



# Premises Safety Training

Ruth Washburn  
Cooperative Nursery School

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# Environmental Hazards

# Building Safety

- Alarm System
- Emergency Response Plan
- People Safety-visitors, authorizations and sign-in/out sheets
- Stairways/Tripping Hazards
- Kitchen safety

# Alarm System

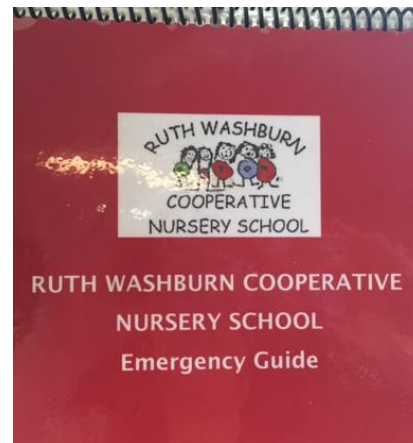


- The building has a keypad with different codes (family, staff).
  - Family code only good during school year/school days/school hours-changes each year.
  - Staff code works 24 hrs/ 365 days-changes yearly.
- Alarm code
  - keypad inside the door.
  - Staff must arm and disarm if first/last person in building. Enter Code and push #1 to disarm. Enter Code and push #2 to arm upon leaving.
- Security Cameras
  - There are multiple security cameras inside the building and around the property. Video is kept and is available for up to 30 days.

# Emergency Response Plan

- [Emergency Guide](#)

Follow the link to open the emergency guide. Read through the guide before taking the test at the end of the presentation.



# People Safety

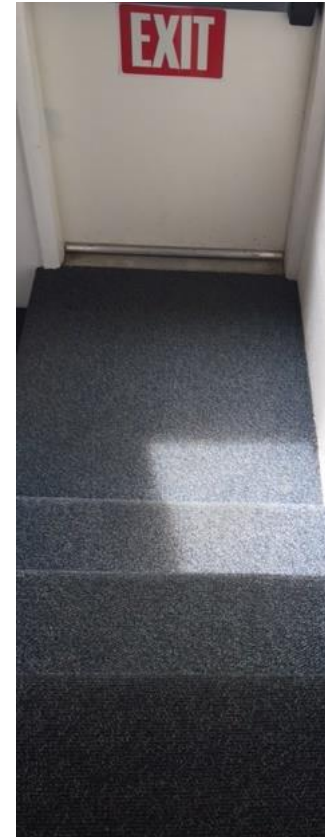


- Visitor log
  - Anyone visiting the building must sign the visitor log at the front desk.
- Authorized Pick-Ups
  - Only adults listed as authorized pick ups may pick up a child. Unknown adults must be asked for ID to be checked against the list kept in your classroom or in the database at the front office.
- Classroom sign in/out sheets
  - All children must be signed in and out each day from class and explorers (if applicable). It is the lead teacher's responsibility to make sure this is done daily.

# Tripping Hazards

## Tripping/Falling #1 cause of injury at RW

- Stairways-inside and out
  - Watch for uneven steps/stairs
  - Use railing when on stairs
  - Be careful of different types of steps/stairs outside.
- Uneven floor in classrooms
  - The older building has some high and sagging spots. It is structurally safe, but just be careful.
- Water hazards in classroom and kitchen
  - Watch for drips from classroom sinks, water tables, drinking water container, etc.
  - Clean up water immediately to prevent falls.
  - Mop after all children and adults are done in the classroom.
- Toys
  - Keep walkways free of toys.
  - Be careful when stepping in areas where there are many toys.
  - Do not step backwards in areas where there are toys.



# Hazardous Materials



- In classrooms
  - Keep all items marked “keep out of reach of children” in locked cabinets.
  - Includes bleach, quaternary ammonia, floor cleaner, toilet cleaner.
- In maintenance area in basement
  - Cleaners, paints, chemicals, insecticides etc. must be kept in the crawl space or in maintenance room which has a childproof doorknob and heavy, fire door.
- In shed
  - Must be kept locked at all time
  - Gasoline, paint, insecticides, concrete, etc. might be present.
- In kitchen
  - Under the kitchen cabinet are chemicals for the sanitizer as well as bottles of bleach for disinfecting solution.
  - All cabinets with a lock, must be kept locked at all times!





# Kitchen Safety

- Knives and sharp objects
  - Kept in a locked drawer-not to be used by children
- Stove and burn risks
  - Knobs are kept off of the stove and in a drawer to the left.
  - Do not leave cooking items unattended.
  - Children should not be in kitchen when the stove is in use.
- Medication
  - Medication is kept in a locked cabinet above the stove. Only staff who have taken Medication Administration and have nurse delegation may give medication to children.

# Playground Safety

- Deer and other wild animals
- Insects
- Equipment checks
- Sight and sound
- Trip/fall hazards
- Cell phones
- Locked spaces



# Deer and other wild animals

- Adult and baby deer
  - While the babies are cute, avoid touching them. Adult deer need to be “shooed” off of the property before outside time. You can ask an administrator to do this.
- Animal Scat
  - With so many types of wild animals on site, there is often scat around. Make an effort to teach children to avoid scat and to never touch it. Scat can be raked over as needed to keep the playground safe.
- Garter & Bull snakes
  - Garter snakes are common in the gardens and under bridges. Children should avoid handling garter snakes. Bull snakes can be aggressive. Let administration know if larger snakes are seen so wildlife professionals can be contacted.
- Skunk & Raccoon
  - Both common on property, but should not be observed during the day.
  - If any evidence of skunk or raccoon are observed, please notify administration immediately so wildlife trapping professionals can be contacted.
  - NEVER approach a skunk or raccoon.
- Birds & squirrels
  - Birds and squirrels are common at Ruth Washburn. They will often eat at bird feeders, but should not be touched or chased. If eggs in a nest are present, please let administration know so we can cone off the area so they can hatch.
- Mouse-Bait
  - Mice will be seen around bird feeders and in the garden. There are locked bait traps around the property (out of the reach of children). Do not open the bait traps, let administration know if you see a mouse.



# Insects/Plants

- There are many types of beneficial insects/spiders at Ruth Washburn which should be left on site. The exceptions are:
  - Black Widows
    - Black widows are reclusive and hide in corners, under playground items and any place dark.
    - If you see a black widow, please notify administration immediately.
    - Do not handle black widows and direct children to avoid touching black widows.
  - Wasps
    - With all the wood on our property, we are a haven for wasps. In the spring and fall, wasps work to build nests on the eaves of the building and around wood structures.
    - If you see wasps, let administration know so they can call pest control and hang wasp traps.
    - Move children away from an area with many wasps until pest control can take care of them.
- There are many plants on site. On both the prairie and hillside area you might find
  - Yucca & Cactus
    - They are both native to the area, but can be painful if touched.
    - Instruct children to avoid touching either.
    - If they are spilling onto paths, let administration know so they can be removed on a maintenance day.

# Equipment checks



- Check Playground equipment daily for:
  - Frayed ropes
  - Broken wood (splinters)
  - Loose parts-nails/screws
  - Alert administration to any items that need repaired
- Toys
  - Check for cracks and broken material
  - Throw away toys with broken parts or cracks.
  - Let administration know if toys need to be replaced

# Sight and sound



- You should be able to see and hear all children at all times!
- Post staff and parent helper around the following areas to ensure safety:
  - Cabins
    - Inside and behind
  - Hillside
    - Children only allowed on hillside with an adult
  - Bushes
    - Check under and around often
  - Teepees
    - Inside and behind





# Trip/fall hazards



- Be careful around all outside falling hazards including:
  - Rocks
  - Tires
  - Landscape timbers (different levels)
  - Water area
  - Trees-stumps, roots and full trees
  - Big wheel hill
  - Sandy areas (slippery)

# Cell phones



- At least one teacher (assistant or lead) should take a cell phone outside each day in case of an emergency.
- Program the school number so you can call inside in case of emergency (636-3084)
- Other good numbers to have in your phone are your classroom parent's phone numbers and your partner teacher. This is great in case of evacuation so we can easily reach families.



# Accident/Incident Report

- If a child is injured at Ruth Washburn, it must be reported to the child's parents on an Accident/Illness Form. The report should be signed by the parent and the copy turned into the office within 24 hours of the injury. Injuries requiring first aid must be reported immediately to administration so proper follow up can be made.
- If volunteer or staff member is injured at Ruth Washburn, it should be reported immediately to administration. We carry volunteer's insurance as well as Worker's Compensation to support injured adults.



## Locked spaces/Keys

- When leaving to go to the playground, take keys on lanyard (hanging by door in classroom)
- Shed/coop locked at all times
  - Dangerous equipment and chemicals are kept in shed.
- Doors lock from outside so you need key to get in from the playground.

# Property Safety

- Parking lot safety
- Ice and slippery sidewalks
- Dumpster
- Parking lot rocks
- Gates
- Neighbors and local population
- Vacant property to the south

## Heads Up in Parking Lots



*Don't run over people. Don't get run over.*

# Parking lot safety

- Park on street
  - We don't want children to have to get out of cars on the street so we leave parking lot spaces for families.
- Watch for children and hazards in lot
  - Be careful driving through and backing up.
- Pull up to unload and then re park
  - Feel free to pull up to the school when you arrive and unload your items and then park on the street before families arrive.
- Use entrance/exit correctly
  - Entrance to the school is on the north side.
  - Exit from the school on the south side.
- Watch for animals/children left in cars
  - Children and animals cannot be left in cars in our parking lot. Stay by car if you see a child in it alone and call admin for support 636-3084.



# Ice and slippery sidewalks



- During the winter our front sidewalks can get very slippery.
  - Ice melt can be applied (it is usually in a bucket by the front door or in the basement)
  - There is a shovel by the front door during the winter. A parent or service usually shovels, but occasionally a staff member or administration will shovel.
- Water hazards
  - There are areas of water play outside (Brenda's Stream). Be careful when walking around areas that are wet to avoid falls.
- Appropriate footwear
  - Closed toe shoes with appropriate tread should be worn when supervising children outdoors.
- Railings
  - Use railing when entering or exiting the building, especially during wet or icy conditions.

# Dumpster



- No Parking
  - Do not park in front of the dumpster. The waste company will not pick up the trash if a car is in the way.
- Watch for wild animals
  - Birds, Raccoons and skunks have all been observed in and around the dumpster. Just be on the look out.
- Watch for biohazards
  - Diapers and other bodily fluids are disposed of in the dumpster, so be careful when putting trash in, not to come into contact with items already in the dumpster.
- Watch for people
  - There is occasional evidence (trash, alcohol bottles, etc.) that people are loitering around the dumpster.

# Parking lot rocks



- The large boulder/rock retaining wall in the parking lot could shift because of rainfall or the freeze/melt cycle
- Follow the signs which state that there is no climbing on rocks
- Enforce no climbing rule with children
- Watch out for wildlife living in area
  - Skunks, rabbits and other burrowing animals can take up residence in the rock pile.
  - Let administration know if you see any evidence of digging in the rocks.



# Gates



- Keep gates closed with bungee cords.
  - If a cord is missing/overly frayed alert administration to purchase a new one.
- Families must sign in/out child before leaving through gate with child.
- Don't hand children over the fence or gate.



# Neighbors and local population

- Transient population
  - There is a transient population in the area. If there are any concerns, please contact administration so they can reach out to the H.O.T. (Homeless Outreach Team) which is a part of the police department.
- Bus stop
  - Do not park in front of the bus stops on 19<sup>th</sup> street. Be aware of individuals waiting for the bus both for driving and personal safety reasons.
- Vacant lots
  - There are multiple vacant lots in the area. These can be places where wildlife thrives and also areas where homeless/transient population camps. Just be aware of the areas surrounding the school. Alert administration to any concerns.

# Bio-Contaminants

# Food Safety

- Handwashing
- Covering food
- Proper refrigeration
- cooking

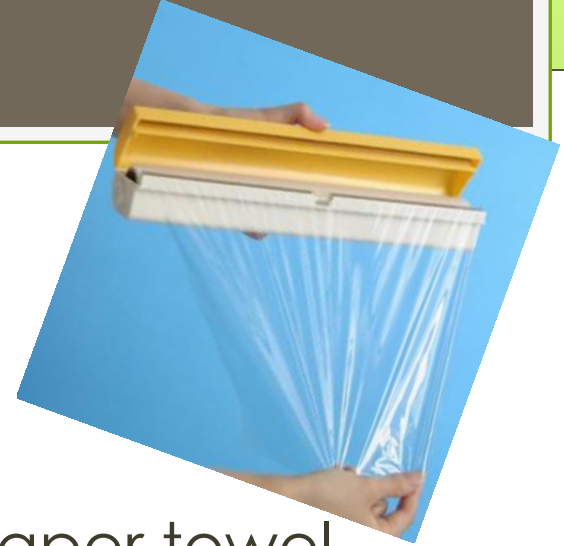
# Handwashing



- Utilize and demonstrate proper handwashing before handling food.
- Always use food grade gloves when handling food to be served to children.

# Covering food

- Cover prepared food with paper towel, another plate or plastic wrap until children are ready to eat.
- Food must be properly covered before being refrigerated.
- Ziplocs, aluminum foil and clear wrap are available for use in the kitchen.



# Proper refrigeration and handling



- All food brought into the school must be properly refrigerated.
- Do not serve perishable food that has been left out.
- Only commercially prepared food may be served at the school.
- All items such as cheese and fruit must be cut up and served at the school. **Food cannot be prepared at home and then served at the school.** It must be prepared at the school per El Paso County Health Department rules.

# Cooking



- We encourage cooking projects at Ruth Washburn.
- Families can bring commercially packaged items to cook with (frozen fruit, baking ingredients, commercially sealed dairy items, etc.) to use as ingredients.
- Children and families must use food safe gloves when preparing food for consumption at the school. Children must be supervised at all times when involved in a cooking project.

# Bodily Fluids

- Diapers/Diapering procedures
- Blood/throw up
- handwashing





# Diapers/Diapering procedures

- Gloves must be worn when diapering or helping a child wipe after using the bathroom.
- Diapers must be disposed of in a covered diaper pail or taken by parents directly to the dumpster. They cannot be thrown in the classroom or bathroom trash.
- Adults and children must wash their hands after diapering procedures.
- All standard precautions (handled in the OSHA training) must be followed at all times.



# Blood/throw up

- Gloves must be worn when handling blood or throw up messes.
- First Aid procedures are to be followed at all times.
- OSHA Standard precautions are to be followed at all times.
- Bodily fluids cleaned up with paper towels need to be bagged and immediately placed in the dumpster.
- All items that come into contact with bodily fluids need to be sprayed immediately with Quaternary Ammonia and allowed to air dry.

# Handwashing

- Follow proper handwashing protocol

## Let's Wash Our Hands!

Whooshy washy!  
Wet our hands  
Under running water  
Add some soap and  
Rub them hard  
Don't miss any part!  
Between our fingers  
Under the nails  
Rid germs without fail  
Front and back  
And round the wrist  
No germs will be missed!  
They may hide  
But we shall seek  
So we will not fall sick!  
Splishy splashy  
Bye bye germs  
Down the drain they squirm  
With clean towels  
We dry our hands  
Now let's show our friends!

1 Palm to palm

2 Between fingers

3 Back of hands

4 Base of thumbs

5 Back of fingers

6 Fingernails

7 Wrists

8 Rinse and wipe dry

Remember to wash our hands:

- After using the toilet
- After sneezing or coughing
- After playing with pets
- After sports or playing outside
- Before eating

Health Promotion Board

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# Click on link to take test

- [https://www.surveymonkey.com/r/presmis\\_estraining](https://www.surveymonkey.com/r/presmis_estraining)