

Risk Management Practices for School Staff to Follow

This template is for Vermont school supervisory unions/districts to adopt as general risk management practices to help keep staff safe and the building compliant with local, state, and federal regulations. Generally these practices are the law and should not be misinterpreted as guidelines. This is not a complete list of codes and regulations for schools to follow, and they are subject to change.

Tip: Work with your facility director to create an employee facility-use guide that explains how to use their space, and to also include these risk management practices. Be sure to include the facility guide in the employee handbook as a training for new employees.

30 foot candles

Light filters over classroom lights

20 square foot per student space requirement

Green cleaning/Chemical

Classroom artwork and teaching material

Exit Corridor/Hallway Artwork and Teaching Materials

Hanging items from the ceiling

Three dimensional artwork

Combustible Material on the Classroom Door



18 inch rule around the classroom exit door to the hallway/corridor

Placement of the room evacuation map

Storage distances from the ceiling

Classroom exit door clearances

Clearance at fire alarm pull stations

Clearance at fire extinguisher locations

Clearance at Electrical Panels

Clearance at heating and cooling units

Use of extension cords/surge protectors

Use of portable heaters

Use of stools and ladders in the classroom

Candles in the classroom

Decorating for Holidays, Special Events, Etc.

Classroom Lofts/Playground equipment in classrooms

Candles, air fresheners, and air diffusers

Storage in mechanical, equipment, IT/Data, and Boiler Rooms

Not occupied, and not for storage

No combustibles, no flammables unless stored in a flammable cabinet, no people, and only items relevant to the operation of the equipment in the space.

Storage overhead

Kiln Rooms

Household appliances

Household light fixtures

If the lighting in the space is not adequate for tasks in a certain area please contact your facility manager.

If you have any questions or concerns please call the SU/SD facility director.