

Lower Secondary School

Regulations for the use of the Equipped Classrooms

s.y. 2020/21

SAFETY AND SANITATION RESPONSIBILITIES OF THE EQUIPPED CLASSROOMS – pg. 1
GENERAL RULES OF CONDUCT EXPECTED IN ALL CLASSROOMS – pg. 4

SPECIFIC CLASSROOM REGULATIONS:

CLASSROOM	SUPERVISOR	Pg.
Science and Technology	Prof. Marc Wilks	5
Music		8
Art	Prof. Stefanie Michelagnoli	9
Mobile Computer Centre/Station	Technical Assistant Rich C. Suppiah	10
Gym	Marco Galastri	11

SAFETY AND SANITATION RESPONSIBILITIES OF THE EQUIPPED CLASSROOMS
RESPONSABILITÀ IN TEMA DI SICUREZZA ED IGIENE NELLE AULE SCOLASTICHE ATTREZZATE

Responsibilities of the school director:

1. to name the persons responsible for each equipped classroom at the beginning of the school year;
2. to make the Risk Evaluation for each equipped classroom based on the activities that are performed, the materials being taught, and the equipment provided;
3. to ensure that each staff member who works in the equipped classrooms receives adequate information and training on the health risks and on the measures of protection and prevention;
4. to ensure that each classroom is equipped with adequate protective equipment.

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RSPP - Person Responsible for the Service of Prevention and Protection:

1. to visit periodically the classrooms to verify if any possible intervention is needed;
2. collaborate with the school director and with the "Prevention and Protection Service" Officer to provide a Risk Assessment of each equipped classroom, and, when necessary, to update the classroom when new equipment is purchased or when new work methods are introduced;
3. design and program the training and information interventions to be carried out in relation to the activities of each classroom, involving the supervisors of the classrooms and the teachers in charge.

ASPP –Prevention and Protection Service Officer:

1. Prevention and Protection co-operate with the Responsible person of the Service and with the Direction to the Evaluation of the Risks and to the updating of her.

RLS – Worker's Safety Representatives:

1. to collect information, suggestions, or alerts from the entire educational staff and, when necessary, the students, regarded the hygiene and the certainty of the equipped classrooms.

Person responsible for the equipped classroom:

1. to check and verify at the beginning of each school year, using the descriptive list provided by the Front Desk, the equipment in the equipped classroom and take care of it during the year;
2. to propose the purchase of equipment necessary for the enhancement of the classroom;
3. together with departmental colleagues, prepare a schedule for the use of the classroom; the classroom can be used by the teachers of that specific subject and then, in the hours where the classroom is free, by those who request it at the Front Desk;
4. to indicate at the beginning of the school year any annual requirements for the equipped classroom;
5. to periodically check during the year the functioning of the equipment contained in the classroom, promptly reporting, in writing, any faults, anomalies, and damages to the Front Desk;
6. to check and verify, at the end of the school year, the correct functioning of the equipment contained in the classrooms, returning the descriptive list mentioned in point 1 to the Front Desk and simultaneously providing:
 - a. suggestions for improving the standards of quality and use of the equipment;
 - b. in particular, suggest obsolete material that could be eliminated.

Responsibilities of the teachers who use the equipped classroom with their own students:

1. to (develop) teach their students behaviours to protect themselves and their health in the classroom;
2. to promote an understanding of the risks and the prevention and safety rules in the work areas;
3. to teach the students the correct use of the equipment, machines, and processing techniques.

Responsibilities of the Students (who are considered equal to workers while in the equipped classrooms– art. 2 D.Lgs. 81/08 – and, in regard to the activity being performed, they are exposed to the risks specified in the Risk Evaluation, which can be found in the section dedicated to the equipped classrooms):

1. to respect the measures set by the teachers in order to make the activities safe;

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2. to use the safety devices fitted to the equipment and means of protection, including personal ones;
3. to immediately report to the teachers any anomaly found in the safety devices or any dangerous conditions;
4. not to remove or modify the safety devices or means of protection from machines or equipment;
5. to avoid performing unauthorized operations as they are potentially dangerous.

Responsibilities of the Technical Assistant (Computer Centre):

1. to supply the necessary technical assistance in order to perform activities;
2. carry out the day-to-day maintenance, and when needed, the repair of machines and equipment supplied to the equipped classrooms;
3. to check periodically the equipment;
4. to prepare the equipment (operative system, app...) for the activities.

The front desk:

1. posting of the regulations of each classroom in both Italian and English at the beginning of the year, periodically making sure it is visible.

Educational collaborators:

1. to clean the equipped classrooms and the work areas.

THE USE OF THE EQUIPPED CLASSROOMS

The use of the equipped classrooms is reserved primarily for the teachers in order to carry out activities. The classroom, if free, can also be used by teachers of other class subjects as a classroom, provided that the teacher present monitors the equipment present and the tidying of the room.

Science and Technology Classroom: for safety reasons, any teacher who teaches a subject different from that of Science or Technology who wants to use the classroom and the specific equipment, will have to make a request to the person responsible for that classroom who will decide together with the Direction of the school. Subsequently, the teacher will reserve the classroom at the Front Desk

GENERAL RULES OF CONDUCT EXPECTED IN ALL CLASSROOMS

1. Students and teachers are reminded that the classroom is a common good for all and therefore the respect and protection of the equipment are essential conditions for their use and to maintain classroom efficiency.
2. The teacher who accompanies the class is entrusted with all the equipment of the classroom and ensures the utmost care.
3. Each student is responsible for the workstation used, keeping his or her work area (desk, table, etc.) constantly clean and is required to immediately report to the teacher any faults or malfunctions found. The teacher will promptly inform (within 1 school day) the teacher responsible for the classroom.
4. Students must behave in accordance with the activity being performed. In particular, they must use

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the technical equipment carefully, in order to not harm themselves or others.

5. It is not allowed to have food or drinks in the equipped classrooms.
6. The teacher cannot give the students any classroom equipment to take home.
7. At the end of the lesson, when the teacher leaves the classroom, he must make sure that:
 - all pieces of equipment are turned off and placed with care;
 - the classroom is in order;

In addition, he must hand over the keys to the Front Desk and notify the closure of the equipped classroom.

Exceptions: Exceptions to this regulation must be agreed with the person responsible for the equipped classroom with prior authorization from the school director.

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SCIENCE AND TECHNOLOGY CLASSROOM (THIRD FLOOR)

TECHNOLOGY

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Equipment	Risks	Individual Protection Devices
Basic equipment (hammer, utility knife, scissors, chisel, gouge, hand saw, etc.)	Cuts Crushing	<ul style="list-style-type: none"> • Shirt with closed sleeves • Gloves are not provided as sensitivity would be lacking
Silicone hot gun	Burns	<ul style="list-style-type: none"> • Shirt with closed sleeves • Safety gloves • Mask
Disc sander	Abrasions	<ul style="list-style-type: none"> • Shirt with closed sleeves • Goggles • Safety gloves • Mask • Earplugs • In some processing cases, gloves are not provided as sensitivity would be lacking
Drill press	Lacerations	<ul style="list-style-type: none"> • Shirt with closed sleeves • Goggles • Mask • Gloves are not provided as sensitivity would be lacking
Jigsaw	Crushing Cuts Injuries due to contact with moving parts during use	<ul style="list-style-type: none"> • Safety gloves • anti-entanglement gown • Goggles di protezione • ear protectors (headphones or earplugs)
Compressor	Bleeding	<ul style="list-style-type: none"> • Shirt with closed sleeves • Goggles

SCIENCE

	Risks	Individual Protection Devices
Electric plate and kettle	Burns	<ul style="list-style-type: none"> • Closed-sleeve shirts • Goggles • Safety gloves • Mask
Chemical Products	Chemical risk - corrosive	<ul style="list-style-type: none"> • Closed-sleeve shirts • Goggles

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		<ul style="list-style-type: none"> • Safety gloves • Mask
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Other electric equipment or products not present in the list are to be used only by the Teachers with the use of adequate DPI.

SPECIFIC RULES OF CONDUCT OF THE SCIENCE AND TECHNOLOGY CLASSROOM

PERSON RESPONSIBLE FOR THE CLASSROOM

1. Mark all dangerous material and equipment with appropriate signs,
2. Periodically check throughout the school year the functioning of the equipment contained in the classroom and the safety signs, promptly inform the Front Desk, in writing, of faults, anomalies and breakages.

THE TEACHERS

1. Periodically reads this regulation to the students
2. **Each time the tools are used**, explains all the related accident prevention measures (both for the tools that they use, and those used only by the teachers). **In the case of allophone students, the teacher must make sure that they understand all the safety measures**
3. Checks that the students use the correct approach to each type of equipment and verify that they are in possession of the PPE
4. Checks that the escape routes from the classroom are not obstructed with purses and/or schoolbags.
5. Ensures that all pieces of equipment are locked in metal cupboards when not in use
6. It is the teacher who turns on the electricity and demonstrates the most dangerous activities, not the student
7. Only the teacher can use the electric jigsaw tool, the other tools and machinery can be used by students.

THE STUDENTS

1. Can access the science and technology classroom only in the presence of the teacher of that subject.
2. Can use the machines only if they are wearing PPE and must perform only the scheduled didactic exercises.
3. Cannot use the machinery while wearing bracelets, necklaces, scarves or any object and/or hanging clothing, earphones, flip-flops or open shoes. Hair must always be gathered at the nape of the neck.
4. Inside the classroom it is necessary to maintain appropriate conduct based on the situation (students are not permitted to make jokes, run, push, etc.).
5. Must use the machinery and equipment according to the instructions of the teachers.
6. Can use all equipment, except the jigsaw which can only be used by the teacher.
7. Each student is responsible for the tools they are using; they must not tamper with them or use them improperly and follow they must always follow the teacher's instructions.

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8. At the end of the lessons, the students should leave the machinery and equipment in order and in their place, they should clean the workbench, and put away the PPE supplied.
9. At the end of the lessons the students should put their finished work in a space established by the teacher.

7

In each equipped classroom a first aid kit is available with all the material of standard first aid (disinfectant, gauze, dry ice, etc.). In case of serious accidents, these must be treated as underlined in the School Regulations Art. 52 Prevention and Safety.

All the equipment and materials present in classroom must be always held in locked cupboards. The keys are at the Front Desk of the school and can be withdrawn only by the teacher (never the students) authorised to use the equipped classroom. The teacher at the end of the lesson must personally bring back the keys to the front desk.

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MUSIC CLASSROOM

The access and use of the music classroom is allowed for only educational purposes:

- to classes in the weekly schedule and only with the presence of the class teacher;
- to teachers with students during free periods;
- to teachers for educational activities.

The teacher who wants to take advantage of the classroom can get the keys from the Front Desk and returns them there as well.

During the hours of use the teacher is responsible for the behaviour of the students, for the material and for the equipment and is responsible for any damages found.

The teacher that uses the classroom:

- will verify the integrity of each piece of equipment at the beginning of each lesson
- will take note of which tools were assigned to each student.
- In case of technical breakdowns, and/or damages of any equipment, the teacher will inform the teacher responsible for the classroom in a timely manner so that the items can be repaired or replaced.

The teacher will verify that at the end of the lesson that all the materials are returned to their correct place in the classroom.

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ART CLASSROOM

Equipment	Risks	Individual Protection Devices
Basic equipment (utility knife, scissors, chisel, gouge, etc.)	Cuts Crush risk	<ul style="list-style-type: none"> • Shirt with closed sleeves • Gloves are not provided as sensitivity would be lacking
Silicone hot gun	Burns	<ul style="list-style-type: none"> • Shirt with closed sleeves • Safety gloves • Mask

The access and use of the art classroom is allowed for only educational purposes:

- to classes in the weekly schedule and only with the presence of the class teacher;
- to teachers with students during free periods;
- to teachers for educational activities.

The classroom is provided with the furniture and the equipment necessary for efficacy, including tables, chairs and cupboards.

During the hours of use the teacher is responsible for the behaviour of the students, for the material and for the equipment and is responsible for any damages found.

The teacher that uses the classroom:

- will verify the integrity of each piece of equipment at the beginning of each lesson.
- In case of ruined materials, the teacher will inform the teacher responsible for the classroom in a timely manner so that the items can be repaired or replaced.
- will verify at the end of the lesson that the students:
 - have returned all the materials to their proper place, with particular attention that the colours are closed properly so they don't ruin;
 - have cleaned the sink;
 - have placed the own work in a space established by the teacher

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MOBILE COMPUTER CENTRE

The access and use of the Computer Centre is allowed for only educational purposes:

- to classes in the weekly schedule and only with the presence of the class teacher;
- to teachers with students during free periods;
- to teachers for educational activities.

The teacher who wants to take advantage of the mobile computer centre can get the keys from the Front Desk and returns them there as well.

During the hours of use the teacher is responsible for the behaviour of the students, for the material and for the equipment and is responsible for any damages found.

The teacher that uses the mobile Computer Centre:

- will verify the integrity of each piece of equipment at the beginning of each lesson. In case of ruined materials, the teacher will inform the teacher responsible in a timely manner so that the items can be repaired or replaced.
- will verify that at the end of the lesson the students have returned all the tablets/pc to their correct place on the charger
- will replace the mobile computer centre to its correct place, on the charger.

It is forbidden:

- to unload musical files, photo, films and multimedia files I save those necessary for didactic aims. Before unloading anything, it is necessary to ask for the authorisation for the teacher.
- to move, to copy or to cancel files belonging to the operative system or to the installed programs;
- to instal, to modify or to remove applications and software from the Pc / tablets,
- to modify the configuration of the system, to vary the statements of the computer / tablet (desktop, screen saver, home page of the Internet browser, etc.)
- in general, to carry out behaviours that could damage the hardware or the installed software.
- to use the Pc / tablets of the school for the memorisation of the own personal documents the PC of the laboratory.

All requests for maintenance or repairs of any kind must be sent in writing to the technical supervisor who will then inform the school direction. Any modification or intervention must be carried out only by authorized personnel under the supervision of the IT Technical Assistant.

Please refer to the I.T. School policy regarding all other issues related to the use of PC / Tablet and the internet.

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GYM

The access and use of the Gym is allowed for only educational purposes:

- to classes in the weekly schedule and only with the presence of the class teacher;
- to teachers with students during free periods;
- to teachers for educational activities.

The teacher who wants to take advantage of the gym can get the keys from the Front Desk and returns them there as well.

During the hours of use the teacher is responsible for the behaviour of the students, for the material and for the equipment and is responsible for any damages found.

The teacher that uses the gym:

- will verify that the students enter the gym with the appropriate clothing and clean shoes;
- will verify at the beginning of each lesson the integrity of the sporting equipment. In case of ruined equipment, the teacher will inform the teacher responsible in a timely manner so that the items can be repaired or replaced.
- will verify that at the end of the lesson the students have returned all the materials to their proper place

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