



CONSTANTIA KLOOF PRIMARY SCHOOL

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Health and Safety Policy

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Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible Body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	Hlayiseka Project				
References and legislation:	<ul style="list-style-type: none"> (a) Constitution of the Republic of South Africa Act No. 108 of 1996 (b) South African Schools Act No. 84 of 1996 (as amended) "(SASA") (c) Occupational Health and Safety Act No. 85 of 1993 (as amended) ("OHSA") (ca) Occupational Health and Safety Act No. 85 of 1993 (as amended) Regulations Gazette No. 26636 dated 3 August 2004 (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 (e) National Policy on HIV/Aids for learners and educators in public schools Government Gazette 20372 Notice 1926 of 10 August 1996 (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 				
Scope:	SGB, School Management Team (SMT), Staff (CS and PS), Learners				
Expiry date of the policy:	Mid 2018				

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1. PREAMBLE

- 1.1 In terms of the South African Schools Act 84 of 1996 it is the duty and responsibility of the SGB to draft and adopt a School Safety Policy.
- 1.2 Through this policy, the Constantia Kloof Primary School intends to:
- a) Place the issue of school safety at the top of the agenda of all stakeholders,
 - b) Adopt a zero-tolerance approach to all perpetrators of any form of school violence, gangsterism, substance abuse and bullying,
 - c) Ensure that all incidences of school violence, gangsterism, substance abuse and bullying must be reported by all stakeholders to school authorities, and the police services, once it becomes known.
 - d) Ensure that there is appropriate support for the victim and victim empowerment and
 - e) Ensure that abuse is managed with care, sensitivity and confidentiality to mitigate against secondary abuse.

2. PURPOSE OF HEALTH AND SAFETY MANUAL

The purpose of the Policy is for the protection of Health and Safety of staff members, learners and any other person who may at the school at a given time. The policy provides health and safety guidelines for all persons on the school premises and in the classroom and regulations for compliance thereof.

3. OBJECTIVES OF THE POLICY

- 3.1 To promote a safe school environment and declare the school as a Violence and Drug free zone,
- 3.2 To put in place measurements for the prevention of violence, abuse, assault, bullying and gangsterism.
- 3.3 To take reasonable steps to ensure safety of learners, staff members, (i.e. CS and PS) and/or any person who may visit the school during any school activity.

4. 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.

5. 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.

6. HEALTH

6.1 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.

6.2 HIV/Aids

HIV/Aids – the basis for advocating the consistent application of universal precautions lies in the assumption that in the situation of potential exposure to HIV, all persons are potentially infected and all blood spills should be treated as such. All blood spills, open wounds, sores, breaks in the skin grazes and open skin lesions as well as all body fluids and excretions must be treated as potentially infectious.

No learner, educator or staff member is compelled to disclose his or her HIV/Aids status to the school or institution or employer. Unauthorised disclosure of HIV/Aids related information with regard to learners, educators or staff could give rise to legal liability.

6.3 First Aid

First Aid – training of learners and staff in First Aid is essential. The SGB will 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.

6.4 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.

6.5 Extra-mural activities

Extra-mural activities such as soccer, and other high risk sports, 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 furnish the educators accompanying the learners on school excursions, activities or sporting events with a cell phone to make emergency calls.

6.6 Insurance

The SGB should make funds available for the purpose in the Budget to take out the necessary third party liability cover necessary to cover learners, educators

and staff at the school or learners on official school excursions and school activities.

6.7 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.

7 ASSETS

7.1 Buildings, Grounds and Infrastructure

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

- a. The school will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measure to safeguard learners and staff.
- b. The school will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.

7.2 School vehicles

School vehicles such as mini-buses and cars will be kept in a roadworthy condition with tyres and brakes being regularly checked for compliance. Driving of the vehicles will be undertaken by persons with a valid driver's licence. Mini-buses used to transport learners will be driven by persons with a valid PDP.

7.3 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.

7.4 Houses and / or Dwellings

Houses and / or dwellings on school property must be regularly checked for compliance with the safety and health requirements.

7.5 Computer Rooms

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

7.6 Science Laboratory

Science Laboratory educators must keep a hazardous substance register. An Incidents Register must be kept and reported on regularly. The fume cupboard must be kept in line with the required safety procedures.

7.7 Technology Centre

Any electrical installations will be carried out by a qualified electrician. All reasonable safety precautions will be adhered to when learners work with electrical equipment.

8 SAFETY

8.1 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.

8.2 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.

8.3 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.

8.4 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 to do any electrical installations or repairs.

8.5 School Workshops

School Workshops must comply with the relevant working and safety procedures for workshops.

8.6 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.

8.7 Safety conditions

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

8.8 Playing fields

Playing fields - the rugby/soccer goal posts, netball courts, tennis courts, spectator stands will be regularly checked for wear and tear.

8.9 Swimming pool

Swimming pool fences will be regularly checked and the gates kept locked and opened only by the educator/s and cleaner responsible during such activities.

8.10 Security

Security of the buildings, perimeter fences will be regularly checked.

8.11 Window panes

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

8.12 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.

9 SAFE SCHOOL ENVIRONMENT

9.1 Access to Public School premises

- a) The school will display clear signs at the entrance that any person who enters the school may be subjected to a search.
- b) During the school day school gates must be locked and access to the school must be controlled.
- c) Parents have a right to visit the school attended by their child, provided that the visit does not disrupt any school activities and is done with the permission of the Principal. Except for emergency situations, it is preferred that parents visit the school on an appointment basis.
- d) Any visitor to the school, including parents, may be required to:
 - i) Furnish his or her name, address and any other relevant information required by the Principal or HOD;
 - ii) Produce proof of his or her identity to the satisfaction of the Principal or HOD if necessary;
 - iii) Declare whether he or she has any dangerous objects or illegal drugs in his or her possession or custody or under his or her control;
- e) Any person who contravenes the above mentioned measures may be removed from the public school premises, with the assistance of the SAPS.

9.2 Weapons and Drug Free Public Schools

- a) The CONSTANTIA KLOOF PRIMARY SCHOOL is a drug free and dangerous object free zone.
- b) No person may :
 - i) Carry any dangerous object in the school premises;
 - ii) Store any dangerous objects in the school premises except in the officially designated places identified by the Principal;
 - iii) Possess illegal drugs on the school premises;
 - iv) Enter the school premises while under the influence of an illegal drug or alcohol;
 - v) Cause any form of violence or disturbances which can negatively impact on the school activities.

- c) The Principal or his or her delegate may, at random, search any learner or a group of learners or the property of a learner or group of learners, for any dangerous object or illegal drug, if a fair and reasonable suspicion has been established. Such a search must be done in accordance with Section 8A of SASA.
- d) The Principal or his or her delegate may, at random, administer urine or other non-invasive test to any group of learners that is, on fair and reasonable grounds, suspected of using illegal drugs only under conditions laid down in SASA.
- e) Disciplinary action will be instituted against a learner or anyone who contravene/s the above-mentioned rules.

9.3 Late coming of learners

- a) No learner should be locked outside the school for arriving late.
- b) In cases where learners arrive late for school, parents/guardians should be informed and they should be dealt with through the learner's Code of Conduct.

9.4 During breaks

- a) Learners are not allowed to leave the school premises during break.
- b) In cases where it is necessary for learners to leave the school premises, written permission must be provided by the Principal.

9.5 Early leave of learners at the request of parents/guardians

- a) All requests for early leave must be made in writing by parents/guardians. Such requests must be made to the Principal's office.
- b) On admitting a learner to the school, a parent must identify in writing who is allowed to collect their child in cases of requests for early leave. Parents must review this annually or as required, in writing, by the parent registering the child at the school.
- c) Persons collecting a learner from the school will be requested to provide the school with a positive identification.
- d) The school will maintain a written record that includes the name of the learner, the learner's grade, the name and ID No. of the person checking the learner out, as well as the date, time and reason/s for the early leave.

9.6 Early dismissal

The school will take reasonable steps to ensure that parents are informed in good time if learners are to be released early to enable parents to make transport and care-taking arrangements.

9.7 School Activities

- a) The school will take reasonable measures to ensure the safety of learners during any school activity.

- b) The school must ensure that a parent is advised to report to the school, in writing, the medical condition of a learner.
- c) The school will take measures to ensure that, if a learner is injured or falls ill during the course of a school activity and required medical treatment, the supervising educator:
 - i) takes measures to contact the parent of the learner concerned in order to obtain consent for such medical treatment; and
 - ii) determines whether or not to consent to such medical treatment if he or she is unable to contact the parent of the learner.
- d) The school will, in writing, supply the detailed information to the parent of the learner who will undertake the school activity.
- e) The school will only allow learners who have obtained written consent from the parent to attend the school activity.
- f) The school will ensure that, if it owns vehicles used for transporting learners, such vehicles have insurance and roadworthy certificates and the drivers are in possession of valid driving licenses and PDP's.

10. MANAGEMENT OF THREATS TO SCHOOL SAFETY

The stakeholders of the school will endeavour to continuously monitor the school environment (internally & externally) to identify potential threats and mitigate these risks, the areas below have been identified as areas that threaten school safety, preventative measures are provided here while Annexure A provides guidelines of what the Principal should do when a threat to school safety occurs.

10.1 School Violence

No form of violence committed by one learner on another, or a teacher on a learner, or the learner on the teacher, will be tolerated at Constantia Kloof Primary School.

The school is committed to the South African Schools Act, Section 10 which states that "No person may administer punishment at a school to a learner and if this is contravened, such a person will be guilty of an offence and be liable to a sentence which could be imposed for assault."

In a similar manner a learner who assaults another learner or a teacher will be guilty of an offence. Steps will be taken against such a learner to ensure that a sentence is imposed for assault.

10.2 Bullying

- a) Bullying is outlawed at Constantia Kloof Primary School.
- b) The school adopts a zero tolerance approach to bullying in accordance with the Bill of Rights to protect children from maltreatment, neglect, abuse or degradation.
- c) Every incident of bullying will be dealt with through the Code of Conduct.

10.3 Gangsterism

- a) To implement actions against or gangsterism, the school:
 - i) At the first suspicion of gangsterism or gang related activities, the relevant school officials will inform the District office and the police authorities about suspected gang-related activities on or near the school property.
 - ii) The school will enforce the school uniform policy in an attempt to maintain discipline and differentiating visitors from learners in the school, and
 - iii) The school will collaborate with other sectors and departments within the government to achieve success in combating gangs in the schools and the community. These will include civic organizations or associations, religious groups or associations, youth commissions, Child Line, Lifeline and the local police.

10.4 Abuse and Sexual Abuse

- a) The school will implement the Action Strategies against abuse by way of:
 - i) Urging learners to report any incidence of abuse to the Principal or any staff members that they trust.
 - ii) Staff members will be sensitised to note changes in learner's behaviour and record a learner's behavioural changes towards classmates, peers and other educators in a record book over a few days or weeks.
- b) No pornography is allowed at the school. Any learner that is caught in possession of pornography will be dealt with through the disciplinary procedures in the Code of Conduct. The material and the device on which the material is displayed will be confiscated by the school.
- c) The school Code of Conduct does not allow anyone to film anything on the school premises without the permission of the Principal.

10.5 Confidentiality

The stakeholders must ensure that reported cases and acts of intimidation, maltreatment, abuse, neglect, degradation or exploitation will be treated with confidentiality.

10.6 Occupational Health and Safety

Constantia Kloof Primary School will provide for the health and safety of learners in connection with the activities of learners in the school premises. The School Safety Committee will advise on the following:

- a) The emergency evacuation procedures which must be displayed in all offices, classrooms and amenities,
- b) Installation and maintenance of fire extinguishers, which the Principal must ensure are checked regularly.

11. COORDINATING STRUCTURE FOR SCHOOL SAFETY AT SCHOOL LEVEL

The School Safety Officer together with a School Safety Committee shall co-ordinate the following:

- a) All school safety programs, including campaigns at the school and the displaying of safety signs, including the rights to admission to the school;
- b) Together with the SBST:
 - i) Identify learners at risk and keep their profile, and
 - ii) Inform the parents of the above learners in a about the risks facing their children and what actions will be taken by the committee.

11.1 Roles and Responsibilities

11.1.1 Principal

- a) Must engage in advocacy campaigns to communicate, to the public, the status of the school safety,
- b) Oversee Safety and Security matters in the school,
- c) Make referrals of incidents of violence and crime to the relevant stakeholders.

11.1.2 School Governing Body Rep

- a) Chair all meetings of the School Safety Team and in his/her absence delegate the chairmanship to another member of the team.
- b) Develop the School Safety policy together with the School Safety Team.

11.1.3 School Safety Officer

Keep records of all visitors to the school.

11.1.4 Educator Rep

- a) Safeguard the safety of learners at all times,
- b) Ensuring that the Safety policy is implemented on a daily basis in the classroom/school,
- c) Report all Safety and Security issues to the Safety Officer.

11.1.5 Support Staff

- a) Ensure that school gates are locked and controlled during school hours and unlocked after school,
- b) Report school maintenance and threatening issues to the Principal and School Safety Officer.

12. GENERAL SUPERVISION OF LEARNERS ON SCHOOL PREMISES

12.1 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.
- Learners leaving school early will be signed out by the person responsible for their collection. The register must be monitored by the Principal.

12.2 Supervision

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

12.3 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.

13. SHORT TITLE

This policy shall be called **CONSTANTIA KLOOF PRIMARY SCHOOL SAFETY POLICY.**

14. ANNEXURES

- Evacuation Plan
- Safety regulations in the workshops

Chairperson of the SGB: _____

Date: _____

19/04/17

The Principal: _____

Date: _____

19/04/2017

GAUTENG DEPT. OF EDUCATION
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2017 -04- 19
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Evacuation Plan

In the event of an emergency we need to deal with an armed attack or disaster efficiently. Everyone in the school must be thoroughly familiar with the procedure and act accordingly. This plan will be practised regularly in order for staff and learners to learn to act immediately, calmly and correctly if the situation arose.

IN THE EVENT OF AN EMERGENCY:

1. Any alarm signal will be rung using the school bell, air horn or hand bell.
2. Educators to take updated class lists down to evacuation point to account for all learners.

Emergency	Sound	Action
Fire	Long continuous ring	Close all windows, collect suitcases and evacuate
Bomb	Short continuous ring	Windows open, leave all bags, evacuate
Armed attack	Principal says "Post Haste" over the intercom	Ignore any further instructions and remain in classrooms. Learners drop to the floor and move to the safest wall and lie still until emergency is over, bolt all doors, close all windows, keep learners quiet and DO NOT EVACUATE!

ACTION:

1. Learners are to file out of classrooms in an orderly manner – use the 'Buddy System' check on colleagues
2. Control learners, do not run.
3. After all learners have arrived and are seated at the assembly point in phases, each educator must check that all learners are accounted for.
4. Report to Emergency Plan co-ordinator that learners are present and safe.
5. Should learners be unaccounted for at the assembly point, the Emergency Plan co-ordinator will appoint people to initiate a search.

SAFETY REGULATIONS IN THE WORKSHOP

Workshop Safety

School Workshops must comply with the relevant working and safety procedures for

Workshops:

1. Never work alone in the workshop.
2. Always wear protective clothing i.e. safety shoes and goggles if necessary
3. Report any damages of equipment immediately, as it could cause unnecessary accidents.
4. Know where the main switch is located.
5. Use power tools with care, keep both hands behind cutting edge.
6. Do not tamper or attempt to repair equipment that you are not familiar with.
7. Only authorised employees to operate power tools.
8. Turn machines off, and unplug before cleaning.
9. Must tie loose hair, secure or remove loose clothing, ID badges and jewellery before you operate any machinery.
10. Promptly report any injuries to supervisor/manager.
11. Practice good housekeeping at all times (tools are put away in their respective place, and workshop is kept clean)