

End of Year — Breaking Down Classrooms



Insurance | Risk Management | Consulting

At the end of each school year teachers have to close their classrooms. This includes a physical inventory, taking down decorations/features, packing books and materials and storing items until the next school year. Listed below are classroom safety considerations to help everyone start the summer off healthy and happy, not injured.

What Am I About To Do?

- Pack up and store your classroom.
- Clean and organize the classroom.
- Cover and disconnect electronics.
- Make a list of items that need to be repaired for the maintenance department.

How Could I Get Hurt?

- You could slip, trip and/or fall while walking around the classroom.
- You could fall while retrieving decorations from the walls.
- You could strain your back handling books, desks and boxes.
- You could be exposed to hazardous chemicals.

What Am I Going To Do To Prevent Injury?

- Wear appropriate footwear; do not carry loads that block your vision.
- Secure or remove cords from the walkways before you start the classroom breakdown.
- Use appropriate step stools or ladders (not a desk or chair) when removing decorations from high on the wall.
- Do not overload boxes or try to carry too many items at a time; Get help with large or heavy items; Use containers with hand holds.

*Read hazardous chemical labels, provide adequate ventilation and wear protective equipment where indicated.

Discussion Points

- How much 'stuff' do you have to move/store?
- Where is the nearest heavy duty ladder/step stool you can use?
- What are the proper material handling and lifting techniques?
- Any handling aides (carts, dollies, etc.) available for use?

*Are hazardous chemical safety data sheets available for staff use?

*Lightning surge protection for classroom electronics.

