

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

Critical Standards

99 Q Early Childhood112 Q Primary Schools140 Q Secondary Schools140 Q Tertiary Schools

Table 3 - Building

Condition

Assessment

Table 4 – Green Assessment

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



Table 3 - Building

Condition

Assessment

80% = Certification possible

Table 4 – Green Assessment



Safet y@ The	Safet y®	Safety/Section	Question	(Tes/IV	Comments		Score	(Early	naiIInstitutio Childhood,II condary Te		Critical® Standa	
1	1.5	Medical emergencies	47) Is there a programme for the prevention and idetection in the filler gens, is uch is simulational.			4	0	x	x	х	x	
1	1.5	Medical [®] emergencies	48) Do you have a dedicated nurse and/or health建are瑜provider函n-staff?団	1	Clinicihursellislavailablelliponlitequest	3	3	х	х	x	х	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff@ull-time?@			3	0			х	х	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to@idledicated@nurse@ind/or@health@tare@	1	Clinic@urse@s@ocated@next@loor@with@helPolice@station	3	3	х	х	х	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to@he@chool@c@the@principal@c@	1		5	5	х	x	x	х	
1	1.5	Medical [®] emergencies	52) Has the school made provisions for the rapid@ransportation@f@njured@taff@r@tudents@	1	School@vill@ontact@linic@or@ransportation@or@mbulance	5	5	х	х	х	x	
3	3.3	Medical [®] emergencies	53) Has the school posted emergency numbers@t@visible@ocations@text@to@their@	1		5	5	х	х	х	x	x
1	1.4	Medical emergencies	54) Do students use the services of on, or off- campus@ood@endors?@f@od@ervice,@kip@	1					х	х	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained@nd@kept@lean@or@he@ood@		The likt chen licounter liop, list in kländ licupboards liare lin libad li shape livith livater lidamage. IR equires linajor liepair	3	0		х	x	х	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The art of	3	3		х	х	x	
1	1.4	Medical [®] emergencies	57) Is a there fire suppression located within or@n@proximity@o@he@kitchen/eating@			5	0		х	х	х	

Safet y@	Safet y®	Safety ß ection	Question	(Tes/IV	Comments	Weight₪	Score	(Early	nailInstitution Childhood, II Condory II e	rimary,⊡		Critical Standa
1	1.5	Medical emergencies	17) Is there programme for the prevention and implementation and implementation and implementation of the prevention and implementation of the provention and implementation of the prevention of the preventi			4	0	х	x	x	x	
1	1.5	emergencies	48) Do you have a dicated nurse and/or health底are頂provider頂n-staff?団	1	ClinicThurseTisTavailableTuponTrequest	3	3	х	x	x	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staffffull-time?個			3	0			х	х	
	1.5	Medical [®] emergencies	50) If a nurse or health care provider is not staff, does the school have immediate access tolk@lidedicated@nurse@nd/or@health@tare@	1	Clinic@urse@s@ocated@next@loor@vith@helPolice@station	3	3	х	x	x	x	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near toomers.	1		5	5	x	x	×	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid@ransportation@f@njured@taff@n@tudents@	1	School@vill@ontact@lin. or@ransportation@r@mbulance	5	5	x	х	х	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numbers@t@visible@ocations@next@to@their@	1		5	5	x	х	х	x	х
1	1.4	Medical emergencies	54) Do students use the services of on, or off-campus@ood@endors?@fibo@ood@ervice,@kip@	1					x	x	х	
1	.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained@nd@kept@lean@or@he@ood@		The likitchen licounter in op, lisinkländ licupboards läre län libad lä shape lävith lävater lädamage. like quires länajor läepair	3	0		x	x	х	
1	1	Medical [®] emergencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The@try@oods@sed@n@he@kitchen@re@tored@n@dcupboard.@ The@kitchen@as@no@vall@nounted@abinets.@abinets@should@ be@nstalled@bove@kitchen@ounter@or@additional@torage.	3	3		x	x	х	
1	1.4	Medical emergencies	57) Is a there fire suppression located within or@n@roximity@o@he@kitchen/eating@			5	0		х	x	x	

Safety Theme	Safety Area	Safety Section
1	1.5	Medical emergencies

Safet y2	Safet y∄ Area	Safety Section	Question	res/i	Comments	Weight®	Score	(Early	nailinstitutio Childhood, I	Primary,∑		Standa
1	1.5	Medical emergencies	47) Is there a programme for the prevention and idetection in the prevention and idetection in the prevention and idea are also as a second control of the prevention and idea are a second control of the prevention are a second control of the prevention and idea are a second control of the prevention and idea are a second control of the prevention and idea are a second control of the prevention and idea are a second control of the prevention and idea are a second control of the prevention and a second control of the prevention are a second control of the prevention and a second control of the prevention are a second control of the prevention and a second control of the prevention and a second control of the prevention are a second control of the prevention and a second control of the prevention are a second control of the prevention and a second control of the p			4	0	x	х	x	×	
1	1.5	Medical [®] emergencies	health距are顷rovider⑩n-staff?逦	1	Clinic@ursets vailable@pon@equest	3	3	x	х	x	х	
1	1.5	Medical [®] emergencies	49) Is the nurse or health care provider on staff@ull-time?個			3	0			Х	х	
1	1.5	Medical? emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to@@dedicated@nurse@nd/orthealth@are?	1	Clinicianseissiocatediaextidooriivit the Policeistation	3	3	x	х	x	х	
1	1.6	Medical emergenci	51) Are students and staff encouraged to report potential hazards or contaminants near to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to@hetschool@to	1		5	5	x	х	x	x	
1	1.5	Medic 2 emergen es	52) Has the school made provisions for the rapid@ransportation@f@njured@taff@n@tudents@	1	School@vill@ontact@linic@or@ransportation@or@mbulance	5	5	х	x	x	x	
3	3.3	Med all emerge cies	53) Has the school posted emergency numbers@t@visible@ocations@text@to@their@	1		5	5	х	x	x	х	x
1	1.4	Me cal emerg ncies	54) Do students use the services of on, or off- campus@ood@endors?@f@od@ervice,@kip@	1					х	х	x	
1	1.4	V dicali eme encies	55) Are the kitchen/eating area/cafeteria well maintained@nd@kept@lean@or@he@ood@		The@kitchen@counter@op,@ink@nd@upboards@re@n@od@ shape@with@water@damage.@kequires@major@epair	3	0		х	х	х	
1	1.4	ledical? em rgencies	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The dryfloods wed and he detichen are deto the dryfloods wed and deto the d	3	3		х	x	x	
1	1.4	Medical [®] ergencies	57) Is a there fire suppression located within or@n@roximity@o@the@kitchen/eating@			5	0		х	х	×	

Question

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

Safet y2	Safet yE	Safety\(\overline{B}\)ection	Question	Answe (res/iv	Comments	N	ight₪	Score	(Early	nailinstitutio Childhood, II	rimary,⊡		Criticaliz Standa
1	1.5	Medical emergencies	47) Is there a programme for the prevention and meteorion of meteorial meteo				4	0	×	×	x	х	
1	1.5	Medical [®] emergencies	48) Do you have a dedicated nu e and/or health隂are陬provider呕n-staff?晒	1	Clinic@urse@s@available@upon@equest		3	3	х	x	x	х	
1	1.5	Medical emergencies	49) Is the nurse or health of e provider on staff値ull-time?圈				3				х	х	
1	1.5	Medical emergencies	50) If a nurse or health color provider is not on staff, does the school we immediate access to@idledicated@nurse@ind/orgalith@are@	1	Clinicinurseiisiocatedinextidooriivithiihel Policeistation		3	3	х	x	x	х	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential transfer or contaminants near toomerschools on the contaminants of the contaminant of the contaminants of the contaminant o	1			5	5	x	x	×	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapiditransportation@filinjured@taffilior@tudents@	1	School@vill@ontact@linic@or@ransportation@r@mbulance		5	5	×	х	х	x	
3	3.3	Medical emergencies	53) H the school posted emergency number stillsisle@ocations@next@o@heir@	1			5	5	x		x	x	х
1	1.4	Medical [®] emergencies	54) Do students use the services of on, or off- constitution of the service of the state of the service of the	1						х	х	х	
1	1.4	Medical [®] emergencies	5) Are the kitchen/eating area/cafeteria well maintained@ndikeptitleanfor@heffood@		The likitchen likounter likop, lisin kiland likupboards läre liin libad lii shape liivith liivater lillamage. Il Requires liimajor liiepair		3	0		x	×	х	
1	1.4	Medical emergencia	56) Is there a designated food storage area that provides adequate storage space and is secured?	1	The libry floods is sed in libe likt chen lare is to red in la libro beard. If the likt chen libro lib		3	3		х	×	×	
1	1.4	Mc .cal em_gencies	57) Is a there fire suppression located within or@n@roximity@to@thetkitchen/eating@				5	0		х	х	X	

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

Safet y®	Safet y∄	Safety\\(\overline{\overli	Question	(TES/IN	Comments	Weight₪	Score			utionail ypel d,Primary,I Tertiany		Critical [®] Standa
1	1.5	Medical emergencies	47) Is there a programme for the prevention and detection defaultergens, Buch as a mould and and a support of the prevention and a support of the support of th			4	0	х	х	х	х	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health配are@provider@n-staff?個	1	Clinic@urse@s@vailable@pon@equest	3	3	х	x	х	х	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff@full-time?@			3	0	7		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@@dedicated@nurse@nd/or@health@tare@	1	Clinicianurseissiocatediaextitiooriiivithii proliceistation	3	3	х	х	х	x	
1	1.6	Medical [®] emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to@he@school@to@he@principa@or@	1		5	g	x	х	х	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid@ransportation@f@njured@taff@r@tudents@	1	School@vill@ontareziinic@or@ransportation@r@mbulance	5	5	х	х	х	x	
3	3.3	Medical emergencies	53) Has the school posted emergency numberstattivisible@ocations@nextato@their@	1		5	5	х	х	x	х	х
1	1.4	Medical [®] emergencies	54) Do students use the services of on, or off- campus@ood@endors?@f@no@ood@ervice,@kip@	1					х	x	х	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeteria well maintained@nd@kept@lean@or@he@ood@		The likitchen licounter ill op "Binkländ licupboard s läre län läbad lä shape lävith lävater lädamage . like quire s lämajor läepair	3	0		х	x	х	
1	1.4	Medical emergencies	56) Is there a designated food storage area that provides adequate storage space and secured?	1	The dryfoods is sed in the thicken in restored in the dryfoods is sed in the thicken in a sino in the thicken i		3		x	х	х	
1	1.4	Medical [®] emergencies	57) Is a there fire suppression located within or@n@roximity@o@he@kitchen/eating@			5	0		x	×	х	

Weight	Score
4	0
3	3

Safet y2	Safet y∄	Safety ⊠ ection	Question	Allswe (Tes/iv	Comments	Weight™	score	(Early	nai@nstitutio Childhood,@	rimary,∑		Criticalizi Standa
1	1.5	Medical emergencies	47) Is there a programme for the prevention and idetection in the filler gens, is uch in the filler ge			4	0	х	x	x	x	
1	1.5	Medical emergencies	48) Do you have a dedicated nurse and/or health隂are⑭provider؈n-staff?晒	1	Clinicihurseils@available@upon@equest	3	3	х	х	х	x	
1	1.5	Medical emergencies	49) Is the nurse or health care provider on staff@ull-time?@			3	0			Х	х	
1	1.5	Medical emergencies	50) If a nurse or health care provider is not on staff, does the school have immediate access to@@dedicated@nurse@nd/or@health@tare@	1	Clinicihursells:llocatedihextidoorilwithilber ericellstation	3	3	x	х	x	×	
1	1.6	Medical emergencies	51) Are students and staff encouraged to report potential hazards or contaminants near to@he@chool@o@he@principal@o@	1		5	5	x	х	x	x	
1	1.5	Medical emergencies	52) Has the school made provisions for the rapid@rransportation@f@njured@taff@r@tudents@	1	School micontact@linic@or@ransportation@r@mbulance	5	5	x	х	х	х	
3	3.3	Medical [®] emergencies	53) Has the school posted emergency numbers@t@visible@ocations@text@to@their@	1		5	5	х	х	х	х	k
1	1.4	Medical emergencies	54) Do students use the services of on, or off campus@ood@endors?@f@od@endors?@f@od@endors?	1					х	х	x	
1	1.4	Medical emergencies	55) Are the kitchen/eating area/cafeter well maintained@nd@kept@lean@or@he@ood@		The likitchen libounter it op, likinkland libupboards libraria libraria shape libraria libraria libraria shape libraria	3	0		х	х	х	
1	1.4	Medical emergencies	56) Is there a designated for storage area that provides adequate grage space and is secured?	1	The dryfoods wed in the thick then are is to red in the dryfoods wed in the theory of the dryfood wall in the dryfood wall in the dryfood wed in the dryfood wall in the dryfood wall in the dryfood wall wall wall wall wall wall wall wal	3	3		х	х	х	
1	1.4	Medical [®] emergencies	57) Is a there suppression located within or@n@roximity@roxe@itchen/eating@			5	0		х	х	х	

	tional Institu d, Primary,			Critical Standard
Х	х	х	х	
×	x	x	x	X

Component	Systems	Scoring [®] Range	Score [®] Achieved	Comments
	1.1Foundation/Structure	4-12	9	There@are@ew@cracks@visible@n@the@loors.@Minor@epairs@equired
	1.21 xterior Walls	1-8	5	there are cracks along some areas of the exterior wall that support members of
1.01Exterior Building	1.3 Roof System	0-7	5	RoofBheeting@sfading@ndBhowBigns®fddeterioration.
Elements	1.4ªWindows/dDoors	0-3	1	replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry
	1.5@rims@finishes	0-3	1	Pfästisingប៊ីស្វាំល m some areas nave water damage; some roor areas missing

Component	Systems	Scuing? Range	Score [®] Achieved	Comments
	1.1Foundation/Structure	4-12	9	There@are@ew@cracks@visible@n@the@loors.@Minor@epairs@equired
	1.2 Exterior Walls	1-8	5	the@oof
1.0ExteriorBuilding?	1.3PRoofSystem	0-7	5	Roofisheeting is if a ding is and is how is igns in fill eterioration.
Elements	1.43Windows/Doors	0-3	1	replace especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry
	1.5@rims@Finishes	0-3	1	Pfästiavingoans in some areas nave water damage; some root areas missing

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

Component	Systems	Scoring [®] Range	Score Achieved	Comments
	1.1Foundation/Structure	4-12	9	There are sew tracks to is ible and the saloors. Minor sepairs sequired
	1.2 Exterior Walls	1-8	5	here are tracks along some areas of the exterior wall that support members of
1.0 Exterior Building	1.3PRoof®ystem	0-7	5	Roofিউhe ingিরেরিবাngির ndিউhow উigns ক্রিক্টিeterioration.
Elements	1.4ªWindows/®Doors	0-3	1	eplaced e pecially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry
	1.5②rims②于inishes	0-3	1	Statistical Communication of the state of th

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

Component	Systems	Scoring [®] Range	core⊡ Achieved
	1.1Foundation/Structure	1	9
	1.2Œxterior®Walls	1-8	5
1.0ExteriorBuilding2	1.3koofsystem	0-7	5
Elements	1.4ªWindows/@Doors	0-3	1
	1.5☑rims☑垂inishes	0-3	1

	Comments
Г	There Tare The end of
	the Book
Г	Roof®heeting®s@ading@and®how®igns@fddeterioration.
	replaced especially in the kitchen/cafeteria area. Windows along the windward side require proper placement in the sill with caulking to prevent future entry
	rascia boards in some areas have water damage; some room areas missing

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						
	Interview with Principle / Deputy Principle	Interview teachers	Interview care takers / grounds man	Interview Canteen			
School Safety Compliance Assessment	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	Exterior Building Elements	Interior Building Elements	Mechanical Systems	Safety Code Compliance			
Assessment (see also School information sheet)	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						
	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			
Green Assessment	Questions:	Care taker/ Observer	Care taker/ Observer	Care taker/ Observer			
	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	Questions: 19-27, 29, 31-37, 41, 47- 48	Questions: 61-63, 67-71-78, 88, 90- 91, 93-94	Questions: 95-97, 99-100, 104, 106, 108-109, 118-119, 121- 122, 127			