



AP 9.05

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 Procedure.

PURPOSE

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

DEFINITION

1. Teaching space - a space within a facility in which a teacher is delivering the program of studies to students such as a classroom or the science lab or the art room.

PROCEDURE

2. The Facility Manager 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.
3. The Facility Manager 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

4. Students must be supervised at all times.
5. If a student is to leave school grounds, the student must be signed out by a parent or a designated adult.
6. The classroom environment must be safe for students.
7. Hooks must be placed above student height to avoid possible injuries.
8. Cubbies must be in good condition.
9. Lockers must be in good repair-no sharp edges.

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10. All equipment must be in proper working condition.
11. Tripping hazards must be identified and either removed or repaired.
12. The use of sharp instruments must be avoided in teaching spaces where elementary students are present. Supervised use by more mature students is acceptable.
13. All damaged furniture must be brought to the attention of the Facility Manager who will either have the item removed and fixed or discarded.
14. Potentially hazardous cords are to be secured away from the reach of young students.
15. Electrical equipment near water must be properly insulated and
16. cords must be secured to the underside of tables/desks or to the baseboards.
17. The use of lanyards, break away or not, is prohibited.
18. Under no circumstances are students to be on ladders or furniture.
19. Under no circumstances are students, especially the lower elementary students, to be carrying heavy items such as boxes or computers.
20. Free standing book shelves must have a wide base to avoid tipping hazards.
21. Phone access must easy and prompt.
22. Fire escape routes and fire exits must be clearly and visibly posted.
23. Fire extinguishers must be readily accessible.

Art Room

24. The teacher must:
 - 24.1 be familiar with the techniques used and must properly instruct the students;
 - 24.2 make sure that there is room to move around between tables;
 - 24.4 all paint and paint thinners are stored in fire-proof secure cabinet;
 - 24.5 all brushes and other tools must be in good condition, clean and dry before the students and especially the teacher leaves the classroom.
25. The Facility Manager must:
 - 25.1 make sure that tables are in good conditions, well-balanced and free of splinters;
 - 25.2 storage cabinets must be in good repair-no sharp edges;
 - 25.3 the room must have proper ventilation, exhaust fan must be in working condition;
 - 25.4 the floor must be non-porous and easy to wash;
 - 25.5 tripping hazards are identified and either removed or repaired;

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- 25.6 potentially hazardous cords are secured away from the reach of young students;
- 25.7 electrical equipment near water are properly insulate and grounded;
- 25.8 electrical cords are secured to the underside of tables/desks or to the baseboards.
- 26. Cover shirts must be worn at all times.
- 27. First Aid Kit must be readily accessible.
- 28. Phone access to the office or emergency medical assistance must be available.
- 29. Plastic non-latex and heavy duty gloves must be readily available.
- 30. Masks must be available when risk of dangerous fumes may exist.
- 31. 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.
- 32. Proper hand washing sinks must be in good working order and accessible.
- 33. All those working in the art room must wash their hands before leaving the room.
- 34. Fire extinguishers must be readily accessible.
- 35. Fire escape routes and fire exits must be clearly and visibly posted.

Gymnasium

- 36. The teacher must be familiar with the skills taught.
- 37. Qualified instructors must be involved in certain types of physical activities such as Yoga, Thai Chi, fitness, etc. to minimize risk.
- 38. The teacher must instruct the students before any game or exercise is attempted.
- 39. Students must wear PE strips at all times.
- 40. All equipment must be in good working condition.
- 41. Floor space must be clear at all times.
- 42. Exits are unobstructed and clearly visibly marked.
- 43. 49. Access to bathrooms must be available.
- 44. Access to fountain must be available.
- 45. First Aid Kit must be readily accessible.
- 46. Phone access to the office or emergency medical assistance must be available.
- 47. Rules are clearly posted.
- 48. Tripping hazards must be identified and either removed or repaired.
- 49. Fire extinguishers must be readily accessible.
- 50. Fire escape routes and fire exits must be clearly and visibly posted.

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Science Lab

51. Material Data Sheets must be accessible at all times.
52. Tripping hazards must be identified and either removed or repaired.
53. 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
54. The use of dangerous chemicals is prohibited within lower elementary teaching spaces.
55. 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.
56. Students are to use safety goggles in the science lab at all times when there is a hazard of eye damage.
57. The eye washing sink must be fully operational at all times.
58. Non-latex gloves must be available and accessible at all times.
59. Heat pads must be available and accessible at all times.
60. A container for glass and sharp objects must be available and accessible at all times.
61. Plastic dust pan and brush must be available and accessible at all times.
62. Baking soda to neutralize strong acid spills before disposal must be available and accessible at all times.
63. Heavy duty garbage bags for disposal of all solid waste must be available and accessible at all times.
64. Pressure cooker must be on site for sterilization purposes.
65. A respirator to safeguard against possible fumes produced by spilled chemicals must be available and accessible at all times.
66. 45-cm long chemically-resistant rubber gloves must be available and accessible at all times.
67. First aid kit must be available and accessible at all times.
68. Fire extinguisher must be in full working condition.

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69. Exhaust fans must be in proper working condition at all times and used whenever there is a risk of fumes invading the area.
70. When selecting plants, avoid poisonous plants.
71. Fire extinguishers must be readily accessible.
72. Fire escape routes and fire exits must be clearly and visibly posted.

References:

CAPE Policy Manual, Section 9

Education Act

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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