

STUDENT SAFETY

Background

HPSD recognizes that it has the responsibility to ensure the safety of its students. Some areas of schools and activities have greater risk potential for student safety, e.g., laboratories, workshops, and gymnasias. Teachers using these areas are required, therefore, at the beginning of each course or physical activity, to instruct all students about safe conduct and the proper and safe operation of equipment. They are further required to review such procedures periodically.

Safety and health programs are a shared responsibility of HPSP, its employees, parents, and students. HPSP accepts the responsibility for leadership of the safety program, for its effectiveness and improvement, and for provision required to ensure safe conditions. Staff are responsible for ensuring that all operations are performed with the utmost regard for safety and health.

Students should learn to behave in ways that show respect for the safety and well-being of both themselves and others.

Procedures

1. General

- 1.1. Principals shall ensure that school staff members are aware of the common-law doctrine of in loco parentis, (in the place of a parent) which requires that employees act as a reasonable and prudent parent would in the same circumstances.
- 1.2. Principals are responsible to ensure that safety practices identified in various Programs of Study, as prescribed by Alberta Education, are followed as recommended.
- 1.3. The Safety Officer shall monitor safety practices and has the authority to intervene in cases of imminent danger and unsafe practices.
- 1.4. Reference shall be made in teacher plans to the procedures that have been developed for an ongoing, preventative safety program in courses or areas of the school where accidents are likely to occur. Instances where safety instructions are given to students should be diarized in teacher plans.
- 1.5. Safeguards shall be provided in special-activity areas through:
 - 1.5.1. careful housekeeping;
 - 1.5.2. approved installation and maintenance of equipment;
 - 1.5.3. prominently posting federal provincial, and local safety regulations;
 - 1.5.4. displaying, where appropriate, information regarding possible hazards, safeguards, precautions, and treatments; and
 - 1.5.5. advice of the Safety Officer.
- 1.6. No teacher or supervisor shall leave a special-activity area for any reason without first ensuring that all power equipment is shut off, and that all experiments are stopped until such time as the teacher returns. No teacher shall leave the gymnasium without suspending potentially dangerous activities.
- 1.7. Principals, in conjunction with the Safety Officer, shall conduct an annual review of all chemicals and apparatus in use in school programs to determine their continued safety.
- 1.8. Principals shall ensure that the document, *Safety Guidelines for Physical Activity in Alberta Schools*, is readily available in their respective schools. School personnel will be made aware of recommended practices, ensuring that recommended safety practices are followed, and guidelines are reviewed regularly.
- 1.9. The Director of Facilities shall ensure that all physical activity facilities, including playing surfaces, playgrounds, and major equipment, are regularly inspected.
- 1.10. No piece of equipment shall be used that does not conform to existing safety standards in effect at the time.
- 1.11. The teacher or supervisor shall report to the Principal of the school any defects in buildings or equipment that might prove injurious to the health and safety of employees, pupils, or other persons.

- 1.12. Upon receipt of a report regarding hazardous equipment or conditions, the Principal shall initiate corrective action that may include a written report to the Safety Officer. A copy of the report will be forwarded to the Superintendent for information.
- 1.13. Teachers must be thoroughly familiar with all HPSD safety manuals that pertain to their area(s) of instruction and meet all safety requirements.
- 1.14. Teachers who work in special activity areas are encouraged to have a current certificate in Standard First Aid with C.P.R.
- 1.15. Off-site program co-ordinators for Work Experience and other off-site instructional programs shall adhere to the *HPSD Off-Site Activity Handbook*.

References

[Alberta Education - Off-Campus Education](#)

Education Act, Section 53

Cross Reference

[HPSD Off-Site Activity Handbook](#)

[Administrative Procedure 260 - Off-Site Activities](#)