

Bigfork School District #38

SCHOOL FACILITIES

9311P

Safety Program

The general responsibilities for the Safety Program rest with the Safety Committee. Specific Responsibility rests with the building principals and the maintenance supervisor(s).

Responsibilities

Principals

Each principal has the primary responsibility to identify safety hazards which may occur between periodic safety inspections, to supervise the instructional staff to assure that safety education is conducted as a part of the educational program, and to assure the proper supervision of students within their buildings. More specifically:

1. Student supervision shall start one half hour before school begins and end when the last bus has left in the afternoon.
2. Supervision is to be provided at noon, morning and afternoon recesses and during lunch periods. The principal may use aides or certified staff.
3. Annually, campus and playground safety rules should be communicated to the staff, the students and the parents.
4. Principals are responsible to see that accident reports on the appropriate forms are submitted to the Superintendent.
5. The principal shall work closely with the physical education staff, shop staff, and other area staff members whose curriculum exposes an unusual risk to students, to assure that with the introduction of any new activity or equipment, safety procedures are outlined prior to use.

Supervisor of Maintenance and Operations

The Supervisor(s) of Maintenance and Operations has the responsibility for the maintenance of a safe educational environment including both facilities and grounds. More specifically, the Supervisor of Maintenance and Operations shall:

1. Conduct regular inspections of all facilities and grounds for potential safety hazards.
2. Provide instruction to the operations staff as it relates to safe working procedures and the identification of unsafe areas.
3. Provide direct instruction to operations personnel as it relates to their specific assignments relating to the safe operation of the system.
4. Review and approve the selection and location of new playground equipment prior to its purchase and installation.

Procedure History:

Executed: July 20, 2004