



Summer NEWSLETTER

JULY 2017

Welcome! New Members

Let's welcome our two newest members of SCR, effective July 1, 2017, Placentia Yorba Linda USD (ADA 26,730) and Rowland USD (ADA 15,412). We are looking forward to working with the staff at each of the Districts. The representative with Placentia Yorba Linda USD is David Giordano and Alex Flores with Rowland USD.

Facility Use During the Summer



We sometimes think schools shutdown for the summer, but that is not the case. Many schools offer summer programs and the use of the fields and buildings can be extensive from summer camps to swimming pool use. The following

practices should be put in place to ensure the district limits its liability and that the organization and the participants using the site are safe. All facility use agreements should be handled by one person or department to ensure that all questions regarding Certificates of Insurance and Additional Insured Endorsements naming the district as an additional insured under the user's policy are in place prior to the approval of the event. The district should develop a contract that is signed by each group/individual requesting use of district facilities. The contract should detail each users' responsibilities and should contain Hold Harmless/Indemnification language protecting the district from any and all claims resulting from the use of district facilities.

Some of the common programs that may request facility use are:

- Youth sports programs
- Church groups
- Summer camps
- Community theatre groups

Try to have someone from the district check the fields, theatres, parking areas, bleachers, etc. before and after each event. Feedback should be given to groups that leave trash or debris behind for the site staff to dispose of. Lighting in walk paths and parking lots should be inspected periodically throughout the summer. If a group is planning a kick-off event or end of summer party, understand the scope of the activities (bounce houses, water slides, dodge ball, etc.) Keep in mind that while the youth football team on the field is supervised by coaches, other siblings are using the fields and play structures with or without supervision.

Construction During the Summer



As we know, a lot of construction occurs during the summer months on school grounds. Proper safety precautions should be put into place to ensure

the safety of those using the facilities and the safe condition of the buildings and grounds. Are you employing these best practices to reduce the risk of incurring a claim or delaying your project?

- Certificates of Insurance – Construction defects, bodily injury, and property damage are some of the most expensive type of claims. Are your contractors properly insured and bonded? If not, you can be on the hook for these costly claims.
- Safety Orientations – Consider conducting a safety orientation for contractors and their employees. The orientation should focus on site rules such as mandatory PPE requirements, fire protection, housekeeping, security, and visitor safety.
- Subcontractor Meetings – How well do your subcontractors communicate their plans to each other? Poor communication can cause delays to your project and result in feuding contractors.

- Safety Inspections – Don't forget that your district can be fined under the multi-employer citation policy. You have a "reasonable" duty to ensure that your contractors are complying with Cal/OSHA regulations.
- Subcontractor Safety – Do subcontractors have an IIPP? Don't assume or take their word for it. Require IIPPs to be submitted during the bidding process. Additionally, search the OSHA citation database to learn if contractors have incurred violations in their recent history. It can be used as a deciding factor between two similar bids.
- Need someone to help hold contractors accountable for their safety performance? Ask your Loss Control representative about Keenan's Rent-A-Safety-Professional services.

Swimming Pool Safety



Summer time is when pools are used heavily by outside organizations. When it comes to pool safety, lifeguards are the best accident prevention strategy a school district can employ. In fact, under certain

circumstances (see notation below), the Health and Safety Code requires lifeguard service for public swimming pools. It is recommended that all PE teachers and swim coaches either have a Lifeguard Certificate or a Water Safety Instructor (WSI) certificate which includes first aid and CPR. It is also recommended that the district create a policy requiring these certifications for the staff.

Districts should implement the following Risk Control initiatives:

- Set procedures on use of pool covers and notify staff and outside organizations of the procedures. Always completely remove the cover before anyone enters the pool.
- Ensure PE teachers and coaches are properly trained in CPR and WSI and that they follow district procedures in the event of an emergency. (Procedures should include the district's Blood borne Pathogens Exposure Control Plan.)
- Ensure proper risk transfer forms (hold harmless, release of liability, etc.) are completed when outside organizations use the pool.
- Inspect pool area periodically for glass, cracks in decking, cracks in pool bottom, spectator bleachers, lifesaving equipment, chemical storage, and any other potential hazards. Maintain documentation of these inspections (retain completed checklists).
- Ensure life saving equipment and first aid kits comply with Title 22 and are easily accessible and operational.
- Ensure an operable telephone is provided and is accessible for emergency purposes.
- Maintain required postings/signage as noted in Title 22 and Title 24 in the pool area. Ensure compliance with the latest best practice ANSI and ISO safety sign standards.
- Develop swimming pool rules, post them and ensure PE teachers, coaches and lifeguards receive training to effectively enforce these rules.
- Ensure fencing and gates are properly secured to reduce use after hours.

Keenan has a sample swimming pool policy, inspection checklist, and pool rules designed for member school district use. We also have a list of regulatory requirements specific to swimming pools.

Note: The Health and Safety Code requires a Lifeguard Service for any public swimming pool, which is of wholly artificial construction, and for the use of which a direct fee is charged. It does state for swimming pools where a fee is not charged, lifeguard service shall be provided or signs shall be erected clearly indicating that such service is not provided "Warning - No Lifeguard on Duty."

Prepping for Summer Shutdown



It shouldn't come as a surprise that the most common period of time for schools to experience property loss is during the summer months when campuses are vacated. Perpetrators consistently target vacant homes, play structures in public parks, and school campuses, especially vacant ones that aren't secured.

While it is important for districts to put an action plan in place that will limit their loss exposure during the summer break, it is equally as important to maintain

and tighten up the security measures that are already in place.

Examples of these items include:

- Ensuring existing video surveillance cameras are functioning properly.
- Walking the perimeter of the campus to identify areas that aren't secure if campus is closed.
- Taking note of any fencing or security gates that need to be repaired.
- Testing alarms and ensuring all emergency contact information is current.

Being aware of the most common types of property stolen at vacant school sites can help give a specific focus on what to protect. These items include:

- Computers
- Copper plumbing
- HVAC equipment

The most common types of vandalism are:

- Broken windows
- Graffiti

While it's nearly impossible to avoid all property loss during any period of time, it should be the goal of each district to do everything reasonably possible to limit the severity of an incident and also have the resources allocated to take action as soon as something does happen.

Here are some additional tips that should prove to be beneficial:

- Remove graffiti as soon as it is discovered to reduce the severity of the damage.
- Notify local law enforcement that the site is vacant and request extra patrols.
- Cover windows of rooms that contain high valued items. Conduct and record weekly inspections of the site(s).

Be proactive. By having systems in place prior to the school becoming vacant during the summer, districts will not only reduce their loss exposure, but also be better prepared to take action when an incident does occur. In accordance with the ReLiEF Memorandum of Coverage, the following security measures

must be in place for any vacant property:

- Conduct and document monthly external and internal inspections of the vacant property.
- Maintain heating to keep pipes from freezing.
- If feasible, turn off the water supply.
- Keep existing sprinkler, fire protection and heat or smoke detection systems in service.
- Keep existing intrusion detection systems in service.
- Secure all perimeter doors and accessible perimeter windows.
- Maintain exterior and interior motion or timed lighting.
- Remove any debris or hazardous materials, including unnecessary combustibles, pollutants or chemicals.
- Turn off unnecessary electrical equipment.
- Notify the authority of such locations within 180 consecutive days of vacancy.

Summertime Maintenance

Maintenance and upkeep is necessary to keep fields and outdoor areas safe. Summertime provides us with an excellent opportunity to catch up on many of those necessary field maintenance items. Following is a list of areas to consider and some suggested tasks to include:

Athletic Fields

- Check and repair/replace protective fencing.
- Check and repair/replace irrigation valve or utility box covers
- Check and repair/replace exposed irrigation sprinkler heads
- Check and fill in open holes if caused by rodent activity.
- Implement rodent control and elimination program.
- Check and repair bleachers-replace seating and walkways as needed.
- Check for overgrown dry grass and weeds and cut down
- Check to make sure areas under repair are cordoned off to prevent access.

Playground Equipment



- Check and repair playground equipment as recommended by your manufacturer(s).
- Check fall protection surfaces - redistribute and/or add loose fill as needed to maintain fall height protection (follow manufacturers' recommendations for manufactured fall surfaces).

- Check for worn S-hooks on swings. S-hooks should not have more than a .04 inch opening.
- Check slide beds closely as many cracks in the surface are not noticeable from a distance. These cracks can cause severe cuts to the children using them.
- Inspect wood structures for splintered or cracked wood.
- Check for wear in gears and make sure they are properly lubricated.
- On plastic equipment, look for discoloration - it can indicate excessive wear.
- Check bolts for tightness; make sure nails are not protruding.

Parking Lots and Walkways

- Check and repair/replace uneven pavement areas.
- Check and repair/grind/replace uneven sidewalk areas where roots may have lifted concrete.
- Check and repair/replace area lighting.
- Check surfacing and recoat or resurface as needed.
- Check and trim back grown trees and shrubs away from roofs and walkways.
- Check and repair damaged fencing.

Environmental Impairment Support Program

SCR provides its members with up to \$50,000 to offset district defense costs in the event of an environmental related claim. In order to qualify, the district must be in compliance with the EISP policy and must have completed the following Keenan

SafeSchools online training courses.

KSS Policy Courses:

- Resolving Indoor Environmental Quality (IEQ) Issues
- Conducting an IEQ Investigation
- Common IEQ Issues
- Preventing IEQ Problems

Maintenance and Operation personnel who are responsible for facility inspections and hazard correction as well as district supervisory personnel who are responsible for safety and security program compliance should take these courses. The courses can be accessed via Keenan SafeSchools in the Admin area under Courses>Policy Courses.

Summertime is a good time to address areas where water intrusion has occurred or could occur. Stained ceiling tiles or walls are an indication of water intrusion. These areas should be inspected for active or past leaks. Water intrusion can lead to an indoor air quality issue and is covered in the IEQ online courses.

Safety Shout-Outs!



We would like to recognize the following member districts who corrected or addressed all high priority recommendations that were identified in the P&L safety inspection. The corrections were documented during the third quarter follow-up audits.

- Rialto USD
- Irvine USD
- Palo Verde CCD
- Palo Verde USD

Increase in Litigation

There has been an increase in litigation for public schools over the last few years. The trend in claims include: Abuse/Molestation, Student Transportation, and a general "Failure to Supervise."

In an effort to reduce litigation, we recommend implementing the following best practices.

- Roll the new child abuse micro learning video series (to be released this summer) out to your site principals

and staff. Incorporate abuse prevention into the student safety dialogue on campus. Prevent abuse by managing boundaries!

- Call the Keenan property & liability claims department (PLCA) when you have acrimonious employment disputes BEFORE making changes in their employment status. The "Early Triage" program can help provide you with an independent assessment of liability issues to be aware of.
- Implement protocols for special education student transportation and enforce them. Resources are available on RiskAdvisor. Below are some suggested best practices to follow:
 - Train employees in all areas of student transportation safety at least annually and document it.
 - Ensure bus alarms are installed per SB1072.
 - Implement policies and strategies to combat distracted driving and inadequate supervision (e.g., cell phone use, non-authorized passengers, etc.).

- Actively monitor all driver activities, including student pick up/drop off accuracy, and take corrective action in the event of any material violation of established DMV and/or Agency protocols or policies.
- Adopt a school bus safety code of conduct. Students should be held accountable on the bus as well as the classroom.
- Consider using adult bus monitors or attendants on certain routes so the driver can concentrate on the road. Maybe consider a volunteer program with the assistance of your PTO.
- Have back-up protocols in place when dealing with children with special needs.