



**Procedures 9.04.2**

**Category: Safety and Wellness**

## **Teaching Spaces**

### **BACKGROUND & RATIONALE**

The CAPE Charter Board is committed to the safety of its students at all times. CAPE recognizes and supports the maintenance of safe environments for students within all teaching spaces.

The Principal is responsible for the administration of this Administrative Procedures.

### **PURPOSE**

Procedures and protocols are necessary to safeguard students and adults while engaged in the learning process.

### **PROCEDURES**

1. The Principal or a designate is responsible for ensuring monthly inspections of physical education equipment are carried out, documentation filed, damaged equipment discarded, replaced or repaired in a timely and efficient matter.
2. The Principal or a designate is responsible for ensuring monthly inspections of art, science, and other equipment are carried out, documentation filed, damaged equipment discarded, replaced or repaired in a timely and efficient matter.

### **All Teaching Spaces**

3. Students must be supervised at all times.
4. If a student is to leave school grounds, the student must be signed out by a parent or a designated adult.
5. The classroom environment must be safe for students.
6. Hooks must be placed above student height to avoid possible injuries.
7. Cubbies must be in good condition.
8. Lockers must be in good repair-no sharp edges.
9. All equipment must be in proper working condition.
10. Tripping hazards must be identified and either removed or repaired.
11. The use of sharp instruments must be avoided in teaching spaces where elementary students are present. Supervised use by more mature students is acceptable.

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12. All damaged furniture must be removed and brought to the attention of the administration.
13. Potentially hazardous cords are to be secured away from the reach of young students.
14. Electrical equipment near water must be properly insulated and grounded.
15. Electrical cords must be secured to the underside of tables/desks or to the baseboards.
16. The use of lanyards, break away or not, is prohibited.
17. Under no circumstances are students to be on ladders or furniture.
18. Under no circumstances are students, especially the lower elementary students, to be carrying heavy items such as boxes or computers.
19. Free standing book shelves must have a wide base to avoid tipping hazards.
20. Phone access must easy and prompt.
21. Fire escape routes and fire exits must be clearly and visibly posted.
22. Fire extinguishers must be readily accessible.

**Library**

23. Students must be supervised at all times.
24. If a student is to leave school grounds, the student must be signed out by a parent or a
25. designated adult.
26. The library environment must be safe for students.
27. All shelves, tables, chairs must be in good repair-no sharp or broken edges.
28. All equipment must be in proper working condition.
29. Tripping hazards must be identified and either removed or repaired.
30. All damaged furniture must be removed and brought to the attention of the administration.
31. Potentially hazardous cords are to be secured away from the reach of young students.
32. Electrical equipment near water must be properly insulated and grounded.
33. Electrical cords must be secured to the underside of tables/desks or to the baseboards.
34. Free standing book shelves must have a wide base to avoid tipping hazards.
35. Wall shelving must be secured to the wall or wedged so that they lean against the wall.
36. Phone access must easy and prompt.
37. Fire escape routes and fire exits must be clearly and visibly posted.

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38. Fire extinguishers must be readily accessible.

**Art Room**

39. The teacher must be familiar with the techniques used and must properly instruct the students.
40. Make sure that there is room to move around between tables.
41. Make sure that tables are in good conditions, well-balanced and free of splinters.
42. All paint and paint thinners is to be stored in fire-proof secure cabinets.
43. Lockers/storage cabinets must be in good repair-no sharp edges.
44. The room must have proper ventilation, exhaust fan must be in working condition.
45. The floor must be non-porous and easy to wash.
46. Tripping hazards must be identified and either removed or repaired.
47. Potentially hazardous cords are to be secured away from the reach of young students.
48. Electrical equipment near water must be properly insulate and grounded.
49. Electrical cords must be secured to the underside of tables/desks or to the baseboards.
50. All brushes and other tools must be in good condition, clean and dry before the students and especially the teacher leaves the classroom.
51. Cover shirts must be worn at all times.
52. First Aid Kit must be readily accessible.
53. Phone access to the office or emergency medical assistance must be available.
54. Plastic non-latex and heavy duty gloves must be readily available.
55. Masks must be available when risk of dangerous fumes may exist.
56. Running water and sink, preferably with a trap to catch paint, in the room is recommended. If not possible, then access to water in a near-by space must be available.
57. Proper hand washing sinks must be in good working order and accessible.
58. All those working in the art room must wash their hands before leaving the room.
59. Fire extinguishers must be readily accessible.
60. Fire escape routes and fire exits must be clearly and visibly posted.

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**Gymnasium**

61. The teacher must be familiar with the skills taught.
62. Qualified instructors must be involved in certain types of physical activities such as Yoga, Thai Chi, fitness, etc. to minimize risk.
63. The teacher must instruct the students before any game or exercise is attempted.
64. Students must wear PE strips at all times.
65. All equipment must be in good working condition.
66. Floor space must be clear at all times.
67. Exits are unobstructed and clearly visibly marked.
68. Access to bathrooms must be available.
69. Access to fountain must be available.
70. First Aid Kit must be readily accessible.
71. Phone access to the office or emergency medical assistance must be available.
72. Rules are clearly posted.
73. Tripping hazards must be identified and either removed or repaired.
74. Fire extinguishers must be readily accessible.
75. Fire escape routes and fire exits must be clearly and visibly posted.

**Science Lab**

76. Material Data Sheets must be accessible at all times.
77. Tripping hazards must be identified and either removed or repaired.
78. Safety protocols are clearly and visibly posted re:
  - Corrosive chemicals on the skin
  - Splashes in the eyes
  - Foreign objects in the eye
  - Cuts
  - Ingestion of chemicals
  - Burns
  - Burning clothing
  - Shock and fainting
  - Inhalation of toxic fumes
79. The use of dangerous chemicals is prohibited within lower elementary teaching spaces.

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80. The limited use of school-grade chemicals are acceptable in the science lab provided that:
  - students are instructed in the proper use of these chemicals,
  - they are stored in secure and/or fireproof cabinets,
  - they are properly discarded.
81. Students are to use safety goggles in the science lab at all times when there is a hazard of eye damage.
82. The eye washing sink must be fully operational at all times.
83. Non-latex gloves must be available and accessible at all times.
84. Heat resistant gloves must be available and accessible at all times.
85. Heat pads must be available and accessible at all times.
86. A container for glass and sharp objects must be available and accessible at all times.
87. Plastic dust pan and brush must be available and accessible at all times.
88. Baking soda to neutralize strong acid spills before disposal must be available and accessible at all times.
89. Heavy duty garbage bags for disposal of all solid waste must be available and accessible at all times.
90. Pressure cooker must be on site for sterilization purposes.
91. A respirator to safeguard against possible fumes produced by spilled chemicals must be available and accessible at all times.
92. 45-cm long chemically-resistant rubber gloves must be available and accessible at all times.
93. First aid kit must be available and accessible at all times.
94. Fire extinguisher must be in full working condition.
95. Exhaust fans must be in proper working condition at all times and used whenever there is a risk of fumes invading the area.
96. When selecting plants, avoid poisonous plants.
97. Fire extinguishers must be readily accessible.
98. Fire escape routes and fire exits must be clearly and visibly posted.

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**References:**

*Policy 9.01 & 9.04*

*School Act, Section 54(8).*

*Occupational Health and Safety Act*

*Occupational Health and Safety Act Regulation*

*Occupational Health and Safety Code*

*Public Health Act*

*Health Information Act*

*Alberta Emergency Medical Aid Act*

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