

Meeting of the NCPS Safety Committee

April 25, 2016

Attendees: Fred Baker, Scott Barnett, Steve Bedard, Vivian Birdsall, Sue Cesareo, Maura Fruin, Matt Kascak, Jo-ann Keating, Ronnie LeDuc, Katie O'Neill, John Perna, Cathy Smith, Roy Walder, Bob Willoughby.

Call to order: The meeting was called to order at 2:58pm by Roy Walder.

Review of CIRMA Safety Audit: During the Fall of 2015 the Connecticut Interlocal Risk Management Agency (CIRMA) was asked by the New Canaan School District to complete a physical hazard facility assessment of the 5 schools with a focus on student and employee safety. The objective was to evaluate current risk management, best practices, and regulatory compliance efforts and to offer viable suggestions for improving overall safety.

The identification of the potential hazards found was reported in a multipage document dated November 30, 2015. While many of the identified hazards must be corrected by the facilities department, the committee discussed the importance of having a school administrator from each of the respective schools responsible for ensuring that each concern is addressed. Upon satisfactory correction of each citation, the administrator will sign off and date their school's corrective action plan. The Safety Committee will oversee the process, follow up periodically regarding the status of repairs, and conduct periodic checks for new concerns.

One of the categories of safety hazards identified includes the prevalence of small appliances such as portable heaters, toasters, ovens, refrigerators and coffee makers. It has been suggested that the use of such devices should be modified. It is proposed that such devices should only be accommodated in recognized staff break rooms with adequate electrical service and away from students.

Additional discussion followed regarding the expected reaction by staff regarding the removal of small space heaters. It is suggested that an acceptable practice be identified to support the efforts of the school administrators to manage this concern. In conjunction, the District should develop a standard for ambient temperatures in the rooms. It was suggested that custodians be provided with a thermometer to measure temperatures which would provide them with the information necessary to adjust the heating/cooling systems to maintain levels to the standard determined.

A concern was identified by several administrators that the ZenDesk system does not provide timely acknowledgement and feedback regarding facilities issues. Scott Barnett agreed to work with the facilities department to identify a process to improve communication of the status of the various ZenDesk submissions.

Schedule of future meetings: The next meeting is scheduled for May 23, immediately following the CAB meeting, at approximately 3:00.

Having no additional business, the meeting was adjourned at 3:35pm. Minutes will be posted on the district website.