



BRYANSTON PARALLEL MEDIUM

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BRYANSTON
2021

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POLICY: HEALTH AND SAFETY

1. PURPOSE OF THE HEALTH AND SAFETY POLICY

The purpose of this Health and Safety Policy (“**this policy**”) is for the protection of the health and safety of educators, staff members, learners and any other persons who may be at the school at any given time. The policy provides health and safety guidelines for all persons on the premises and in the classrooms, and regulations for compliance thereof. The Buildings and Grounds sub-committee (“**the sub-committee**”) must constantly monitor the implementation of this policy at the school.

2. AVAILABILITY OF FUNDS

The school governing body (“**the SGB**”) makes funds available for the implementation of this policy at the school. The annual school budget will reflect the amount to be spent annually on health and safety measures to be implemented at the school. The budget will be approved by the parents at the annual general meeting.

3. HEALTH

3.1 Infectious Illnesses

Outbreaks of infectious illnesses such as measles, German measles, chicken pox, whooping cough and mumps amongst educators, staff members and/or learners will be reported to the relevant health authority. Any affected educator, staff member or learner 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 immunized to prevent infectious illnesses.

3.2 HIV and 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, open wounds, breaks in the skin, grazes and open lesions as well as all bodily fluids and excretions must be treated as potentially infectious.

No educator, staff member or learner is compelled to disclose his or her HIV / AIDS status to the school or institution or employer. Unauthorized disclosure of HIV /

AIDS related information with regard to educators, staff members or learners could give rise to legal liability.

3.3 First Aid

Training of educators, staff members and learners in first aid is essential. The SGB will make funding available to train and upgrade the first aid qualifications of the educators and staff at the school. There will be at least four level 3 first aid trained educators or staff at the school.

3.4 First Aid Kits

The SGB will purchase first aid kits from funds made available for it, and such kits and their stock will be replenished on an ongoing basis. The SGB must ensure that 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 appropriately trained first aiders accompany learners together with equipped first aid kits.

3.5 Extra-Mural Activities

Extra-mural activities, such as rugby and other high-risk sports, will have the appropriately trained first aiders present, together with items such as first aid kits, 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 cellphone to make emergency calls.

3.6 Incidents report

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

4. ASSETS

4.1 School Vehicles

School vehicles such as kombis 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 license. Kombis used to transport learners will be driven by persons with a valid public driver's permit.

4.2 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 driver's permit. The buses must be roadworthy and the brakes and tyres must comply with the set standards.

4.3 Buildings and Grounds

The sub-committee must constantly monitor the implementation of this policy at the school.

4.4 Facilities

Facilities will be regularly checked for compliance with safety and health regulations.

4.5 Dwellings

Dwellings on school property will be regularly checked for compliance with the safety and health regulations.

4.6 Computers

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.

4.7 Science Laboratory

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

5. SAFETY

5.1 Fire Extinguishers

Fire extinguishers must be checked and replaced on a regular basis. The training programme of educators and staff members involved in the firefighting programme at the school will be funded from funds identified in the budget.

5.2 Safety Equipment

Safety equipment such as safety boots, eye wear and overalls will be supplied out of funds made available to all staff members working with lawnmowers or cutting equipment.

5.3 Evacuation Plan

An evacuation plan for educators, staff members and learners at the school is 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 educators, staff members and learners 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 to do any electrical installations or repairs.

5.5 School Workshops

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

5.6 Hygienic Conditions

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

5.7 Safety Conditions

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

5.8 Playing Fields

The soccer goal posts, netball courts, tennis courts and spectator stands will be regularly checked for wear and tear.

5.9 Security

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

5.10 Window Panes

Broken window panes will be replaced promptly to avoid learners and staff incurring any injury.

5.11 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 of 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 THE SCHOOL PREMISES

6.1 The SGB and the Staff will –

- (a) 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; and
- (b) have a safety plan for the learners during their breaks in terms whereof educators will supervise.

6.2 Sign-out register

Learners leaving school early will be signed out by the person responsible for their collection. This register will be monitored by the principal.

6.3 Supervision

The SGB and the principal should implement the national safety regulations regarding supervision during physical activities.

6.4 Vehicles

The principal is entitled to request proof of the driver's license of any person driving on the school property. All vehicles will only be permitted to park in demarcated areas. All vehicles will be permitted to travel at 10 km per hour on school premises in the demarcated areas. Drivers of vehicles are to comply with the rules set or 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.

This policy was adopted by the school governing body on 19 April 2018

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____ SGB Chairperson	Date: _____ 19/04/2018
Signed _____ Principal	Date: _____ 19/04/2018
Signed _____ SMT Member	Date: _____ 19/04/2018
Signed _____ Educator Representative	Date: _____ 19/04/2018