

End of Year School Safety Assessment

A Checklist for a Comprehensive Review

As the school year draws to a close, it's the perfect moment for schools to take stock of what worked well and what needs attention. One area that deserves a thoughtful, unhurried review is school safety. Taking time now to assess your safety practices not only helps prevent avoidable problems down the road, it also reinforces the culture of security and trust that students, staff, and families count on every day.

Schools can use the following steps to assess their school's safety procedures and outcomes.

1. Review incident reports, behavior logs, and near misses.

- ☐ Review all student and staff incident reports.
- ☐ Look for patterns in injuries, behavioral incidents, or facility-related hazards.
- ☐ Evaluate the effectiveness of interventions and corrective actions.
- ☐ Identify areas where supervision or procedures may need strengthening.

2. Inspect classrooms and learning spaces.

- ☐ Check furniture for stability and damage.
- ☐ Ensure electrical cords, outlets, and power strips are safe and not overloaded.
- ☐ Confirm that emergency exits and pathways are clear.
- ☐ Inspect science labs, art rooms, and CTE spaces for chemical or equipment hazards.
- ☐ Verify that classroom emergency kits are stocked.

3. Evaluate safety training and staff preparedness.

- ☐ Confirm that all required safety trainings were completed.
- ☐ Identify staff who need refreshers (first aid, CPR, emergency procedures).
- ☐ Review substitute teacher safety protocols.
- ☐ Ensure staff know how to report concerns and access emergency resources.



4. Audit school policies and emergency procedures.

- ☐ Review emergency response plans (fire, severe weather, lockdown, evacuation).
- ☐ Update procedures based on new equipment, building changes, or district guidance.
- ☐ Ensure policies are accessible to staff, students, and families.
- ☐ Confirm that drills were completed and documented.

5. Conduct a full building walkthrough.

- ☐ Inspect hallways, stairwells, and entrances for clutter or hazards.
- ☐ Check lighting in classrooms, hallways, parking lots, and outdoor areas.
- ☐ Verify that signage (exit signs, room numbers, emergency maps) is visible and accurate.
- ☐ Look for leaks, water damage, or structural concerns.
- ☐ Ensure playgrounds and athletic areas meet safety standards.

6. Test all emergency and communication systems.

- ☐ Test fire alarms, extinguishers, and suppression systems.
- ☐ Inspect AEDs, first-aid kits, and nurse's office supplies.
- ☐ Check intercom systems, radios, and classroom communication tools.
- ☐ Review emergency contact lists and parent notification systems.

7. Review transportation and traffic safety.

- ☐ Inspect bus loading zones, car lines, and crosswalks.
- ☐ Review bus maintenance and safety inspection records.
- ☐ Evaluate traffic flow patterns for congestion or blind spots.
- ☐ Confirm crossing guard procedures and staffing.

8. Evaluate chemical, equipment, and supply management.

- ☐ Review safety documentation for science labs, custodial closets, and CTE programs.
- ☐ Inspect chemical storage and disposal procedures.
- ☐ Check expiration dates on supplies.
- ☐ Ensure custodial equipment is functioning safely.



9. Engage students and staff in the process.

- ☐ Conduct end-of-year surveys for staff and students.
- ☐ Hold safety discussions or focus groups.
- ☐ Encourage reporting of concerns without fear of blame.
- ☐ Recognize individuals or teams who contributed to safety improvements.

10. Set safety goals for the next school year.

- ☐ Identify top priorities for facility upgrades or procedural changes.
- ☐ Plan training sessions for staff returning in the fall.
- ☐ Allocate budget for safety equipment or building improvements.
- ☐ Establish timelines and assign responsibilities.

A school's end-of-year safety assessment is more than a checklist; it's a commitment to protecting students, staff, and the learning environment. By reviewing your school campus now, you set the stage for a safer, more prepared school year ahead.

