



# MODEL SAFE SCHOOL PROGRAMME TRAINING



OCTOBER 30 - NOVEMBER 3, 2017 | MONTserrat

## *Session 4*

# The Assessment Tool



# MSSP Assessment Tools

**Early Childhood / Primary Schools / Secondary Schools / Tertiary Schools**

**Table 1 – Vital  
Information for  
the Management  
of Safety**

**Table 2 – School  
Safety Compliance  
Assessment**

**Table 3 - Building  
Condition  
Assessment**

**Table 4 – Green  
Assessment**

146 Questions

19 Systems to  
be assessed

128 Questions

# MSSP Assessment Tools

**Table 1 – Vital Information for the Management of Safety**

**Table 2 – School Safety Compliance Assessment**

**Table 3 - Building Condition Assessment**

**Table 4 – Green Assessment**

**Critical Standards**

**99 Q** Early Childhood  
**112 Q** Primary Schools  
**140 Q** Secondary Schools  
**140 Q** Tertiary Schools

**Critical Standards**

**112 Q** Early Childhood  
**115 Q** Primary Schools  
**128 Q** Secondary Schools  
**128 Q** Tertiary Schools

# MSSP Assessment Tools

**Table 2 – School  
Safety Compliance  
Assessment**

All  
CS  
met

+

**80%**

=

**Certification  
possible**

**Table 3 - Building  
Condition  
Assessment**

**80%**

=

**Certification  
possible**

**Table 4 – Green  
Assessment**

All  
CS  
met

+

**80%**

=

**Certification  
possible**

Safety The y	Safety Area y	Safety/Section	Question	Answer	Comments	Weight	Score	Educational Institutional type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standards
				(Yes/No)								
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergens, such as mould and?			4	0	x	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health care provider on-staff?	1	Clinic nurse is available upon request	3	3	x	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?			3	0			X	x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care?	1	Clinic nurse is located next door with the Police Station	3	3	x	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to the school to the principal or?	1		5	5	x	x	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	School will contact clinic for transportation or ambulance	5	5	x	x	x	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their?	1		5	5	x	x	x	x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors? If no food service, skip?	1					x	x	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food?		The kitchen counter top, sink and cupboards are in bad shape with water damage. Requires major repair	3	0		x	x	x	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The dry foods used in the kitchen are stored in a cupboard. The kitchen has no wall mounted cabinets. Cabinets should be installed above kitchen counter for additional storage.	3	3		x	x	x	
1	1.4	Medical emergencies	57) Is a fire suppression located within or in proximity to the kitchen/eating?			5	0		x	x	x	

Safety Theme	Safety Area	Safety Section	Question	Answer (Yes/No)	Comments	Weight	Score	Educational Institution Type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standard
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergies such as mould and asthma?			4	0	x	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health care provider on staff?	1	Clinic nurse is available upon request	3	3	x	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?			3	0			X	x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care?	1	Clinic nurse is located next door with the Police Station	3	3	x	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to the school to the principal?	1		5	5	x	x	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	School will contact line for transportation or ambulance	5	5	x	x	x	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their?	1		5	5	x	x	x	x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors? If no food service, skip?	1					x	x	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food?		The kitchen counter top, sink and cupboards are in bad shape with water damage. Requires major repair	3	0		x	x	x	
1	1	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The dry foods used in the kitchen are stored in a cupboard. The kitchen has no wall mounted cabinets. Cabinets should be installed above kitchen counter for additional storage.	3	3		x	x	x	
1	1.4	Medical emergencies	57) Is a there fire suppression located within or in proximity to the kitchen/eating?			5	0		x	x	x	

Safety Theme	Safety Area	Safety Section
1	1.5	Medical emergencies

Safety y The	Safety y Area	Safety/Section	Question	Weight	Score	Educational/Institutional type (Early Childhood, Primary, Secondary, Tertiary)	Critical Standards
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergens, such as mould and dust?	4	0	x x x x	
1	1.5	Medical emergencies	48) Do you have a designated nurse and/or health care provider on staff?	1	3	x x x x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?	3	0	x x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care?	1	3	x x x x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near the school to the principal?	1	5	x x x x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	5	x x x x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their food vendors?	1	5	x x x x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors?	1		x x x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food?	3	0	x x x	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	3	x x x	
1	1.4	Medical emergencies	57) Is there a fire suppression located within or in proximity to the kitchen/eating area?	5	0	x x x	

## Question

47) Is there a programme for the prevention and detection of allergens, such as mould and dust at schools?

Safety y The	Safety y Area	Safety/Section	Question	Answer (Yes/No)	Comments	Weight	Score	Educational Institutional type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standards
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergens, such as mould and?			4	0	x	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health care provider on staff?	1	Clinic nurse is available upon request	3	3	x	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?			3				X	x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care?	1	Clinic nurse is located next door with the Police Station	3	3	x	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to the school to the principal or?	1		5	5	x	x	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	School will contact clinic for transportation or ambulance	5	5	x	x	x	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their?	1		5	5	x		x	x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors? If no food service, skip?	1					x	x	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food?		The kitchen counter top, sink and cupboards are in bad shape with water damage. Requires major repair	3	0		x	x	x	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The dry foods used in the kitchen are stored in a cupboard. The kitchen has no wall mounted cabinets. Cabinets should be installed above kitchen counter for additional storage.	3	3		x	x	x	
1	1.4	Medical emergencies	57) Is a fire suppression located within or in proximity to the kitchen/eating?			5	0		x	x	x	

Answer (Yes/No)	Comments
0	
1	Clinic nurse is available upon request



Sarey y The	Sarey y Area	Safety/Section	Question	Answer (Yes/No)	Comments	Weight	Score	Educational Institutional type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standard
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergens, such as mould and			4	0	x	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health care provider on staff?	1	Clinic nurse is available upon request	3	3	x	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?			3	0			X	x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care	1	Clinic nurse is located next door with the Police Station	3	3	x	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to the school to the principal or	1		5	5	x	x	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	School will contact clinic for transportation or ambulance	5	5	x	x	x	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their	1		5	5	x	x	x	x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors? If no food service, skip	1					x	x	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food		The kitchen counter top, sink and cupboards are in bad shape with water damage. Requires major repair	3	0		x	x	x	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and secured?	1	The dry foods used in the kitchen are stored in a cupboard. The kitchen has no wall mounted cabinets. Cabinets should be installed above kitchen counter for additional storage.	3	3		x	x	x	
1	1.4	Medical emergencies	57) Is a fire suppression located within or in proximity to the kitchen/eating			5	0		x	x	x	

Weight	Score
4	0
3	3

Sarey y The	Sarey y Area	Safety/Section	Question	Answer (Yes/No)	Comments	Weight	Score	Educational Institutional Type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standard
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection of allergies, such as mould and?			4	0	x	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health care provider on staff?	1	Clinic nurse is available upon request	3	3	x	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff full-time?			3	0			X	x	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to a dedicated nurse and/or health care?	1	Clinic nurse is located next door with the police station	3	3	x	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to the school to the principal or?	1		5	5	x	x	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid transportation of injured staff or students?	1	School in contact with clinic for transportation or ambulance	5	5	x	x	x	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers at visible locations next to their?	1		5	5	x	x	x	x	X
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus food vendors? If no food service, skip?	1					x	x	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained and kept clean for the food?		The kitchen counter top, sink and cupboards are in bad shape with water damage. Requires major repair	3	0		x	x	x	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The dry foods used in the kitchen are stored in a cupboard. The kitchen has no wall mounted cabinets. Cabinets should be installed above kitchen counter for additional storage.	3	3		x	x	x	
1	1.4	Medical emergencies	57) Is a fire suppression located within or in proximity to the kitchen/eating?			5	0		x	x	x	

Educational Institutional Type (Early Childhood, Primary, Secondary, Tertiary)				Critical Standard
X	X	X	X	
X	X	X	X	X

Component	Systems	Scoring <sup>2</sup> Range	Score <sup>2</sup> Achieved	Comments
<b>1.0 Exterior Building Elements</b>	1.1 Foundation/Structure	4-12	9	There are few cracks visible in the floors. Minor repairs required
	1.2 Exterior Walls	1-8	5	There are cracks along some areas of the exterior wall that support members of the roof
	1.3 Roof System	0-7	5	Roof sheeting is fading and show signs of deterioration.
	1.4 Windows/Doors	0-3	1	Most windows are missing panes with damaged winders. Some may need to be replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry of driving rain
	1.5 Trim/Finishes	0-3	1	Casualty boards in some areas have water damage; some roof areas missing gutters

Component	Systems	Scoring Range	Score Achieved	Comments
<b>1.0 Exterior Building Elements</b>	1.1 Foundation/Structure	4-12	9	There are few cracks visible in the floors. Minor repairs required
	1.2 Exterior Walls	1-8	5	There are cracks along some areas of the exterior wall that support members of the roof
	1.3 Roof System	0-7	5	Roof sheeting is fading and show signs of deterioration.
	1.4 Windows/Doors	0-3	1	Many windows are missing panes with damaged winders. Some may need to be replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry of rain water.
	1.5 Trims/Finishes	0-3	1	Pasla boards in some areas have water damage, some roof areas missing gutters.

Component	Systems
<b>1.0 Exterior Building Elements</b>	1.1 Foundation/ Structure
	1.2 Exterior Walls
	1.3 Roof System
	1.4 Windows/ Doors
	1.5 Trims / Finishes

Component	Systems	Scoring <sup>2</sup> Range	Score <sup>2</sup> Achieved	Comments
<b>1.0 Exterior Building Elements</b>	1.1 Foundation/Structure	4-12	9	There are few cracks visible in the floors. Minor repairs required
	1.2 Exterior Walls	1-8	5	There are cracks along some areas of the exterior wall that support members of the roof.
	1.3 Roof System	0-7	5	Roof sheathing is fading and show signs of deterioration.
	1.4 Windows/Doors	0-3	1	Most windows are missing panes with damaged winders. Some may need to be replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry of rain.
	1.5 Trim/Finishes	0-3	1	Casita boards in some areas have water damage; some roof areas missing gutters.

Scoring Range	Score Achieved
4-12	9
1-8	5
0-7	5
0-3	1
0-3	1

Component	Systems	Scoring Range	Score Achieved	Comments
1.0 Exterior Building Elements	1.1 Foundation/Structure	0-2	9	There are few cracks visible in the floors. Minor repairs required
	1.2 Exterior Walls	1-8	5	There are cracks along some areas of the exterior wall that support members of the roof
	1.3 Roof System	0-7	5	Roof sheeting is fading and show signs of deterioration.
	1.4 Windows/Doors	0-3	1	Most windows are missing panes with damaged winders. Some may need to be replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry of driving rain.
	1.5 Trim/Finishes	0-3	1	Fascia boards in some areas have water damage; Some roof areas missing guttering.

## Comments

There are few cracks visible in the floors. Minor repairs required

There are cracks along some areas of the exterior wall that support members of the roof.

Roof sheeting is fading and show signs of deterioration.

Most windows are missing panes with damaged winders. Some may need to be replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry of driving rain.

Fascia boards in some areas have water damage; Some roof areas missing guttering.

## **Session 4 – Activity 3: Question Scenarios**

**60 min**

### **Exercise description:**

- **The questions below are taken from the Safety Assessment and the Green Assessment.**
- **For each question, an example context is provided, which shall be used to evaluate each.**
- **As a group, answer each question with a corresponding Yes/No answer.**
- **Take note of your reasoning of each answer**

# School Assessment: organisation

	Group 1	Group 2	Group 3
School Day 2	Safety A.	Building Condition A.	Green A.
School Day 3	Green A.	Safety A.	Building Condition A.
School Day 4	Building Condition A.	Green A.	Safety A.



School information sheet	1 representative from group that is undertaken the Building Conditions Assessment			
School Safety Compliance Assessment	Interview with Principle / Deputy Principle	Interview teachers	Interview care takers / grounds man	Interview Canteen
	1 representative + 1 note taker	At least 1 representative	At least 1 representative:	At least 1 representative:
	Questions: 1-22, 28-30, 32-46, 61-70, 93-106, 115-142	Questions: 23-27, 31, 47-53	Questions: 70-92, 107-115	Questions: 54-60
Building Conditions Assessment (see also School information sheet)	Exterior Building Elements	Interior Building Elements	Mechanical Systems	Safety Code Compliance
	At least 1 Person	At least 1 Person (together with Mechanical Systems)	At least 1 Person (together with Interior Building Elements)	At least 1 Person
	Mainly observers - Ask teachers or care taker whenever appropriate			
Green Assessment	Interview with Principle / Deputy Principle	Sustainability Management & Natural Resources	Indoor Environment & Hazardous Chemicals and Materials	Facility and Grounds Management & Food Service
	1 representative + 1 note taker	At least 1 Person	At least 1 Person	At least 1 Person
	Questions: 1-18, 28, 30, 38-40, 42-46, 49-60, 64-66, 72, 82, 89, 91-92, 98, 102-103, 105, 107, 110-117, 120, 126, 128	Care taker/ Observer  Questions: 19-27, 29, 31-37, 41, 47-48	Care taker/ Observer  Questions: 61-63, 67-71-78, 88, 90-91, 93-94	Care taker/ Observer  Questions: 95-97, 99-100, 104, 106, 108-109, 118-119, 121-122, 127