

2305 Buildings and Grounds Management 2305

1. Insurance Program

It is the policy of the District that all the property and personnel of the District shall be covered by a comprehensive plan of insurance including casualty, liability, fire insurance, etc.

In setting the amount of coverage, the Board shall follow wherever possible, the recommendations of the insurance underwriters.

The Board shall periodically invite bids for its insurance program on the basis of specifications provided by the Superintendent/designee.

2. Safety

It shall be the policy of the Board to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the District. The Board believes that safety is important to everyone concerned with the schools not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Each Principal is responsible for the supervision of the safety program for his/her school, and the supervisor of the safety program for the entire District is the responsibility of the Superintendent/designee.

Each Principal, with the Director of Buildings and Grounds and Lead Custodian, shall periodically conduct safety inspections of the school and grounds and submit reports to the Superintendent of Schools or designee. Reports shall be submitted to the School board when appropriate or upon request.

Unsafe conditions shall be reported to the appropriate contact at each school immediately. If the conditions present an immediate threat to the safety of staff, students, or the public, the person notified will take reasonable steps to prevent injuries until the appropriate personnel arrive. All injuries reported as a result of slip, trip, and fall related incidents will be documented in the Slip, Trip, and Fall Log kept at the Superintendent's Office. Each incident will be reviewed by the Principal and forwarded to the SAU for entry into the log. The log itself will be reviewed, at least quarterly, by the appropriate Principal/designee, building and grounds supervisor, and/or the Joint Loss Management Committee (JLMC).

3. Security

The Director of Buildings and Grounds after consultation with the Building Principal shall

be responsible to establish and maintain a procedure which will assure building security after regular school hours.

4. Cleaning Programs

An effective cleaning program is important to prevent deterioration of the school buildings and grounds. It is the responsibility of the Director of Buildings and Grounds to coordinate an efficient cleaning program.

5. Repairs

It is the policy of the Board that the Business Administrator shall prepare and keep up to date with the Director of Buildings and Grounds in consultation with Building Principals, a continuous program of repairs and maintenance of buildings and grounds. Each year prior to the preparation of the budget, the Business Administrator shall submit to the Superintendent a recommended program of repairs and maintenance for the next fiscal year. Upon adoption and financing of this annual program, he/she shall proceed with plans and specifications for all projects requiring public bidding of contracts and with the program of work on all other items.

6. Emergency Repairs

Should an emergency occur which might endanger the safety of students and/or employees or impair the functioning of the school, the Building Principal shall notify the Superintendent who will assume the responsibility for initiating proper action.

7. Air Quality on School Property

The Superintendent/designee shall establish procedures to eliminate and/or minimize the effect of emissions from buses, cars, and other motorized vehicles upon students and school employees. Anti-idling and clear air measures established by state and federal environmental services shall be taken into account.

The Superintendent/designee shall make a good faith effort to evaluate physical conditions that can impact indoor air quality, including general cleanliness, ventilation, moisture control, and chemical use and storage. A checklist developed by the Department of Education shall be completed and filed annually with the Department. The Superintendent/designee who has conducted said report under RSA 200:11 shall be immune from civil liability.

RSA 200:48

RSA 200:11-a

Adopted: 3/1995

Revised: 11/2006, 5/2011

