



LAGOS STATE GOVERNMENT OFFICE OF EDUCATION QUALITY ASSURANCE

SAFETY CHECKLIST FOR READINESS FOR RE-OPENING OF SCHOOLS

This safety check-list for readiness for re-opening of schools is an assessment tool for evaluators, schools owners and management designed to do the following:

- Determine whether the school meets the standard of safety recommended for the re-opening of schools using evidence objectivity;
- Support school management to determine the level of school safety and security;
- Support school management to clearly determine and address areas of improvement;
- Serve as a centralized tracker for safety, health and learning issues in schools;

The objective of the safety check list is to work towards whole school safety; reduce risk of harm and focus on student well-being, which includes all aspects of hygiene, safety and security of the student. It is a good starting point to assess the status of safety (similar to a health check-up).

Using the identified parameters of safety in this checklist, a school can clearly and objectively assess its areas of strengths and weaknesses and identify concrete steps in addressing gaps. Such an assessment also helps strengthen existing systems to make them more efficient and robust.

- If the standards are met – the school marks “**YES**” in the column;
- If the standards are not met it will mark “**NO**”;
- “**NA**” (Not Applicable) if the prescribed standard is not necessary to be complied by the school using this checklist.

I. BASIC SCHOOL STATISTICS

School Name: _____

Address: _____

Local Government: _____

School Type: _____

Year of Establishment: _____

Name of Proprietor/Principal: _____

Phone No. of Proprietor/Principal: _____

E-mail of Proprietor/Principal: _____

Phone No. of School: _____

E-mail Address of School: _____

No. of Classrooms: _____

No. of Learners per Class: _____

Dimension of Classrooms in Meters: _____

No. of Teachers: _____ Male: _____ Female: _____

No. of Non-Teaching Staff: _____ Male: _____ Female: _____

No. of Learners: _____ Male: _____ Female: _____

II. SAFETY CHECKLIST

A	INFRASTRUCTURE SAFETY CHECKLIST			STATUS			
	S/N	SAFETY INDICATOR	SAFETY STANDARD	YES	NO	N/A	COMMENT / EVIDENCE
1	Building /School Premises	• The School Building structure is stable, secured and in good condition. Is there building approval?					
		• Is there any public display of banners, posters to promote social distancing and orientate learners and teachers on preventive measures					
		• Has the school environment been fumigated, disinfected and decontaminated					
		• There is a functional water system and adequate number of water taps for all students					
		• Waste is properly managed and disposed regularly					
2	Safety and Security	•The School is fenced with only one entry and exit					
		• Entry and Exit into the School premises is secured and well manned by a Security Personnel					
		•Hand Sanitizer, Hand Washing Basin with running water are available at the entrance into the school premises					
		• Are infrared thermometers provided for temperature checks at the Entrance into the school premises					
		• Access to the School premises by visitors is controlled and monitored using a register					
3	Classrooms, Halls & Laboratories	• The classrooms are adequate, properly ventilated and suitable for physical distancing					
		•The Hall is properly ventilated and suitable for physical distancing					
		•There is provision of hand washing basin with running water					

		<ul style="list-style-type: none"> • There are hand sanitizers at strategic locations 					
		<ul style="list-style-type: none"> • The Desk and Chairs are arranged to ensure 1-Metre Spacing between Learners. 					
4	Toilets	<ul style="list-style-type: none"> • The school has separate functional toilets for boys and girls 					
		<ul style="list-style-type: none"> • Number of toilets is in proportion to number of Students 					
		<ul style="list-style-type: none"> • Hygiene of the toilets is maintained regularly 					
		<ul style="list-style-type: none"> • All disinfectants and cleaning materials are kept away from children 					
		<ul style="list-style-type: none"> • The use of the toilets are monitored by designated individuals 					
5	Sport Facilities, Play Ground & Swimming Pool	<ul style="list-style-type: none"> • All Safety Instructions pertaining to use of equipment and facilities are displayed prominently 					
		<ul style="list-style-type: none"> • Special care, caution and continuous supervision of sporting facilities, playground and swimming pool 					
		<ul style="list-style-type: none"> • The facilities and equipment are safe, cleaned and maintained regularly 					
B	HEALTH SAFETY CHECKLIST					STATUS	
S/N	SAFETY INDICATOR	SAFETY STANDARD	YES	NO	N/A		
1	First Aid Kit	<ul style="list-style-type: none"> • The School has a First Aid Kit with required supplies for emergency 					
		<ul style="list-style-type: none"> • Teaching/Non-Teaching Staff are trained in first aid 					
		<ul style="list-style-type: none"> • The First Aid Box is easily accessible 					
2	Sick Bay/ School Clinic	<ul style="list-style-type: none"> • The School has a School Clinic or Sick Bay 					
		<ul style="list-style-type: none"> • The School has a Medical Personnel/ Nurse to handle emergencies 					
		<ul style="list-style-type: none"> • The School Clinic is equipped to handle Medical emergencies 					
		<ul style="list-style-type: none"> • Emergency Medical Care Numbers are displayed at prominent locations 					
		<ul style="list-style-type: none"> • The School is able to call for and utilise ambulance Services (Ambulance Helpline displayed) 					
C	TRANSPORTATION SAFETY CHECKLIST (OPTIONAL)					STATUS	
S/N	SAFETY INDICATOR	SAFETY STANDARD	YES	NO	N/A		
1	School Bus(s)	<ul style="list-style-type: none"> • The school bus is maintained, safe and in good condition 					
		<ul style="list-style-type: none"> • School bus is equipped with First Aid Box and Fire Extinguishers 					
		<ul style="list-style-type: none"> • Recommended Safety measures and emergency numbers are displayed in the bus 					
		<ul style="list-style-type: none"> • The school Bus has a designated staff to ensure safety, coordinate learners' entry and exit from the bus 					

		<ul style="list-style-type: none"> • The Schools name, address and telephone number should be prominently displayed on the bus 				
2	Adult Supervision	<ul style="list-style-type: none"> • Security Personnel to oversee movement of vehicles in front of the school for drop/pick up of learners • Teachers are assigned to coordinate and monitor learners' entry and exit from the school premises 				
D	CHILD SAFETY/COMMUNICATION CHECKLIST		STATUS			
S/N	SAFETY INDICATOR	SAFETY STANDARD	YES	NO	N/A	
1	Communication Channels	<ul style="list-style-type: none"> • The School has a Parent Teacher's Forum • The School has a WhatsApp /Social Media Platform for communication and dissemination of periodic information • The School has comprehensive details of all parents and guardians (Name, Address and Phone Numbers) 				
2	Safety Orientation	<ul style="list-style-type: none"> • A safety committee is constituted to address safety issues and concerns • All Staff have been trained and oriented on Safety Protocols • All Students must be trained and oriented on safety, health and learning protocols that includes; <ul style="list-style-type: none"> • the wearing of mask and how to effectively maintain hand washing and adhere to social distancing measures • Adherence to learning plans while at home must be addressed. • Child Safety poster are displayed at prominent location in the School • Suggestion and Complaints Box are in place to provide Learners, Teachers and Parents space to raise concern on pressing issues • Schools must have designated health and safety Officers 				
E	ALTERNATIVE LEARNING PLATFORMS		STATUS			
S/N	SAFETY INDICATOR	SAFETY STANDARD	YES	NO	N/A	
1	Virtual/Remote learning Access	<ul style="list-style-type: none"> • Does the school have a remote learning management system? • Does the school have any other remote learning plans? <ol style="list-style-type: none"> Social Media i.e WhatsApp, telegram etc. Learning packs and workbooks General media like TV / Radio • Do student comply and participate in remote learning? • Are the Teachers trained in the use of remote learning methods? • Does the school have challenges with remote learning? • Does the school have a website/Social Media Account? 				

- Does the school have a designated learning officer?

**Office of Education Quality Assurance
Planning, Research and Statistics, Department
28th July, 2020.**

