



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

March 1, 2024

DIVISION MEMORANDUM
No. 116 s. 2024

SCHOOL SAFETY INSPECTION CHECKLIST

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
All Elementary and Secondary School Heads
All Others Concerned Officials and Personnel

1. To ensure a safe environment that is conducive to teaching and learning, schools are advised to conduct an annual risk identification and mapping within and around the school premises as per DepEd Order No. 21 s. 2015.
2. To provide field offices assistance in identifying hazards and potential risks in the schools, this office is hereby releasing to the field the **School Safety Inspection Checklist**.
3. A softcopy of the attached checklist will be uploaded to the Division DRRM Team Site for fast access. Schools may access the site through <https://sites.google.com/deped.gov.ph/sdo-catanduanes-drrm> . DepEd email shall be used in accessing the site.
4. For queries and/or clarifications, you may contact Maria Audrea L. Vivo, Division DRRM Focal Person at 09299784538 or email at mariaaudrea.vivo@deped.gov.ph.
5. For information and wide dissemination.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/malv
2/26/2024



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Records Section RECEIVED
Stamp Area

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Name of School:		School ID:	
Municipality:		District:	
Date of Inspection:			

EXTERIOR

		Yes	No	N/A	Remarks
1	Is the gate always closed?				
2	Is the entrance well lit?				
3	Are steps in good condition with no broken or loose steps?				
4	Are handrails installed and are they firmly attached?				
5	Is there a sign directing all visitors to sign in at the office when entering the school?				
6	Are exits properly marked?				
7	Do all exit doors open outwards with the path of egress?				
8	Are exit doors free of chains or padlocks when employees and/or children are in the building?				
9	Do all exit doors open freely and provide an unobstructed path to an outside public area?				
10	Are exit paths marked and maintained free of debris and other items that can block the exit?				
11	Is the school properly fenced?				
12	Are trees pruned regularly?				

HALLWAYS

		Yes	No	N/A	Remarks
1	Are hallways and entrances to rooms well lit?				
2	Are hallways clean and free from tripping hazard?				
3	Are the flooring materials in good condition? No lost or broken tiles or not slippery.				
4	Are fire extinguishers and fire alarm pull boxes properly identified, accessible, and securely mounted?				
5	Do utility/staff use warning signs when mopping, stripping, and washing floors to warn others of potential slip hazards?				

STAIRS AND STAIRWAYS

		Yes	No	N/A	Remarks
1	Are stairs and stairways well lit?				
2	Are stairs free of clutter and trash that could create a slip/trip/fall condition?				

6	Are waste disposal facilities adequate				
7	Are there securable storage spaces for chemicals?				
8	Is there a master cut-off for gas in the laboratory?				
9	Is there a master cut-off for electricity in the laboratory?				
COMPUTER/ ICT ROOMS		Yes	No	N/A	Remarks
1	Are electrical cords covered or secured to prevent a tripping hazard?				
2	Are there enough accessible power points to avoid overloading sockets?				
3	Is all portable electrical equipment tested regularly?				
4	Is there enough space to move around safely?				
5	Can everyone sit at their workstations comfortably?				
6	equipment in routine use?				
7	Are floor surfaces, carpets etc. in a safe condition?				
8	Are floors free of trailing cables, boxes & other trip hazards?				
9	Are fire extinguishers provided and tested annually?				
10	Are fire doors clearly marked & kept closed?				
11	Are fire exits & escape routes free of obstructions?				
12	Have staff received recent instruction on fire safety and fire procedures?				
Prepared by: _____ (Signature) Name of School Head Position		Received by: MARIA AUDREA L. VIVO, RN EMT Project Development Officer II <i>Disaster Risk Reduction and Mngt</i>			
Date:		Date:			



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TECHNOLOGY/VOCATIONAL AREAS/GENERAL FOR SHOPS		Yes	No	N/A	Remarks
1	Are all chemicals and controlled products clearly labelled?				
2	Are shelving and storage racks stable, with heavier items stored between knee and shoulder height?				
3	Are all items stored so as not to present a tripping hazard?				
4	Are there clear pathways between machinery, electrical panels and to the exit doors?				
5	Is the shop generally neat and orderly?				
6	Are all electrical cords and cables arranged so as not to present a tripping hazard?				
7	Are extension cords used for temporary connections only?				
8	Is defective equipment tagged and removed from service?				
9	Are emergency shut-offs clearly visible and readily accessible?				
10	Are First Aid stations clearly posted with highly visible signage?				
11	Do fire extinguishers and eyewash stations have highly visible signage?				
12	Are fire exit and route signs highly visible?				
13	Are powered hand tools equipped with undamaged cords and plugs?				
14	Is all major equipment equipped with shielded or recessed power switches to prevent an				
15	Are Safe Work Procedures posted at each location housing major equipment?				
WELDING EQUIPMENT		Yes	No	N/A	Remarks
1	Is ventilation available to draw fumes away from the operator?				
2	Are all compressed gas cylinders (whether empty or full) secure?				
3	Is all appropriate Personal Protective Equipment (PPE) such as welding goggles and aprons				
4	Do oxyacetalene tanks have reverse gas flow devices on all hoses, and are all hoses in good condition with no cracks?				

5	Is there a metal receptacle bucket located adjacent to the welding area?				
6	Are fire extinguishers accessible, mounted properly, and inspection tagged?				
7	Are approved flammable liquid storage cabinets being used to store flammable or combustible materials?				
8	Are flash curtains available for use around arc welding areas?				

WOODWORKING SHOPS/CONSTRUCTION		Yes	No	N/A	Remarks
1	Is PPE being used when there is risk of an injury?				
2	Are floor areas kept clear of tripping hazards?				
3	Are eye wash stations accessible and flushed at least monthly?				
4	Are wood products stored in a safe manner?				
5	Is the dust collector system operating well and maintained on a regular basis?				
6	Is all machinery securely fastened to the floor or work bench?				
7	Is all machinery securely fastened to the floor or work bench?				
8	Are all electrical cords in good condition and not crossing traffic areas?				
9	Are lock out procedures adhered to when maintenance work is done?				
10	Is the local exhaust ventilation sufficient to remove odours of solvents and non-latex paints?				
11	Are chemical resistant gloves provided for cleaning up solvents?				
12	Are chemicals labelled appropriately with GHS supplier labels (or workplace labels if				
13	Are Safe Work Procedures posted regarding the use, handling, and storage of chemicals and disposal of waste?				
14	Are eye wash stations accessible and flushed at least monthly?				
15	Is Personal Protective Equipment provided?				
16	Are fire extinguishers accessible, mounted properly, and inspection tagged?				

Prepared by:	(Signature) Name of School Head Position	Received by:	MARIA AUDREA L. VIVO, RN EMT Project Development Officer II Disaster Risk Reduction and Mngt
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HOME ECONOMICS AREA		Yes	No	N/A	Remarks
1	Is the local exhaust ventilation system kept clean?				
2	Are fire extinguishers accessible, mounted properly, and inspection tagged?				
3	Are exhaust fans and hoods clean?				
4	Are the areas around stoves kept clear of combustible materials?				
5	Are all containers clearly labelled?				
6	Are knives stored in racks or knife blocks?				
7	Are cutting surfaces maintained to prevent contamination?				
8	Do all large mixers, meat slicers, shredders, etc. have guards in place?				
9	Are Safe Work Procedures posted for the use and clean-up of food processing equipment (including lock-out requirements during maintenance)?				
10	Are floors kept clear of water, grease, etc.?				
11	Are anti-slip strips or rubber mats provided in work areas?				
12	Are concentrated cleaning products and pesticides labelled and stored away from food areas?				
13	Are sewing machines and cords in good repair and arranged so as not to create a tripping hazard?				
14	Are walk-in refrigerators and freezers free of water or ice that could cause a slipping hazard, and are they equipped with an internal door opener?				
15	Are the general facilities clean and sanitary?				

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