

NAME OF SCHOOL: SOUTHVIEW HIGH SCHOOL

## Health and Safety Policy

<b>Date approved:</b>		<b>Date policy will take effect:</b>	16-01-2012	<b>Date of next review:</b>	2013
<b>Developed by:</b>	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
<b>Approved by:</b>	School Governing Body				
<b>Responsible Body:</b>	School Governing Body				
<b>Supporting documents, procedures and forms for this policy:</b>	Hlayiseka Project				
<b>References and legislation:</b>	<ul style="list-style-type: none"> <li>(a) Constitution of the Republic of South Africa Act No. 108 of 1996</li> <li>(b) South African Schools Act No. 84 of 1996 (as amended) “(SASA”)</li> <li>(c) Occupational Health and Safety Act No. 85 of 1993 (as amended) (“OHSA”)</li> <li>(d) Occupational Health and Safety Act No. 85 of 1993 (as amended) Regulations Gazette No. 26636 dated 3 August 2004</li> <li>(d) National Regulations Safety Measures at public schools Government Gazette 22754 of 12 October 2001 (as amended) by Government Gazette 29376 of 10 November 2006</li> <li>(e) National Policy on HIV/Aids for learners and educators in public schools Government Gazette 20372 Notice 1926 of 10 August 1996</li> <li>(f) National Department of Basic Education Gazette No. 33283 Notice 515 dated 11 June 2010 – The National Policy for an equitable provision of an enabling school physical teaching and learning environment</li> <li>(g) Firearms Control Act No. 60 of 2000</li> <li>(h) Children’s Act No 38 of 2005</li> </ul> <p>Sexual Offences Act No. 37 of 2007  Control of Access to Public Premises And Vehicles Act 53 of 1985  Drug and Drug Trafficking Act 140 of 1992  Government Notice no 1040, October 2001  The Child Care Amendment Act 96 of 1996  United Nations Convention on the rights of the child.  National Programme of Action for Children in South Africa.  National Youth Policy 2000  Tresspass Act  Juvenile Justice Act  Criminal Procedures Act  Policy on travel  Gauteng Transport Act  Scholar Transport Circular</p>				
<b>Scope:</b>	SGB, School Management Team (SMT), Educator Staff, Learners				
<b>Expiry date of the policy:</b>	never				

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PREAMBLE:

The South African Police Service and the Department of Education share a commitment to ensure the overall safety and well-being of learners in order to -

- reduce the incidence of crime in society
- develop a better relationship between the police and the youth in the communities
- create in young people an understanding of the police roles in society
- extend the concept of crime prevention
- equip young people with the necessary skills to avoid dangerous and threatening situations.

School-based crime prevention is intended to enrich the participation of police officers in promoting safe and orderly school environments. These guidelines were developed because of a need for a comprehensive reference for police officers who are involved in crime prevention and safer school

programmes, including programmes and projects such as Adopt-A-Cop, Top Cops and other locally specific safer schools projects and programmes.

WHAT ARE SAFE, CARING AND CHILD-FRIENDLY SCHOOLS?

School safety is often a critical obstacle to learning. Crime, violence and abuse affect all aspects of our community, and schools are not always free from fear, intimidation or victimisation. The Department of Education in partnership with the SAPS is committed to preventing, managing and

responding to incidents of crime and violence in schools.

Prevention and early intervention are the most reliable and cost-effective ways to support schools in consistently delivering teaching and learning in an environment that is physically and socially safe.

Based on media reports depicting the level of crime and violence in schools, the Minister of Education prompted the implementation of stringent measures in collaboration with national and provincial counterparts to curb crime and violence in schools.

One of the immediate measures was the amendment of the Regulations for Safety Measures at all public schools, which allow for the testing and searching of learners in possession of illegal substances and the using/abusing of illegal substances. Furthermore, detailed measures were drafted regarding controlled access to schools and the arrangement of transport for learners going on excursions (during and after school hours).

Amendments to the Education Policy Act make provision for random searches and the testing of learners using/abusing legal/illegal substances.

According to the immediate safety needs of these schools (gangsterism, vandalism, drug use/abuse, alcoholism, theft, etc), interventions were initiated by the Department of Education to curb crime and violence. The interventions ranged from infrastructural measures to the overall support of management and governance, learner support and the establishment of partnerships.

### WHAT IS A SCHOOL SAFETY POLICY?

It seeks to guarantee maximum safety for all in the school premises and has the potential of influencing and facilitating safer community initiatives.

It is a policy to minimize any injury or threat of injury.

It is a policy to minimize damage to property.

It is a policy to create awareness of potential dangers and threats.

It is governed by the South African Schools Act 84 of 1996.

### WHO IS RESPONSIBLE FOR SCHOOL SAFETY?



SOUTHVIEW HIGH SCHOOL

#### **1. APPLICATIONS AND SCOPE OF THE POLICY**

The policy applies to the entire school management, educator and non-educator staff learners and any person who may be in the school premises.

#### **2. AVAILABILITY OF FUNDS**

The SGB must make funds available for the implementation of the Health and Safety Policy at the School. The annual School Budget will reflect the amount to be spent annually on the Health and Safety measures to be implemented at the school. The Budget will be approved by the parents at the AGM. All sub-committees chairpersons must table a written Report at each SGB Meeting. The Health & Safety sub-committee must constantly monitor the implementation of the Policy at the school.

#### **3. HEALTH**

##### **3.1. Nutrition Programme**

Nutrition Programme at the school will fall under the ambit of the sub-committee to strengthen the delivery of the programme within the requirements of the budget provided by the Department, such as healthy meals offered on a daily basis to learners in need, as well as hygienic conditions in the kitchen. An application for this service will be made to District as we are now a no fee school.

##### **3.2. Infectious illnesses**

Outbreaks of infectious illnesses such as Measles, German measles, Chicken Pox, Whooping Cough and Mumps amongst learners and staff will be reported to the relevant Health authority. The learner and or the staff will not return to school before the quarantine period has lapsed. The parents of learners at the school will be informed of the outbreak and the necessary steps taken to avoid further infections. The SGB will run campaigns together with the relevant Health authority to have learners immunised to prevent infectious illnesses.

### **3.3. HIV/Aids**

REFER TO AIDS POLICY

### **3.4. First Aid**

First Aid – training of learners and staff in First Aid is essential. The District Office will be informed via the School Development Plan of the needs of Educators to be trained in First Aid. The SGB will endeavour to make funding available to train and upgrade the First Aid qualifications of the staff at the school. There will be at least four level 3 First Aid trained educators at the school.

### **3.5. First Aid Kits**

First Aid Kits – the SGB will purchase these from funds made available for the purpose of purchasing First Aid Kits and replenish stocks on an ongoing basis. The SGB must ensure that the appropriately trained First Aiders are available at all events and activities at the school, together with fully equipped First Aid Kits. School excursions will be undertaken only if the appropriately trained First Aiders accompany learners together with equipped First Aid Kits.

### **3.6. Extra-mural activities**

Extra-mural activities in which there is high risk of injury the school will have the appropriately trained First Aiders present together with items such as First Aid Kits as well as back boards and neck braces.

The SGB will undertake to re-imburse the educators accompanying the learners on school excursions, activities or sporting events for use of their cell phone to make emergency calls.

### **3.7. Incidents report**

The sub-committee will keep a record of any incidents involving injury to visitors, learners, educators or staff at the school or during any excursion or school activity.

## **4. ASSETS**

### **4.1. Hired Transport**

The SGB must ensure that buses hired for transporting learners to school activities are hired from reputable companies with drivers in possession of the necessary valid public licences. The buses must be roadworthy and the brakes and tyres must comply with the set standards.

### **4.2. Buildings and Grounds**

Buildings and Grounds sub-committee must constantly monitor the implementation of the Policy at the school.

### **4.3. Computer Rooms**

Computer Rooms will be serviced by the necessary IT specialist contracted by the Department of Education. Any electrical installations will be carried out by a qualified electrician.

### **4.4. Science Laboratory**

Science Laboratory educators must keep a hazardous substance register. An Incidents Register must be kept and reported on regularly.

## **5. SAFETY**

**5.1. Fire Extinguishers**

Fire Extinguishers must be checked and replaced on a regular basis. The training programme of the staff involved in the fire fighting programme at the school will be funded from funds identified in the Budget if possible, but the Department as employer and owner of buildings will have to provide the necessary funding and training.

**5.2. Safety equipment**

Safety equipment such as safety boots, eye wear and overalls must be supplied out of the funds made available to all State and school employees working with lawnmowers or cutting equipment.

**5.3. Evacuation Plan**

Evacuation Plan for learners and staff at the school must be in place and from time to time practice sessions will take place under the authority of the Principal. Safe zones will be identified so that learners and staff can safely assemble and be evacuated.

**5.4. Electrical fittings**

Electrical fittings, wiring, plugs and light fittings in the building and classrooms will be regularly checked by a qualified electrician to ensure that there are no loose wires or faulty connections. A qualified electrician will be contracted by the Department of Education to do any electrical installations or repairs.

**5.5. Hygienic conditions**

Hygienic conditions in the toilets, kitchen, ladies sanitation bins and tuck shop will comply with set standards. These areas will be sanitized and cleaned regularly by cleaning staff under the supervision of the Principal.

**5.6. Safety conditions**

Safety conditions of the handrails, tiles on the steps, gutters, paving and any other areas will be regularly checked and the required maintenance will be requested.

**5.7. Playing fields**

Playing fields - the soccer goal posts, netball courts, tennis courts, and other playing fields will be checked regularly for safety hazards.

**5.8. Security**

Security of the buildings, perimeter fences will be regularly checked. The services of Barn Security Services will be employed to secure the assets. The use of Community Service Safety Patrollers will be used in the schooling day to assist with safety and security issues facing staff and learners.

**5.9. Window panes**

Broken window panes will be replaced promptly to avoid learners and staff being injured.

**5.10. Gardens**

The sub-committee will implement the directives relating to the indigenous plants and trees to be cultivated. Trees may only be removed with the permission from the SGB. Trees that are cut down due to disease or invasive root systems will be replaced with suitable trees which are water wise.

## **6. GENERAL SUPERVISION OF LEARNERS ON SCHOOL PREMISES**

### **6.1. The SGB and the staff:**

- will draw up safety plans for the safety of learners entering the school prior to the morning school bell and after the end of the school day or activities.
- will have a safety plan for the learners during their breaks where educators will supervise. A Ground Duty Roster will be drawn up and monitored to ensure safety of staff and learners during breaks.
- Learners leaving school early will be signed out by the person responsible for their collection. The register must be monitored by the Principal.

### **6.2. Supervision**

The SGB and the Principal should implement the National Safety Regulations regarding Supervision during physical activity.

### **6.3. Vehicles and motor cycles**

Vehicles and motor cycles on school premises: The Principal is entitled to request proof of the driver's licence of any person driving on school property. All vehicles and motor cycles will only be permitted to park in demarcated areas. All vehicles and motor cycles will be permitted to travel at 10 km per hour on school premises in the demarcated areas. Drivers of vehicles or motor cycles who fail to comply with the rules set will not be permitted to park on the school grounds. The SGB will ensure that visible signage is made available to safeguard learners, educators, staff and visitors to the school.

The school will not be held responsible for any damages to any vehicles parked on the premises.

No learner may park his vehicle on the premises.

No transport providers are allowed to use the school parking area as their parking for the day.

SCHOOL SAFETY TEAM

R.B.NAIDOO	PRINCIPAL
G.M.CHANGELRYAN	DEPUTY PRINCIPAL
N.SULEMAN	DEPUTY PRINCIPAL
M.J.RAMMALA	EDUCATOR
J.MOLOTO	SMT
D.JAMES	SMT
E.J.MANGANYI	SMT
A.M.NIPPOLD	EDUCATOR
M.M.MAKATE	SMT
S.SINGH	SUPPORT STAFF
G.HARRILAL	SUPPORT STAFF
D.C.NAIDOO	SGB
B.LAZARUS	SGB
LEARNER 1	
LEARNER 2	
LEARNER 3	
COLONEL PERUMAL	SAPS
SERGEANT XABA	SAPS
B.MOODLEY	CPF
I.MTHIMKULU	BARN SECURITY



## SAFETY PLAN FOR SOUTHVIEW HIGH SCHOOL

Emergency proceduresEMERGENCY TELEPHONE NUMBERS

Emergency Manager:	R.B.NAIDOO
Deputy Emergency Manager:	G.M.CHANGELRYAN
Ambulance (24 hours):	999
Fire Department (24 hours):	998
	011342-3750
Police	10111
	011 855 1013
	082 332 5016
Security Company:	011 855 9348
Traffic (24 hours):	Metro
Electricity:	0113755555
Water interruption (after hours):	0113755555
Damage to roads (after hours):	0113755555
<u>Medical help</u>	
DR. S.REDDY	011-855-2642
DR.G.V.NAIDOO	011-855-6452
DR.P.LINGHAM	011-855-1310
DAXINA MEDICAL CLINIC	011-855-1016
LENASIA SOUTH HOSPITAL	011-213-9600
LEN MED HOSPITAL	011-854-4201
Garden city	011-495-5000
Red cross	011-486-1313
SAdag (suicide)	011-783-1474

GENERAL INFORMATION

Street address: 1420 AZALEA STREET, EXT. 1, LENASIA SOUTH

Telephone numbers: 011 855 1025

Office hours: 011 855 1025

After hours: 083 737 0859

Type of activity carried out on the premises: Education of learners.

Number of persons on premises:

57 TEACHERS

1851 LEARNERS

15 SUPPORT STAFF

8 SECURITY PERSONNEL

Names and contact details of persons to be contacted in case of an emergency:

1. R.B.Naidoo 083 737 0859

2. G.M.Changelryan 083 632 7158

3. N.Suleman 078 160 0739

4. M.Zwane (IDSO) 083 548 5011

5. District Office 011 247 5700

6. D.C.Naidoo (sgb) 082 820 6653

School-based Safety Plan

Control room

In case of an emergency, Emergency Management will meet in the control room at: MAIN OFFICE

Alarm

Alarm will be sounded as follows:

Continuous siren or ringing of bell or use of a megaphone siren.

When the alarm is sounded, emergency procedures will be as follows:

Stay calm, do not panic.

Leave possessions behind.

Follow indicators to emergency exits by walking briskly.

Do not run.

Do not use lifts.

Walk on the stairs in a single line, keeping to the left in order to give emergency service personnel free access.

Assist all visitors, disabled persons and injured persons to the exits.

Follow the instructions of emergency personnel.

Be aware of suspicious objects or persons and report them to  
emergency personnel.

Evacuate to designated area, Soccer Field.

Do not return to the office or building until roll call was held and the building is declared safe.

### THREATS AND POSSIBLE CONSEQUENCES

This contingency plan provides for the following:

Fires

Bomb threats, explosions, letter bombs/suspect parcels

Armed attacks

Riots

Hostage situations

Disaster caused by natural forces

### EQUIPMENT

Control room

The following equipment must always be available in the control room:

Telephone/radio communication

Updated Contingency Plan and Emergency Procedures

Alarm

Communication equipment, eg Access to intercom, Megaphones/ Alarm system

Torch in working condition with sufficient batteries

Fire extinguishers and first aid equipment as indicated on maps

Other available equipment

### HUMAN RESOURCES

Emergency Management

#### Emergency Manager

Name: R.B.NAIDOO

Contact number: 083 737 0859

#### Deputy Emergency Manager

Name: G.M.CHANGELRYAN

Contact number: 0836327158

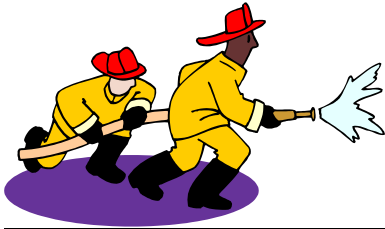
#### Other members of Emergency Management

Name: N.SULEMAN

Contact number: 0781600739

Name: J.RAMALLA

Contact number: 0762713638



FIREFIGHTING TEAM (to be confirmed 2012)

Leader:

Contact number:

Deputy Leader:

Contact number:

Member:

Contact number:

Member:

Contact number:

Member:

Contact number:



FIRST AID TEAM (to be confirmed 2012)

Leader:

Contact number:

Deputy Leader:

Contact number:

Member:

Contact number:

#### DUTIES OF EMERGENCY PERSONNEL

Emergency management

Responsible for coordination in an emergency until the arrival of professional help.

Go to control room.

Give clear instructions.

Contact emergency services.

Stay in contact with emergency officials.

Check that all areas were evacuated.

Make certain that emergency officials do their jobs properly.

#### Emergency official (HAZMAT)

In charge of all people in a designated area.

Take control of situation.

Inform Emergency Management of the emergency.

In case of an evacuation ensure that all areas were evacuated and all personnel accounted for. Predetermined areas must be identified as evacuation gathering points to eliminate confusion.

Report to Emergency Management as soon as evacuation is completed.

Assist handicapped and injured people.

#### Fire fighting team

Fight fire until arrival of Fire Brigade.

Team members closest to the fire must try to put it out immediately.

If fires rage out of control, evacuate building.

Report to team leader.

Reaction must be fast but organised.

Close fire doors.

Leave area last.

First aid team

Apply first aid to injured persons.

Apply first aid to injured persons in your area.

PLAN OF ACTION AND EMERGENCY PROCEDURES

Alarm

EVACUATION PROCEDURE

Emergency Management will determine when evacuation should take place.

Certain persons were appointed who are responsible for the orderly evacuation of a particular area in an emergency. (Emergency officials)

Follow the instructions of the emergency officials. Listen to announcements made over the PA system.

In an emergency, the Emergency Official is the only person in charge. Never ignore orders of the Emergency Official even if you suspect that it is only a practice drill.

Leave possessions behind.

If possible, switch off electrical equipment in your office.

Lock important documents and valuables away.

See to it that neighbours also evacuate.

Follow the indications to the emergency exit.

Stay calm, walk briskly, do not run.

Do not select an escape route yourself - it may be the wrong one.

Follow the route indicated by the Emergency Official.

Walk on the stairs in a single line - keep left in order to give service personnel free access.

Evacuate to a designated area.

Assist injured persons or persons who stumble.

Do not shout or make unnecessary noise. It increases panic.

Do not interfere with persons performing emergency services (Fire Department, etc).

Do not return to the building until it is declared safe.

At the designated areas report all missing personnel.

STAY CALM

### FIRE

If it is safe to do so, extinguish the fire with the available fire extinguishers. Otherwise evacuate the immediate area of the fire and close the doors behind you.

Phone the Emergency Official.

If the fire rages out of control, evacuate the building/floor according to Procedure A.

Smoke and gas may be dangerous. Try to avoid all smoke-filled areas.

If you must move through smoke-filled areas, stay close to the ground and cover your mouth with a wet cloth.

If trapped, close doors and seal vents of doors with available material.

Move to a window and attempt to attract attention.

Do not throw furniture or heavy equipment out of the windows.

### STAY CALM

If movement is possible, stay as close as possible to the ground where the smoke is less dense.

### ARMED ATTACKS AND HOSTAGE SITUATIONS

If possible, notify the Emergency Official.

If you are a hostage, preferably lie down or sit on the floor and cover yourself.

Do not resist.

If possible, avoid involvement and arguments.

Obey the instructions of the attackers.

Trained negotiators of the SAPS will handle hostage situations.

### STAY CALM



### BOMB THREAT OR BOMB EXPLOSION

Get as much information as possible from the person making the threat.

Keep on talking.

Listen to background noises.

Fill out bomb threat checklist.

Try to determine where the bomb was placed and what it looks like.

Try to establish the person's motive.

Try to determine when the bomb will explode.

Listen to the person's accent.

Try to convince the person to discontinue with his/her plan.

If possible, tape the conversation.

Make notes of all information received.

Convey all information to the Emergency Official.

Inspect all rooms for strange objects.

Treat all strange objects as a bomb.

Notify the Emergency Official if any object is noticed.

OPEN all windows and doors if possible.

STAY CALM

### GENERAL HINTS

Always stay calm.

Never use lifts as an escape route.

Acquaint yourself with the operation of the fire extinguisher and where it is installed.

Make sure that you know where the escape routes are.

Always report suspicious objects and persons immediately to the Emergency Official.

Never ignore a fire it does not matter how small.

Report it immediately to the Emergency Official. Good

housekeeping and safe habits reduce fire hazards.

No information is to be conveyed to the media or persons not involved.

Assist visitors.

They are not familiar with the procedures.

STAY CALM

BOMB THREAT QUESTIONNAIRE

Stay calm.

Do not transfer the call unless requested.

Do not interrupt the caller.

Be courteous.

KEEP THE CALLER TALKING AS LONG AS POSSIBLE AND ASK THE FOLLOWING QUESTIONS:

Where is the bomb?

When will it go off?

What kind of bomb is it?

What does the container in which the bomb is placed look like?

Does the person know that people will be injured when the bomb explodes?

How does the person know about the bomb?

Why is he/she doing it?

Who is he/she?

Where is he/she calling from?

Where does he/she work?

How old is he/she?

DID THE CALLER APPEAR FAMILIAR WITH THE BUILDING?

1. NOTIFY PRINCIPAL IMMEDIATELY

1.1 Date

1.2 Time

1.3 Signature of person who received call

2. ESTABLISH THE CALLERS IDENTITY

2.1 Sex

2.2 Male

2.3 Female

2.4 Adult

2.5 Child

2.6 Approximate age

### 3. ORIGIN OF CALL

3.1 Local

3.2 Long distance

3.3 Telephone booth

3.4 Internal

### 4. LANGUAGE

4.1 English

4.2 Afrikaans

4.3 Another language

### 5. ACCENT

5.1 English

5.2 Afrikaans

5.3 Another language

### 6. VOICE

6.1 Loud

6.2 Soft

6.3 High/Low pitch

6.4 Course

6.5 Hoarse

6.6 Squeaky

### 7. SPEECH

7.1 Distinct

7.2 Distorted

7.3 Hurriedly

7.4 Slowly

7.5 Stuttering

7.6 Slurred

7.7 Nasal

## 8. MANNER OF SPEECH

8.1 Calm

8.2 Excited

8.3 Humorous

8.4 Angry

8.5 Rational

8.6 Irrational

## 9. BACKGROUND NOISES

9.1 Traffic

9.2 Busy street

9.3 Machinery

9.4 Music

9.5 Trains

9.6 Aircraft

9.7 Office noises

9.8 Silence

9.9 Animals

9.10 Party noises

## 10. REMARKS

This Policy accepted after due consideration by the SGB on

**Chairperson of the SGB: D.C.NAIDOO** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Principal: R.B.NAIDOO** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IDS0: Mrs. M.ZWANE** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_