

- Lighting must be adequate (30 foot-candles)
- Look for burned out bulbs
- Locate desks in well-lit areas
 - Hallways are only required to have a light intensity of 10 foot-candles
- Can use task lighting in dimly lit areas

Watch us inspect: [Lighting - YouTube](#)





Animals & Disease Prevention

- SRHD has investigated cases of *Salmonella* likely related to the handling of small animals or reptiles – most recently bearded dragons
- If you have small furry animals, amphibians, or reptiles – remember that they can transmit *Salmonella* even if they look healthy and clean





Classroom Animals

- If you have an animal, amphibian, or reptile in a classroom – parents should be notified due to allergy/asthma, indoor air quality issues and/or immunocompromised health issues
- If children are allowed to handle the animal, amphibian, or reptile (including bedding, cage, etc.) adopt a hand washing policy that assures children wash their hands afterwards – **Post reminder sign!**

Watch us inspect: [Classroom Pets - YouTube](#)





Animal Exhibits & Petting Zoos

- When schools host an animal exhibit, they meet the definition of an “[animal venue operator](#)” as defined in [WAC 246-100-192](#)
 - Per WAC 246-100-192 schools must provide:
 - Hand washing facility near the exhibit exit
 - Sign near each exhibit entrance educating visitors of potential health risks
 - Sign at each exhibit exit encouraging visitors to wash hands





Have a safe and healthy school year!

Contact the School Health & Safety Program with any questions at livingenvironment@srhd.org or 509.324.1560, ext. 4

Thank you!



School Health & Safety Program