



Loss Control Visit SUMMARY OF VISIT

Member school district/ESU: Arlington Public Schools

Date: April 17, 2026

NASB Loss Consultant: Doug Lewis

NOTES FROM ADMINISTRATIVE INTERVIEW

- District is currently Qualified for cyber security coverage. Recommend district continues phishing training for all employees to maintain this coverage.
- The Rule 10 committee(s) meet five times per year, Minutes of the meetings are documented and retained. Committee members include administrators, school nurse, business manager, secretary, group of teacher representatives, paraprofessional, and SRO. District has an Emergency Response Plan and Crisis plan in place. The district has completed their annual safety review for the year.
- The district utilizes the same safety committee for the purposes of State Statute 48-443 Worker Safety Committee and Rule 10. The purpose of the Worker Safety Committee is to adopt and maintain an effective written injury prevention program for the district. A standing designated agenda item is included in all safety committee meetings for review of the prevention program and worker safety issues.
- Employees are informed, and/or training is provided for staff members at the start of the school year on all mandatory trainings. District utilizes Safeschools training modules for their employees. District recorded 1464 completed trainings last year which is about 9.5 trainings per employee. Trainings are front-loaded at the beginning of the year for completion with time provided during the in-service days at the beginning of the year. The district includes additional trainings in addition to the state-mandated trainings for employees. Additional trainings are rotated but may include use of fire extinguishers; proper lifting; managing health emergencies; and slips, trips, and falls. SafeSchools is utilized as part of the orientation process for new employees at the beginning of the year. Employees hired during the school year are trained utilizing an onboarding process similar to onboarding new employees at the beginning of the year.
- District provides employee orientation and training on sexual harassment and sexual abuse. Information is included in policy and in employee handbooks. . SafeSchools provides a variety of trainings on sexual abuse and molestation for employee training purposes.

- Recommend the district develop a policy for employee contact with students through electronic formats. District utilized canvas for controlled email and coaches use Sports U for team communications.
- Title IX training has been provided for staff. The Title IX Coordinator/Investigator/Decision Maker have been trained. Policy in place and trainings are provided to all staff.
- Worker Compensation experience modifier has remained at 0.88. Good work training staff to keep the workplace safe from injuries. Currently have one claim for the current school year. Discussed the use and feedback from the nurse call line for initial worker compensation claims.
- Job Descriptions are reviewed on an as needed basis with legal assistance. Lifting requirements are included in job descriptions. Recommend a schedule for job description reviews over a three-year period.
- Monthly building inspections are performed to identify any safety concerns and maintenance needs. Inspections are recorded on a checklist and provided to the safety committee. Playground inspections using a checklist are performed monthly.
- Safety Data Sheets (SDS) are kept at the buildings in custodial closets in binders. An electronic version is also available.
- Accident reports are filled out when an employee is injured on the job. Worker compensation process is understood and followed. Ongoing worker compensation cases are reviewed. Provided Nurse Line for Worker Compensation accidents and explained the program. The district is currently at a 0.89 Experience Modifier.
- District is utilizing the ALICAP website for information and resources.

NOTES FROM DEPARTMENTS

- District transportation vehicles used for transporting students should have the following safety equipment present and accessible. Fire extinguisher, first aid kit, fluid clean up kit, transportation plan, emergency markers, and a durable webbing cutter (belt cutter). The belt cutter should be placed in a location accessible to the driver when belted into the seat. The purpose of the seat belt cutter is to free the driver in case of a bus/van accident so they can assist the other passengers. I inspected bus license number 58526 and found the proper safety equipment. Safety equipment checks are performed quarterly to restock or replace any missing items. Transportation Safety Plan booklets are available from ALICAP at no charge. Bus garage had a concrete pad around the door areas and gravel to the building. Gas tank was fenced in and locked.

- Food service staff are provided job specific safety training in addition to standard district training. Kitchen was clean and well maintained with an excellent staff. Dry storage was organized with lighter items stored on upper shelves and heavier items on lower racks. The kitchen had all necessary safety equipment including fire suppression on cook services. Fire extinguishers and hood suppression had been inspected. Fire suppression shut off switch labeled and accessible. Non-slip floor matting was in place at the dishwashing station. Recommend the non-functioning button at the hallway entrance to the kitchen be removed and the box covered or removed to prevent confusion. Cafeteria functions as a multi-use area with batting cages and stationary backboards. Tables are stored along the wall when not in use. Wrestling mats are stored along the wall when not in use. Recommend the electrical cords for the computers at the lunch check-out area be covered during lunch or cones added to keep student traffic out of the area.

District Recommendations:

- Recommend the district includes training on avoiding phishing emails and preventing system access.
- Recommend the district develop a policy for employee contact with students through electronic formats. District utilized canvas for controlled email and coaches use Sports U for team communications.
- Recommend a schedule for job description reviews over a three-year period.
- Recommend the non-functioning button at the hallway entrance to the kitchen be removed and the box covered or removed to prevent confusion.
- Recommend the electrical cords for the computers at the lunch check-out area be covered during lunch or cones added to keep student traffic out of the area.

INTERIOR WALK-THROUGH SUMMARY:

- The building had a secure entry system with camera and door lock release monitored by the secretary. Entry was direct to office area.
- All exterior doors were secured and numbered.
- The building had security cameras external and internal.
- Emergency lighting was in place and checked periodically. Emergency lighting was battery operated. Exit signs were working properly.
- Fire extinguishers had been checked and certified in all areas I observed.
- All hallways were clean and clear of obstructions.
- Interior windows of classrooms remain uncovered in secondary area . Some elementary classrooms had curtains covering door and sidelight windows. Recommend door windows or sidelights remain open during when not in a shutdown situation.
- Classrooms, Storage rooms, and closets throughout the building should have upper storage no higher than eighteen inches from the ceiling. Upper storage should be light weight items only.
- Recommend flammable ceiling hangings be removed from classrooms and hallways.

- Classrooms were organized with clear walkways and work areas.
- Safety plans and evacuation routes were clearly identified in classrooms near hallway door.
- Recommend a cord management system be implemented for electrical cords to keep them off the floor and out of the way. Recommend string lights and other non-essential electrical devices be removed to minimize use of extension cords and additional outlets.
- Preschool rooms were well organized with sufficient center space for student movement. Preschool had direct access to a separate fully fenced playground area. Playground consisted of rubber matting under equipment and turf play area.
- Auxiliary gymnasium floor was clear of equipment storage. Doors and exits were marked and unobstructed. Exits were clearly marked and exit lights were working properly. Items on walls were properly caged and protected from damage. Gymnasium had two stationary backboards and four movable backboards. Recommend equipment stored at locker room doors be removed if in use.
- Main gymnasium floor was clear of equipment storage. Doors and exits were marked and unobstructed. Exits were clearly marked and exit lights were working properly. Items on walls were properly caged and protected from damage.
- Gymnasium bleachers and safety straps in both the main gym and auxiliary gym are inspected yearly by outside company and maintenance performed accordingly. Entry and exit doors were clear of storage.
- PE storage areas should be evaluated with any unnecessary items disposed of properly, remaining items should be organized. Storerooms should have direct access to all stored items with a clear walkway from front to back. Items stored on the floor should be minimized.
- PE storage area off the stage has high shelving. Recommend no storage on the upper shelves without a proper means of access to the shelves. Movable stairs would provide proper access.
- Stage off the auxiliary gym should have all storage moved from stairs to provide clear unobstructed egress and access. Exit door on the back of the stage should be cleared of all storage. Recommend conventional lighting for small room off the stage with string lights removed.
- Band and vocal music rooms were well organized and had appropriate storage of equipment and materials.
- Secondary science rooms had gas shut off valve labeled and accessible. Classroom set up was good. Recommend supplies and equipment be organized and put away to clear counter space for student work. Eye wash units and chemical shower were in classrooms. Recommend the eye wash / shower units be checked regularly for proper operation and recorded on the tag provided.
- Science storeroom should be organized to keep counters clear and storage off the floor. Clear access to all items and clear walkway throughout the storeroom should be maintained. Recommend a corrosive and flammable cabinet for storage of labeled chemicals in the chemical storeroom. Indicated that the a chemical cleanout was being done this summer. Recommend personal food items be removed from the refrigerator in the science storeroom.
- Hydroponics/Botany room should be organized to keep counters and worktables clear of storage, waste items disposed of properly and supplies off the floor.

- Art room had good storage and accessibility throughout the room. Recommend you maintain eighteen inches of open space above stored items on shelving for full sprinkler coverage of the room.
- Kiln has no direct exhaust, but the room has a ceiling exhaust fan. Good clearance around the kiln with a taped three-foot perimeter around the kiln as a reminder of no storage in that area.
- FCS room was well organized with walkways and cooking stations clear of clutter and storage. Walkways are clear throughout the room. Recommend relocating the electrical cord running across the doorway to a different outlet to keep the cord out of the way and off the floor. Recommend the fire extinguisher be hung on the wall and labeled.
- Metal shop walkways were clear of obstruction and doorways were clear of any storage. Maintain clear egress to all exits, three feet of clearance around equipment and clear pathways throughout the room. First aid kit was available. Recommend the first aid kit be checked quarterly and restocked as needed. Recommend the electrical panels in the room be marked off on the floor with tape or paint to visible show a three-foot area where no storage is allowed. Electrical panels should be accessible at all times. Recommend the upper storage area being evaluated and all unnecessary items be disposed of properly. Remove all cardboard from the space and remaining items be organized.
- Welding booths had single overhead vent. Recommend direct venting for welding booths.
- Woods workshop had good walkways through the room and equipment. Electrical and exhaust were overhead. Maintain clear egress to exits, clear of any storage or equipment. Workshop had a stop saw but the blade guard had been removed. Recommend all equipment have the manufacturer's safety equipment in place. Recommend you keep floor clean. Recommend the wood storage be organized to keep it off equipment, off the floor and out of the way of the work area. Woods area has expanded into the former maintenance space. Recommend a wall be constructed to separate district maintenance materials from student classroom space. Recommend all district maintenance supplies, equipment and materials be removed from student spaces. had good walkways through the room and to equipment.
- Cafeteria (former gymnasium) is still used for baseball and softball. Netting drops down from ceiling. Recommend the netting be checked quarterly to ensure nets are secure and working properly. Recommend the removal of any unnecessary PE equipment secured to walls of the room.
- Weight room facility has clear pathways between and around equipment. Room is well organized. All egress doors should be kept clear of equipment and storage including the rear exit door. Exit signs were working properly.
- Mechanical room / custodial storage was organized with supplies stored on shelving and off the floor. Clear access to all items stored in the room. Fire stacks, electrical panels, and equipment were clear of storage and accessible. Recommend the back exit door remain clear of any storage at all times. Remove storage from egress doorways and maintain an unobstructed path to the exit.

EXTERIOR WALK-THROUGH SUMMARY-

- The grounds I inspected were clean and well maintained. Recommend the trees be trimmed over the preschool playground and along the backside of the building.

- Separate elementary entrance away from secondary entrance. Separate parking lot and drive for pickup and drop off.
- Playground is crumb rubber with new equipment. Concrete play area with basketball hoop. Recommend a higher boarder between the crumb rubber area and concrete area to minimize spill over of crumb rubber on the concrete surface. Large grass field is used for sports practice and activities as well as a play area. Balls with students retrieving them were coming into the parking lot adjacent to the playground as high school students were leaving the drive. Recommend fencing in the playground and basketball area to prevent balls and other playground equipment from getting to the parking lot drive.
- The walkways and parking lots around the facilities were in good condition. Identify and repair concrete with large cracks and heaved surfaces. Continue to monitor any concrete changes. Recommend repairing or replacing the front entrance ramp concrete where it is broken on the secondary entrance.
- Stadium parking lot is gravel and used for student parking during the day. Recommend a crosswalk from the stadium parking lot to the sidewalk across the street. Stadium parking lot also houses bus parking for the district.
- Stadium is fenced. Stadium has metal bleachers in good condition. Bleachers have metal ramps for access. Recommend bleachers be inspected twice a year prior to fall and spring activities. Field is grass with a rubber track in good condition. Stadium is located across the street from the main building. Walkways and bleacher platforms are concrete.

Recommendations:

Recommend door windows or sidelights remain open during when not in a shutdown situation. Recommend a cord management system be implemented for electrical cords to keep them off the floor and out of the way. Recommend string lights and other non-essential electrical devices be removed to minimize use of extension cords and additional outlets.

Recommend flammable ceiling hangings be removed from classrooms and hallways.

Recommend a cord management system be implemented for electrical cords to keep them off the floor and out of the way. Recommend string lights and other non-essential electrical devices be removed to minimize use of extension cords and additional outlets.

Recommend a yearly inspection of all movable backboards and safety straps in gymnasiums.

Recommend equipment stored at auxiliary gym locker room doors be removed if locker rooms are being used.

Recommend PE storage areas be evaluated with any unnecessary items disposed of properly, remaining items organized on shelves or hung on wall. Storerooms should have direct access to all items stored there with a clear walkway from front to back. Items stored on the floor should be minimized.

Recommend the PE storage area off the stage have no storage on the upper shelves without a proper means of access to the shelves. Movable stairs would provide proper access.

Stage off the auxiliary gym should have all storage moved from stairs to provide clear unobstructed egress and access. Exit door on the back of the stage should be cleared of all storage.

Recommend conventional lighting for small room off the stage with string lights removed.

Recommend supplies and equipment be organized and put away in the secondary science classrooms to clear counter space for student work.

Recommend the eye wash / shower units in science rooms be checked regularly for proper operation and recorded.

Recommend science storeroom be organized to keep counters clear and storage off the floor. Clear access to all items and clear walkway throughout the storeroom should be maintained.

Recommend a corrosive and flammable cabinet for storage of labeled chemicals in the chemical storeroom.

Recommend personal food items be removed from the refrigerator in the science storeroom.

Recommend the hydroponics/botany room be organized to keep counters and worktables clear of storage. waste items disposed of properly and supplies off the floor.

Recommend you maintain eighteen inches of open space above stored items on the upper shelving of the art room.

Recommend relocating the electrical cord running across the doorway in the FCS room to a different outlet to keep the cord out of the way and off the floor. Recommend the fire extinguisher be hung on the wall and labeled.

Recommend the first aid kit be checked quarterly and restocked as needed in the metals area.

Recommend the electrical panels in the metals area be marked off on the floor with tape or paint to visible show a three-foot area where no storage is allowed. Electrical panels should be accessible at all times.

Recommend the upper storage area in the metals area be evaluated and all unnecessary items be disposed of properly. Remove all cardboard from the space and remaining items be organized.

Recommend all equipment in the woods area have the manufacturer's safety equipment in place.

Recommend you keep woods workshop floor clean. Recommend the wood storage be organized to keep it off equipment, off the floor and out of the way of the work area.

Recommend a wall be constructed to separate district maintenance materials from student classroom space in the expanded woods workshop area. Recommend all district maintenance supplies, equipment and materials be removed from student spaces.

Recommend the back exit door remain clear of any storage at all times in the mechanical/custodial room. Remove storage from egress doorways and maintain an unobstructed path to the exit.

Recommend the trees be trimmed over the preschool playground and along the backside of the building.

Recommend a higher boarder between the crumb rubber area and concrete area to minimize spillover of crumb rubber on the concrete surface.

Recommend fencing in the playground and basketball area to prevent balls and other playground equipment from getting to the parking lot drive.

Recommend repairing or replacing the front entrance ramp concrete where it is broken on the secondary entrance.

Recommend a crosswalk from the stadium parking lot to the sidewalk across the street.

Recommend stadium bleachers be inspected twice a year prior to fall and spring activities.

Disclaimer: Because it is solely your responsibility to make safety and health inspections and take whatever actions may be necessary to prevent losses, enforce safety procedures, detect and eliminate hazardous conditions and comply with any federal, state or local law, annual Rule 10 review or any other rule or regulation concerning safety or health, we must advise you that by conduction of surveys and issuing recommendations or reports, ALICAP does not undertake to render services or assume a duty to you or for your benefit or to any third person or for that person's benefit. ALICAP's surveys, recommendations and reports are made solely for the purpose of aiding us in reducing our losses and are not intended to detect or point out all the hazardous conditions on your property or in your operations. There may be hazardous conditions on your property or in your operations which have not been either detected or pointed out to you. You must not rely solely on ALICAP's surveys, recommendations, or reports to discover any hazardous conditions on your property, or in your operation, nor rely on ALICAP to remedy any such hazardous conditions.