

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

- A. The principals shall take reasonable precautions to ensure a safe environment for the students at their school.

The principal or designate shall:

1. be responsible for taking all reasonable precautions to safeguard the health and general well-being of the students and staff in their schools. To this end, they shall see that students and staff are adequately trained to make effective any plans necessary for their safety.
2. inspect grounds and buildings to see that they are free from hazard which might cause accidents, and they shall notify the proper authorities of any conditions which need to be remedied.
3. make provisions for the supervision of schools and playgrounds during the morning (8:30am), noon-hour, morning and afternoon recesses, and before assembling in the morning and immediately after dismissal in the afternoon (including bus loading and unloading).
4. be responsible for the organization of school patrols when personnel/volunteers are available to carry out such patrols. No applicant for patrol duty shall be considered unless written consent of parent or guardian has been obtained.
5. be responsible for seeing that all rules and regulations with respect to fire prevention and safety are carried out, and that all personnel are familiar with instructions relating to fire alarms and fire drills and fire prevention and safety as outlined by principals of the various schools. In this connection, principals shall see that the first-aid kits are provided where needed, and kept properly supplied.

- B. All staff shall:

1. draw to the attention of their principal or supervisor, any condition of whatever nature that may tend to prevent the efficient and safe operation of schools.
2. take all reasonable precautions to safeguard the health and general well-being of students in their charge.
3. report promptly to the principal any serious accident or illness affecting students in their charge.

C. Procedures in case of accident

1. School officials or designate shall take charge of an accident and administer first aid using reasonable skill and care. Parents should be contacted immediately. If parents cannot be contacted, the principal must judge what action is in the best interest of the student.
2. In the case of an accident, the principal shall make out a "Report of Injury" in duplicate. One copy of this report must be forwarded to the Superintendent's office within 24 hours of the occurrence.
3. The principal shall, in the case of minor accident or illness, immediately:
  - a) notify the parents for direction
  - b) render first aid
  - c) take the student home, providing there is a responsible adult there.
4. The principal shall, in the case of a "major" accident or illness, immediately:
  - a) notify/contact parents as quickly as possible
  - b) convey student straight to clinic or hospital. Use ambulance, police department, taxi, or the principal's own conveyance as deemed appropriate.
5. The principal must use a good judgement to protect the student, themselves, and the School Division.
6. Principals shall cooperate with the health nurse in maintaining the health of students. It shall be their responsibility to refer to the nurse any child who appears to be in need of attention for health reasons.
7. Any school employee should only give medication to Division students in accordance to policy JHCD Administering Medication to Students (including aspirins). A distinctive identification symbol should be firmly affixed to the rolodex card, the cumulative file and/or the computer demographic file of any student who has a chronic medical problem and may require emergency medical attention.

D. Other Safety Measures: Fire prevention and safety

Sections 1 to 6 (inclusive) of the following regulations shall be posted in all classrooms and strictly adhered to by all members of the school staff:

1. Exits and passageways

- a) All stairways, landings, and passageways must be kept free of anything that would block or narrow the exits.
- b) All doorways of classrooms must be kept entirely clear. There must be a clear space at each door, and all seats that interfere with free and rapid movement must be removed. Aisle and passageways must be clear at all times.
- c) No fire doors may be fastened open at any time by use of any device other than an approved door hold.
- d) All exit doors must be kept clear of snow.
- e) In schools where lectures or other entertainments are provided for the general public, the exit door must not be locked at any time while the audience is within the building. Immediately before any such assemblies, the exit doors must be tested and cleared of snow or other obstruction.

2. Auditoriums, Gymnasiums, and General Purpose Rooms

- a) Principals will maintain plans of all assembly halls to show the required layout of the seating arrangements and aisles necessary to be in compliance with fire department requirements.

3. Storage and General "Housekeeping"

- a) Doors of shops, science rooms, and any other rooms containing supplies or equipment and likely to present a hazard, must be locked when these rooms are not in use. Students should not be permitted access to such rooms unless a teacher is on duty.
- b) Floors, work benches, tables, and other equipment must be kept clear of accumulations of sawdust, shavings, and litter of all kinds.
- c) Attics and open cellars must not be used for storage.
- d) Students' individual desks must be kept clear of waste paper at all times.

4. Flammable Materials

- a) Combustible materials must be stored only as per fire code.
- b) All flammable liquids must be kept in appropriate fire-proof cabinets.
- c) Matches must not be stored in schools. In science rooms where it is necessary to ignite gases, candles, etc., it is advisable to use friction lighters instead of matches.
- d) All gas piping done in a school shall be done in accordance to the Canada Gas Code. Gas mains to laboratories must be shut off when not in use.
- e) All members of the custodial and maintenance staff must become familiar with the procedure to be followed when it is necessary to turn off the outside gas service.

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| <b>Kelsey School Division</b><br><b>Box 4700</b><br><b>The Pas, MB R9A 1R4</b> | <b>Code: EBB</b> |
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5. Electrical equipment

- a) No electrical appliances of any kind may be attached to light sockets.
- b) Electrical appliances which are not the property of the School Division must not be used without approval of the Director of Maintenance and Transportation.

6. Use of Christmas trees in classrooms

- a) All Christmas tree light cords should be in good working order. If in doubt, call the Director of Maintenance and Transportation.
- b) Only fire proof materials are to be used for Christmas tree decoration.
- c) When classrooms and schools are unoccupied, tree lights will be unplugged.
- d) Trees will not be placed in a position where they could cause obstruction to doors, halls, or exits.
- e) Before schools are dismissed for Christmas holidays, it will be the principals' responsibility to see that all trees are removed from the schools.

E. Equipment Safety Measures

1. Gymnasium Equipment

School principals and physical education instructors must be aware of and adhere to the regulations in the Playground Standards Manual.

- a) The ladder shall never be higher than a student can jump up to, and hang from by the arms, with a two-inch clearance between mat and feet.
- b) Periodic checks of physical education equipment shall be made by the physical education staff, and maintenance reports shall be prepared and submitted to the maintenance department. Necessary repairs shall be made immediately, with additional staff being obtained if necessary.
- c) All outdoor playground equipment shall be inspected on a weekly established schedule, and a playground equipment safety checklist shall be completed by the maintenance department.
- d) Physical education equipment which cannot readily be inspected by physical education staff must be inspected annually by the maintenance department.

2. Other precautionary regulations

- a) Pressurized cans, spray cans, aerosol cans must be used with extreme caution (paint, aerosol, Christmas snow, etc.). Such cans must:
  - i) always be stored in the metal paint cabinet.
  - ii) be given personally to the caretaker when empty or else be kept separate from other waste and marked as being empty.

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3. Moving Heavy Articles

- a) Students shall not be permitted to move or lift or to assist in the movement of heavy articles in the school, eg. Pianos. Care must be taken when moving.
- b) Portable televisions and other articles must be placed on movable carts. These things should be bolted to the cart or moved only by adults.

F. Snow Removal

During the winter season, the removal of snow and ice must be recorded on a daily basis in the school.