

RISK MANAGEMENT

INCIDENT AND OR ACCIDENT REPORTS

All employee accident OJI's "On the Job Injury" reports are to be sent to Human Resources attention Mr. James Aldinger.

All Student Incident/Accident/Response Forms are to be sent to Student Services

CHARTER BUS SERVICES

Bartlett City Schools Risk Management will publishes annually an approved van rental and bus charter vendor list.

Regardless who hires and ultimately pays for van rentals and charters, we ask that you only allow approved vendors to transport our students.

State Board of Education rules require any person transporting students in a vehicle with a seating capacity of fifteen or more passengers to have a Commercial Driver's License (CDL) with a School Bus Endorsement.

Bartlett City School bus drivers are the only authorized drivers for a vehicle with a seating capacity of fifteen or more passengers. While transporting students, using a vehicle that has seating capacity of fifteen passengers or more requires drivers to have a Commercial Driver's License (CDL) with a School Bus Endorsement.

A (CDL) is not required to drive a smaller vehicle with a seating capacity of less than fifteen passengers. However, if transporting students, the driver must be an employee of Bartlett City Schools and must have a valid states driver's license.

As information: Fifteen passenger vans must be inspected annually by the Department of Safety and have a valid School Bus Inspection Certificate. You must require the rental agency to produce a copy of the valid School Bus Inspection Certificate prior to boarding.

We need your feedback! To assist us in providing the safest and highest quality vendors the quality of service needs to be monitored. We ask that at the completion of service you complete a "Charter Service Survey".

CAMPUS SAFETY INSPECTIONS

Safety inspections of the building and grounds will be made by the Department of Operations, and/or the Plant Manager. This includes but is not limited to playgrounds, fire extinguishers, emergency lights and appliances.

Safety inspections by the facilities department need to be made on all electrical equipment on property.

The following safety inspections must be made by Plant Managers:

- Monthly inspections of fire extinguishers
- Monthly tests of sprinkler system flow alarms
- Monthly inspections of playgrounds and playground equipment.
- Annual inspections of all fire safety devices.
- Annual inspections of the kitchen fire suppression, sprinkler system.
- Annual inspection of emergency generators.

*The Plant Manager is responsible for maintaining a current file with all necessary documentation and test reports for the State Fire Marshals' review.

In addition to safety inspections noted above:

The State of Tennessee Fire Marshall and or the local Municipal Fire Marshall and the Occupational Safety and Health Administration (OSHA) can perform unannounced inspections. Plant Managers should escort these parties while visiting our campus.

Report any fire hazards or issues requiring corrections to the Director of Operations immediately.

NOTE: A form has been included at the end of this section to log all safety drills. This form must be up to date, on file in the principal's office and available for review by the fire marshal during annual inspections. A copy of this log will become a part of the close-out documents and turned in to the Director of Operations office at the close of school. Note the number and types of drills that are required by State law.

Department of Operations will perform annual property safety evaluations. The purpose of these evaluations is to assist Principals in protecting themselves, their staff, students, and community. Evaluations will attempt to document and review State Fire codes, OSHA codes and Bartlett City Schools Board polices.

Examples of items of concern include:

- Extension cords – Cannot be used as permanent wiring.
- Too much artwork – 80% of the wall area must be left uncovered in non-sprinkled buildings and 50% of the wall area must be left uncovered in sprinkled buildings.
- Storage room doors propped open – Storage room doors are to be closed at all times
- Classroom doors propped open – Classroom doors in the non-sprinkled building need to stay closed. In sprinkled buildings the doors can remain open but should remain closed.
- Stairwell doors propped open – The doors to the stairwells are to remain closed at all time.
- Blocked electrical panels – There is to be no storage within 30 inches on the side of the panel and 36 inches in front of the panel.
- Blocked exit windows – In non-sprinkled buildings the window needs to stay clear so it can be used as a secondary exit. Also the exterior of these windows should remain clear of shrubbery or other items.
- Items suspended from the ceiling – There should never be any artwork or other items suspended from the ceiling.
- Untreated Drapes and Shower Curtains – Any drapes, shower curtains, etc. must be treated with fire retardant spray or said items must be removed.

- Storage in hallways, corridors, stairways, etc. – There should never be any items permanently stored in any area that could deter use as an exit.

Facility alterations or changes – All matters concerning new construction, additions, renovations, or changes in function should be referred to the Director of Operations.

Student Sports Insurance Coverage

Bartlett City Schools provides “Sports Accident Insurance Coverage” for the following school sponsored TSSAA sports:

Middle and High School

- Spirit Groups (Cheer and Pom)
- Boys and Girls Basketball

High School Only

- Football
- Boys and Girls Bowling
- Boys and Girls Cross Country
- Boys and Girls Golf
- Boys and Girls Soccer
- Boys and Girls Tennis
- Boys and Girls Track & Field
- Boys Baseball
- Girls Softball
- Girls Volleyball
- Wrestling

** This insurance policy provides coverage (within terms and conditions) on a secondary/excess basis. If the claimant has primary insurance coverage the claim will need to file against the primary insurance first.

** This insurance policy provides \$100,000 maximum coverage with zero deductible and works in connection with the \$500,000 catastrophic coverage with \$10,000 deductible that Bartlett City Schools receives by membership with TSSAA.

CONTRACTOR APPROVAL PROCESS

A contractor is a company or person under contract: a company or person with a formal contract to do a specific job, supplying labor and materials and providing and overseeing staff if needed. Any individual or company that will be or could be in contact with students on or off school property.

Any potential contractor will be required to apply for status as an approved contractor. The following documentation must be provided:

Certificate of Insurance (COI) with minimum coverage of \$1,000,000 for General Liability, and Auto Liability.

Subject: COI must name Bartlett City Schools Board of Education as an additional insured. 587 Form. An act to amend Tennessee Code Annotated, Section 49-5-413, relative to contracting with certain persons who may have contact with certain children.

Hold Harmless agreements

Other contractors making requests for use of school property must make formal request for said use and in addition to these required contractor items will also provide:

Assumption of Risk.

- For School Facilities use or rental see: FACILITIES SERVICES

TENNESSEE GOVERNMENTAL TORT LIABILITY

The tort liability of municipalities and other local governmental entities is determined under the Tennessee Governmental Tort Liability Act – Tennessee Code Annotated (TCA) Chapter 20. This Act, passed in 1973 by the Tennessee General Assembly, is an attempt to balance the needs of injured persons to recover for injury or damage caused by the negligent acts of a local government and the needs of local governments to provide and of their citizens to receive public services, without unduly burdensome litigation and taxes. One of the most important provisions of the Act is the section that grants absolute immunity to local governments and then creates exceptions to this immunity making them liable for certain actions or inactions, based on negligence.

Negligence is based on four elements:

- You had a duty to act
- You breached that duty
- Your breach of that duty was the proximate cause of the injury
- An actual injury or damage did occur

CHEMICALS, CLEANING AGENTS, ETC.

Bartlett City Schools has contracted with ABM Services Group, Inc and PAR-CORE. for cleaning services in all schools. By contract, ABM and PAR-CORE will be responsible for providing cleaning agents as approved by Bartlett City Schools Board of Education. Any chemicals or cleaning agents needed by Bartlett City Schools Board of Education staff must be approved and kept in properly labeled containers.

A Material Safety Data Sheet (MSDS) must be maintained on site for any and all chemicals.

Note: Other chemicals or materials (including but not limited to): Fertilizers, insecticides, flammables must have approvals thru the Director of Operations and or Facilities Services including contracted services prior to any use.

For questions regarding approved chemicals and cleaning agents contact Jeff Waller @ 870-5143

RENTAL AND/OR USE OF SCHOOL FACILITIES (PENDING POLICY)

Requests for use of school property shall be made in writing at least four (4) weeks prior to the proposed use. Facilities use information and required forms are available at local schools, or may

be downloaded from the Bartlett City Schools website. The building principal must sign the Facilities Request Form before submission to the Director of Operations. If the request for use of school property is granted, the person, group, association, organization or corporation or to the use of the property, must execute a Waiver and Release of Liability. In addition, a Certificate of Insurance (minimum coverage of \$1,000,000) must accompany the request. No consent for use of school property shall extend beyond the school year during which the consent was given. The Superintendent of Schools or his/her designee reserves the right to cancel a school property use agreement when such action is deemed necessary in the best interest of the school district.

***For School Facilities use or rental see: FACILITIES SERVICES

HANDLING AND DISPOSAL OF MEDICAL WASTE

Bartlett City Schools in order to protect and ensure the safety of our employees, students, and visitors has developed a medical waste management plan based upon an inventory of wastes generated. This inventory includes actual and potentially infectious and pathological materials. Disposable materials that have been contaminated with blood or other body fluids must be treated as medical waste. Broken glassware, needles, scalpel blades, and other contaminated sharps should be included in this inventory.

As part of our medical waste management plan we will educate and test personnel in the recognition and safe handling procedures for all medical wastes that may be generated.

Employees will be trained to handle medical wastes including the use of personal protective equipment, sharp containers, proper hand washing techniques, and surface sanitizing Procedures. Employees that generate and/or handle medical waste should understand how to properly maintain, and dispose of personal protective equipment. Employees will be provided puncture-proof containers and medical waste “Biohazard” bags to waste generating areas. Use red bags with a recognized biohazard warning symbol for collecting medical wastes. Store and ship medical wastes in more durable, lead-proof containers provided. Employees should segregate infectious and pathological medical wastes from general and hazardous wastes. Store waste awaiting disposal in a secure area with limited access. This area should contain leakage and be easily cleaned and sanitized. Employees should contact School Health for disposal of medical waste. School Health will arrange for a contractor pickup and disposal through a permitted infectious and pathological waste disposal facility. Contractor will ensure that the disposal facility uses incineration, steam sterilization, or another approved destruction method for treating medical waste. School Health will continually check with authorities to assure compliance with local waste handling and management requirements. After handling medical waste, employees will clean and sanitize hands with antiseptic soap and alcohol-based sanitizing solutions. Sanitize horizontal surfaces and areas that have been in contact with medical wastes frequently. A 10% bleach solution is effective for sanitizing most surfaces. Contact School Health with any questions or safety concerns.

PEST CONTROL

It is illegal for anyone other than a licensed pest control expert to spray pesticides inside a school building. To protect Bartlett City Schools from liability from illegal use of pest controls it is imperative that you schedule pest control through the Operations Department.

To schedule pest control service or to report a concern or issue please contact Jeff Waller via SchoolDude work order system.

For Health Department and pest control reasons, food must not be stored or prepared in instructional spaces; therefore microwaves, refrigerators, coffee makers, etc. are not appropriate in these spaces. Kitchen/cafeteria pest control concerns should be directed to the School Nutrition Department. All other matters concerning pest control should be directed to the Facilities Services Department.

AHERA MANAGEMENT PLAN

Each school has a copy of the Asbestos Hazard Emergency Response Act Management Plan. Federal Law requires that this document be kept on file in an accessible location in every school. Each Bartlett City School has been instructed to keep this on file in the main school library.

Please verify that your school management plan is filed in your main library and instruct your librarian to add to the plan all asbestos related documents which may be sent to you in the future. The yearly update will be delivered to the schools during the second week of August. **DO NOT DISCARD PAST REPORTS.** All reports must be maintained permanently.