

Title: Health, Safety and Security Policy	Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved
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# HOLY CROSS HIGH SCHOOL

## HEALTH, SAFETY AND SECURITY POLICY

*This policy is underpinned by:*

- *The Child Safeguarding Policy*
- *South African Schools' Act*
- *The Code of Conduct for Learners (of Holy Cross High)*
- **AMENDED IN LINE WITH:**
  - THE NATIONAL HEALTH ACT 61 OF 2003
  - THE DISASTER MANAGEMENT ACT 61 OF 2002
  - THE STATE OF EMERGENCY 64 OF 1997.
  - THE RECOMMENDATIONS OF WHO AND THE NCCC.

***Addendum: Floor plans & emergency route***

### **1. Support, care and protect learners, staff and others**

#### **1.1 Health and Safety Committee**

1.1.1 The school Health and Safety Committee consists of:

- A Health and Safety Officer (who is the co-coordinator of the committee)
- Safety representatives: (Persons may assume more than one role)
  - School Safety coordinator
  - First Aid officer
  - Fire Officer
  - Life-saver
  - Head of Physical Science
  - Housekeeping support staff
  - Representative from Discipline and Counselling committee

1.1.2 The committee members are tasked with:

- The monitoring of health, safety and security standards at the school

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- Reporting on incidents where these are compromised.
- Monitoring whether corrective action has been taken as well as
- Assisting with First Aid at the school and
- Being marshals during fire and evacuation drills and in the event of actual events (should a fire occur or the need for evacuation)

## **1.2. Support, care and protection of learners in need/crisis**

### 1.2.1 Academic support

- Learners who need support in language are offered support classes twice per week by an outside provider, on site.

### 1.2.2 Learners in need of care/protection:

- Identified by a class or subject teacher
- Teacher informed by learners in class
- Learner herself approaches a teacher

#### Procedure:

- First contact individual refers the learner to the L.O teacher or Deputy Principal to counsel.
- Informs the parent (unless the parent is the perpetrator)
- Contacts the relevant social services, Child Line and/or SAPS (in cases of abuse i.e. Physical, Emotional, Neglect, Sexual or Cyber Abuse)
- If necessary the school contacts a psychologist, who is a member of educational support services.
- All contact will be on record and confidentiality is assured.(cf Child Safeguarding Recording form (page 6 in the *Child Safeguarding Policy*).
- The principal reserves the right to contact the parent/legal guardian in any matter where the learner's health and safety is deemed to be at risk.

#### If the alleged perpetrator is a teacher:

- The first contact individual informs the principal who in turn will
- Inform the BOG.

## **1.3. Addressing learner/s nutritional needs**

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### 1.3.1 Tuck shop

- Food handling and health and safety rules will be monitored
- Checks on food quality will be done
- A service level agreement and contract will be signed.
- Irregularities will be recorded and reported to the principal.

### 1.3.2

Where it has been identified that a learner's nutritional needs are not fulfilled/?

- Meals from the tuck shop are supplied to individual learners on an ad hoc basis.
- The school works closely with the Saint Vincent de Paul Society of St John's Catholic Church, where the family of a learner needs assistance.

## 2. Communicable diseases, handling of illnesses and medical emergencies

### 2.1 First Aid

- School has a First Aid Officer.
- First aid kits equipped with prescribed stock, Expired and depleted items restocked by the First Aid Officer.
- First Aid kit is kept in the school office.
- First Aid kit is available at all school events and off-site visits.
- Rubber gloves/plastic bags and disinfectant is kept in each class.

#### 2.1.1 Universal precautions for blood and body fluid handling

Underpinned by HIV/AIDS protocols

- Wear rubber gloves (available in all classes and in First Aid Kit in the secretary's office)
- Bleeding wound to be washed under running water before being dressed
- Surfaces contaminated with blood/bodily fluids to be cleaned with bleach (1:9 solution) and paper and/or disposable cloth. The person doing the cleaning must wear disposable rubber gloves.
- Blood contaminated material to be sealed in a plastic bag and placed in sanitary bins in the toilets.

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- Tissues/ toilet paper to be flushed down the toilet
- Instruments contaminated with blood or body fluids must be washed under running water and then placed in a bleach solution for at least one hour.
- Sanitary wear must be placed in the disposal bags and sanitary bins provided.
- Ensure that toilets are clean, hygienic and free of blood spills and body fluids.

## 2.2 Communicable diseases (**Infectious illnesses**)

- 2.2.1 Parents are requested not to send their children to school if the child has been diagnosed with a communicable disease (measles, scabies, mumps, German measles etc. – those diseases which could infect other learners and staff).
- 2.2.2 If the learner is at school and has the symptoms of a communicable disease, the learner is quarantined, parents will be called to fetch their children and take them for medical treatment.

This will be strictly enforced in order to **protect the rest of the school population.**

## 2.3 Illnesses:

If a learner becomes ill at school:

- 2.3.1 The health/safety officer assesses.
- 2.3.2 If not severe, learner goes to the sick bay and is monitored.
- 2.3.3 If illness persists, parents are called to fetch her.

## 2.4 Medical emergencies

- 2.4.1 Parents will be contacted to fetch and take for medical attention
- 2.4.2 If urgent medical attention is required, the school contacts ambulance services, parents will be contacted to inform them of the emergency and they are expected to proceed to the hospital.
- 2.4.3.A register of on-site injuries is kept.

## 2.4 HIV management

***Underpinned by National Education Policy Act 27 of 1996***

### 2.4.1 Disclosure

- No learner or teacher is compelled to disclose their HIV/AIDS status.
- Voluntary disclosure to the appropriate authority would be welcomed to ensure that in the event of the learner e.g. misplacing medication, getting ill at school for medical reasons, appropriate measures to assist can be taken.

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- If the learner or teacher chooses to disclose his/her status, confidentiality is assured and the individual will not be discriminated against.
- Teachers have been trained in HIV/AIDS protocols.

### **3. Safety practices against potential hazards, unsafe or unhealthy structures and conditions at the school**

3.1. Incidents, accidents and injuries which occur on site are recorded in an incident Register.

3.2 Health and safety rules are displayed in the ablution facility and tuck shop

3.3 There is cleaning schedule available for:

- ablution facilities.(daily)
- Buildings

which is monitored by the Health Officer.

3.4. Safety regulations in laboratories

Safety in the Science laboratory is underpinned by 2 WCED documents:

- The revised Safety in *School Science Policy and Protocol in the Western Cape, 2012.*
- The *Safety in School Science Laboratory Manual, 2007.*

A copy of the school laboratory rules is displayed in the Science laboratory and each learner receives a copy at the beginning of each year.

### **SCHOOL LABORATORY REGULATIONS**

1. The laboratory is to be kept locked at all times when not in use.
2. No learner is allowed into the laboratory unless under the direct supervision of a teacher.
3. Chemicals may only be handled and used under the direct supervision of the teacher.
4. Learners must be aware of where the First Aid equipment is kept in case of acid burns or other accidents.
5. Should an accident occur, this should be noted in the incident register in the office.
6. All chemicals should be kept in the locked storeroom adjacent to the laboratory.
7. Only staff members are allowed access to the storeroom.
8. Only staff members may remove chemicals from the storeroom.

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### 3.5 Swimming Pool

A copy of the swimming pool regulations is displayed in the changing cubicles of the swimming pool area and each learner receives a copy at the beginning of each year.

#### **SWIMMING POOL REGULATIONS.**

1. The swimming pool entrance gate is to be kept locked at all times when the pool is not in use.
2. No learner is allowed into the swimming pool area unless under the direct supervision of a teacher.
3. When the pool is in use, a staff member or learner who has completed a recognized Lifesaving Course must be present.
4. No diving or jumping into the pool is allowed unless instructed by the teacher.
5. No glass bottles or receptacles are allowed into the pool area.
6. Learners may change into or out of their swimwear only in the changing cubicles.
7. Learners must wear the regulation swimwear and may not enter the pool without wearing a swimming cap.
8. At swimming galas or any other time, no other person other than the school's learners are allowed into the swimming pool as the school's insurance cover only covers learners of the school.
9. No item may be thrown into the pool.
10. No urinating in the pool.
11. Pool chemicals must be locked away.
12. No person, other than the groundsman may enter the pool pump area or work with the equipment.

### 3.6 Emergency plan

- evacuation procedures for (fire, bomb threat, suspicious objects and natural disasters).
- Practices /fire drills

#### **EVACUATION DRILL**

The following evacuation procedures have to be followed in the case of any emergency.

1. Each subject teacher has a list of all learners who attend their classes displayed on the noticeboard in their classroom. When the signal is given to alert the school regarding an emergency, the teacher must remove the relevant class list and take it with him/her.

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2. The signal for emergency evacuation will be the school siren being rung 3 times in succession.
3. In the case of a power failure during the emergency, the signal will be the ringing of a handheld bell at 4 designated points outside the 4 different school block buildings.
4. When the signal is heard, learners are to immediately stand and in an orderly manner and in silence, under the supervision of the teacher, proceed to the netball courts along the routes indicated on the evacuation ground plan, where a register must be taken by the teacher to ensure that all learners are accounted for. Bags and books must be left in the classroom.
5. The Safety Officer will ensure that all classes, staff members and support staff are accounted for and that the relevant authorities e.g. the SAPS have been alerted.
6. Evacuation drills must take place at least once per term.
7. The evacuation ground plan is provided in each classroom.

### 3.7 Fire extinguishers

- Fire extinguishers are checked monthly and serviced annually as required by the Health and Safety certification from Safe Working Practice.
- The School has trained staff members & learners that can operate the fire extinguishers

## **4. Security regulations that aim to ensure the safety of the learners, staff and visitors on the premises (security)**

### **4.1 Access to the school**

Access to the school is controlled by a remote controlled gate which is operated from the office.

### **4.2 Visits to the school**

- Parents have the right to visit the school, but such visits may not disrupt any of the school activities.
- Personal appointments with the Principal must be pre-arranged telephonically.

### **Right of admission is reserved**

- All visitors must report to the office

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- All visitors must sign the visitors register
- Access to teachers will be granted only by the principal
- Parents will not be allowed access to classrooms.
- All interaction with learners and teachers will be in the administration block with permission from the office.
- display of signs at gate,
- All contractors/service providers who will be on the premises for a prolonged period will be made aware of the Child Safeguarding Policy.
- search of vehicles,

#### **4.3 Early release of learners**

- A request for early release of a learner must be made in person/writing by a parent.
- An early release form is issued only after parents have specified the arrangements for the learner's safety.
- An early release form will be completed once permission has been granted by a member of senior management. Records of early release will be kept.

#### **4.4 Supervision of learners**

- Relief supervision will be arranged when a teacher is absent.
- Supervision of learners during break will be done by teachers and/or student leaders.
- The gate to the swimming pool remains locked. Learners are only allowed access to the swimming pool under the supervision of teacher/teachers.

#### **4.5 Off-site school visits**

4.5.1 Off-site visits for sport or excursions are subject to parental consent.

4.5.2 Only learners whose parents have completed consent forms will be allowed on off-site visits.

4.5.3 Parents will be informed by circular of the proposed outing/excursion and the costs thereof.

4.5.3 Learners will always be accompanied by teachers.

4.5.4 When vehicles are hired for off-site visits, the school will

- Hire vehicles from a reputable company
- Request the roadworthy certificate
- Ensure that the vehicle has a valid license
- Check that the driver/drivers of the vehicle/s have valid driver's license.
- Only those with a PDP license are eligible to transport learners..

4.5.5 School excursions are compulsory school activities.

4.5.6 Parents are expected to cover the costs of transport and/or entry fees to



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venues even if the learner is absent on the day of the outing/excursion.

**LEARNERS ARE EXPECTED TO ABIDE BY *THE CODE OF CONDUCT FOR LEARNERS*, ON OFF-SITE VISITS.**

**5. School implements regulations in compliance with legislation to keep the school violence and drug free**

- Clear signs advertise the school's status on dangerous weapons and illegal substances.
- Random searches will be conducted to counter threats of violent behavior, or on suspicion of possession of illegal drugs and dangerous objects.
- Procedures for searching, confiscating and testing:  
Class searches: learners empty school bags and pockets of blazers under the supervision of a teacher.  
Individual searches: Parent is notified that search will take place and the reasons for the search. Learner is notified that search will take place and the reasons for the search. Learner and school bag is accompanied by 2 female staff members (one of whom is the Head of Department Discipline). In isolation, bags and person are searched.  
Drug-testing: Parent is notified that the learner is being tested and the reasons for the testing. Learner is notified that she is being tested and the reasons for the testing. Learner and school bag is accompanied by 2 female staff members (one of whom is the Head of Department Discipline). In isolation, but with senior staff member outside the toilet, learner produces urine sample with the toilet door open to prevent tampering with the sample.
- The school keeps records of random searches and confiscated/ test material is placed in an evidence bag supplied by the local branch of the SAP, who are summonsed immediately. The police are furnished with relevant information. Results are communicated to parents.




**6. Code of Conduct for learners aims to establish a disciplined and purposeful**

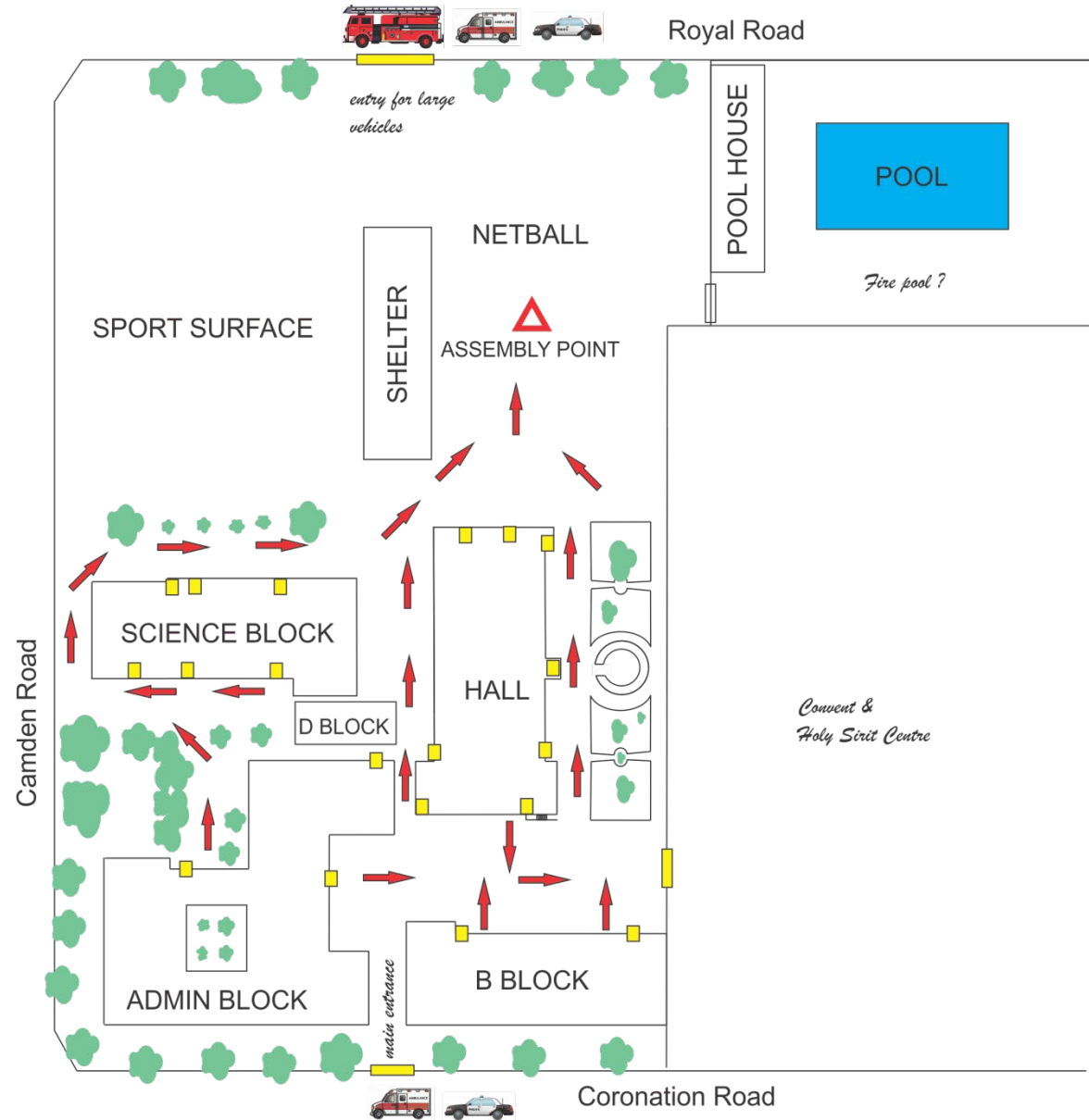
- Code of conduct includes all the listed sections on disciplinary regulations and proceedings and includes the following: (Grading offences; Disciplinary procedures for grades 1-4 offences and possible sanctions; written warnings and procedures for disciplinary hearings, appeals; suspension and expulsion
- The Code of Conduct is negotiated by all stakeholders in the school, and reviewed annually and re-negotiated every 3 years.

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# EMERGENCY PLAN

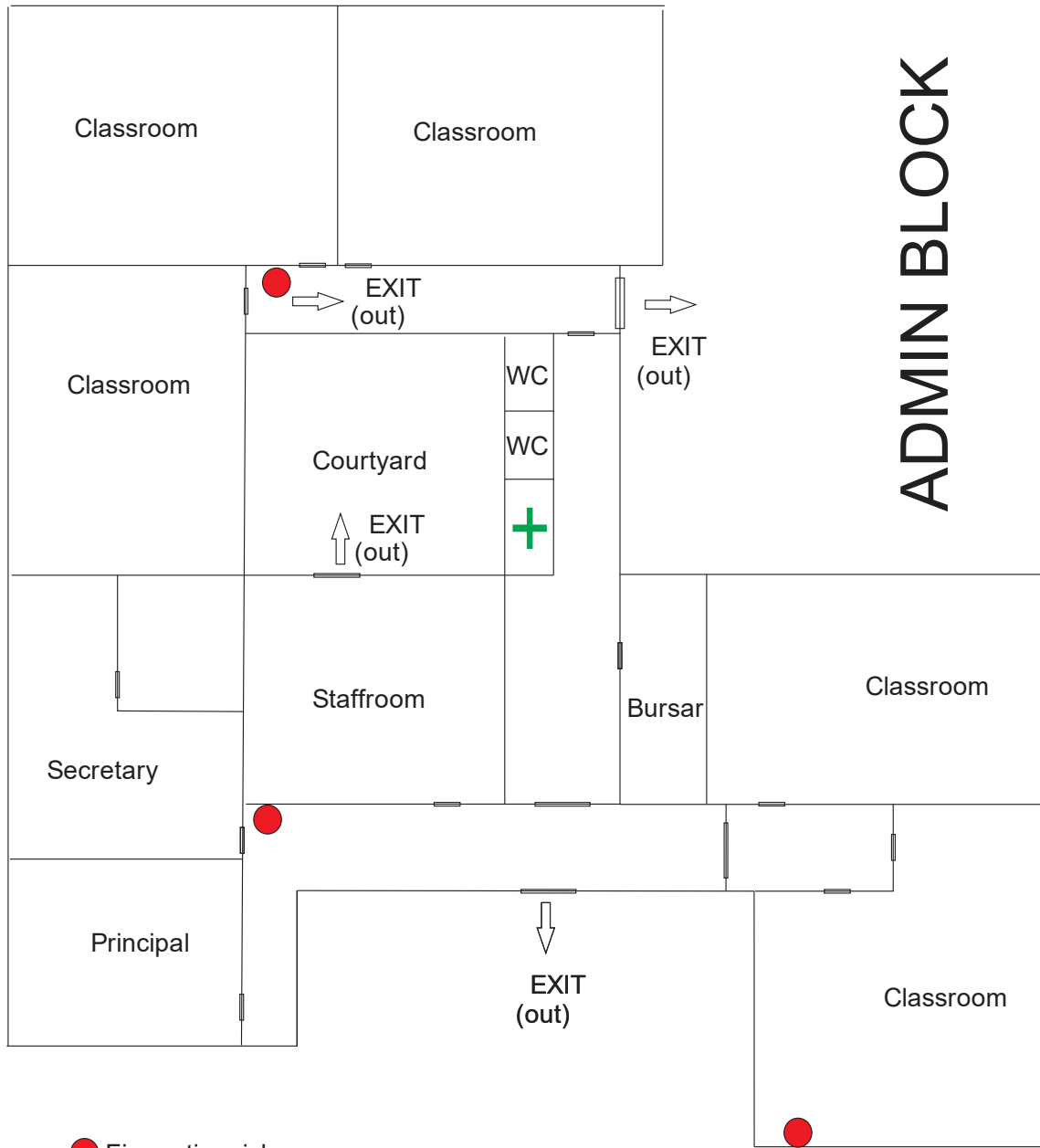
-  Emergency route
-  Exit points from buildings
-  Exit points from School



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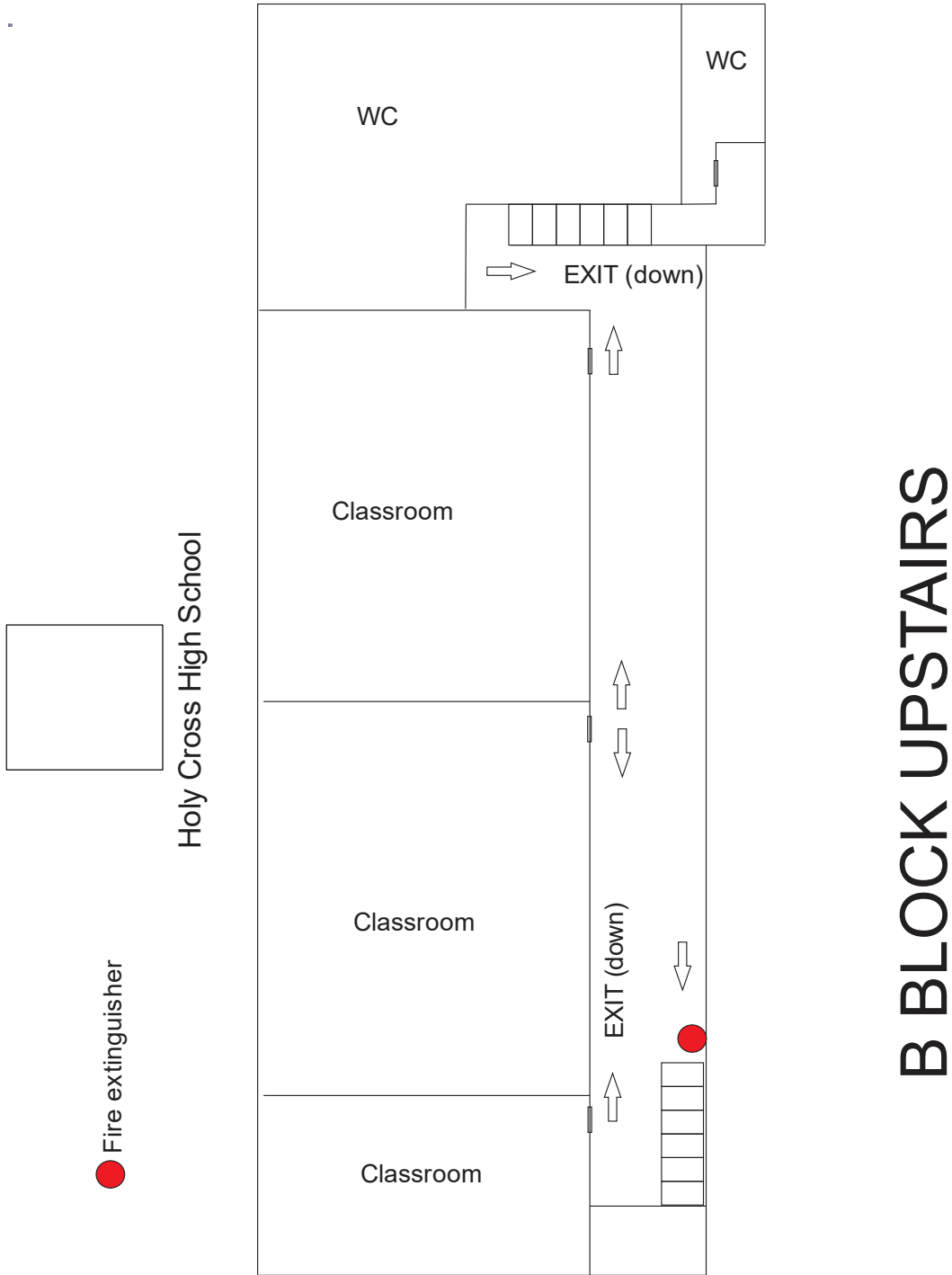


ADMIN BLOCK

● Fire extinguisher

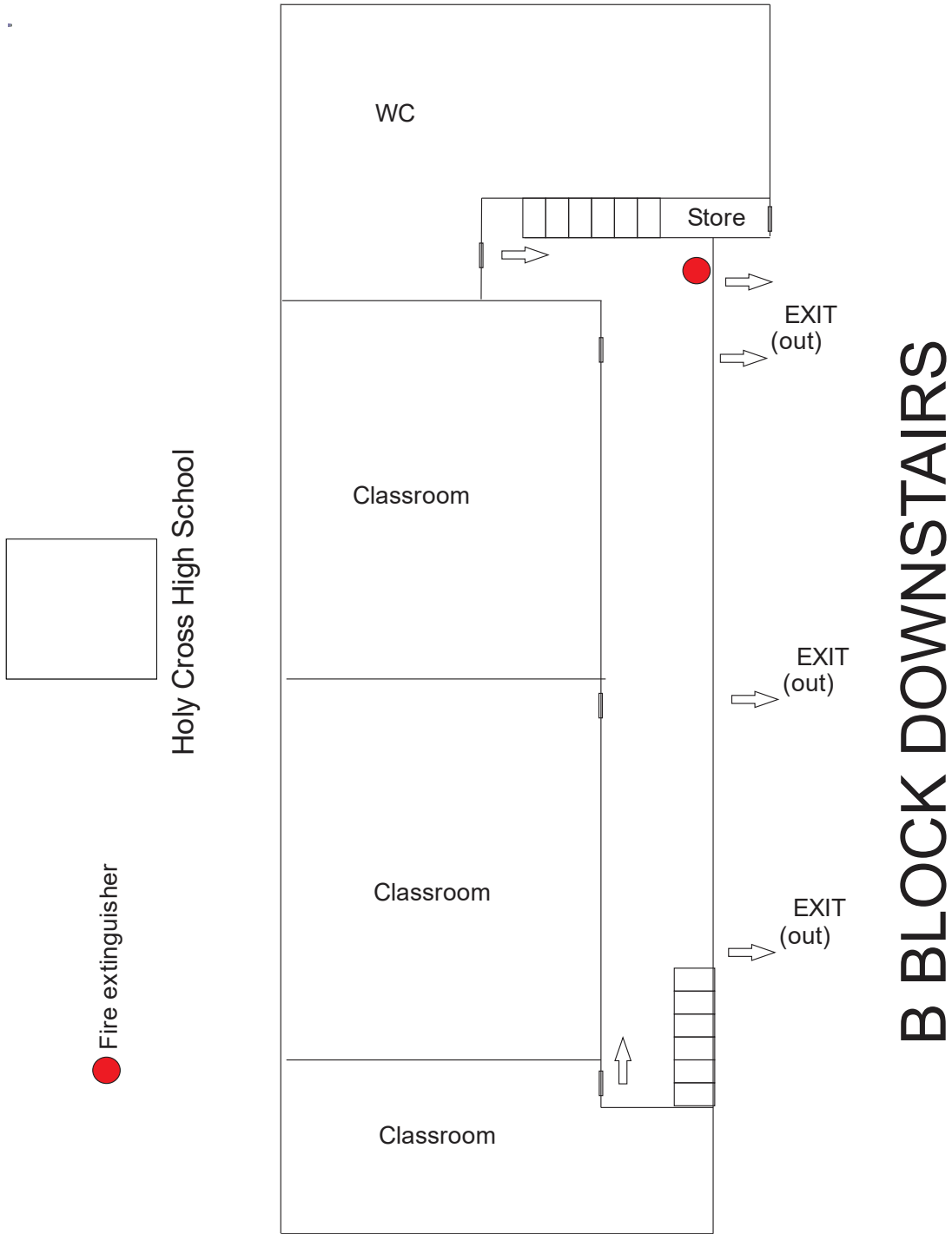
Updated 29 January 2016 Mr Fouché

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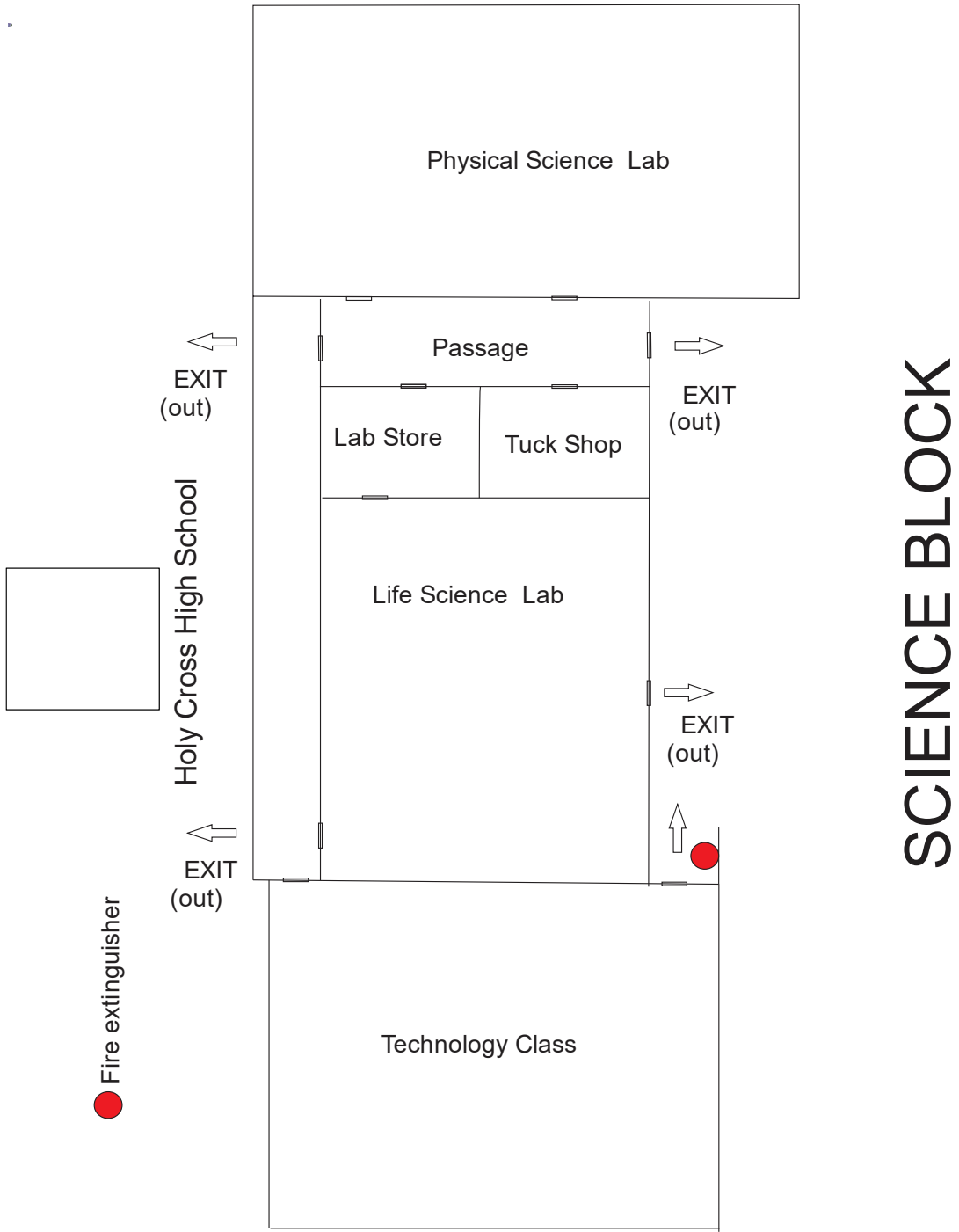


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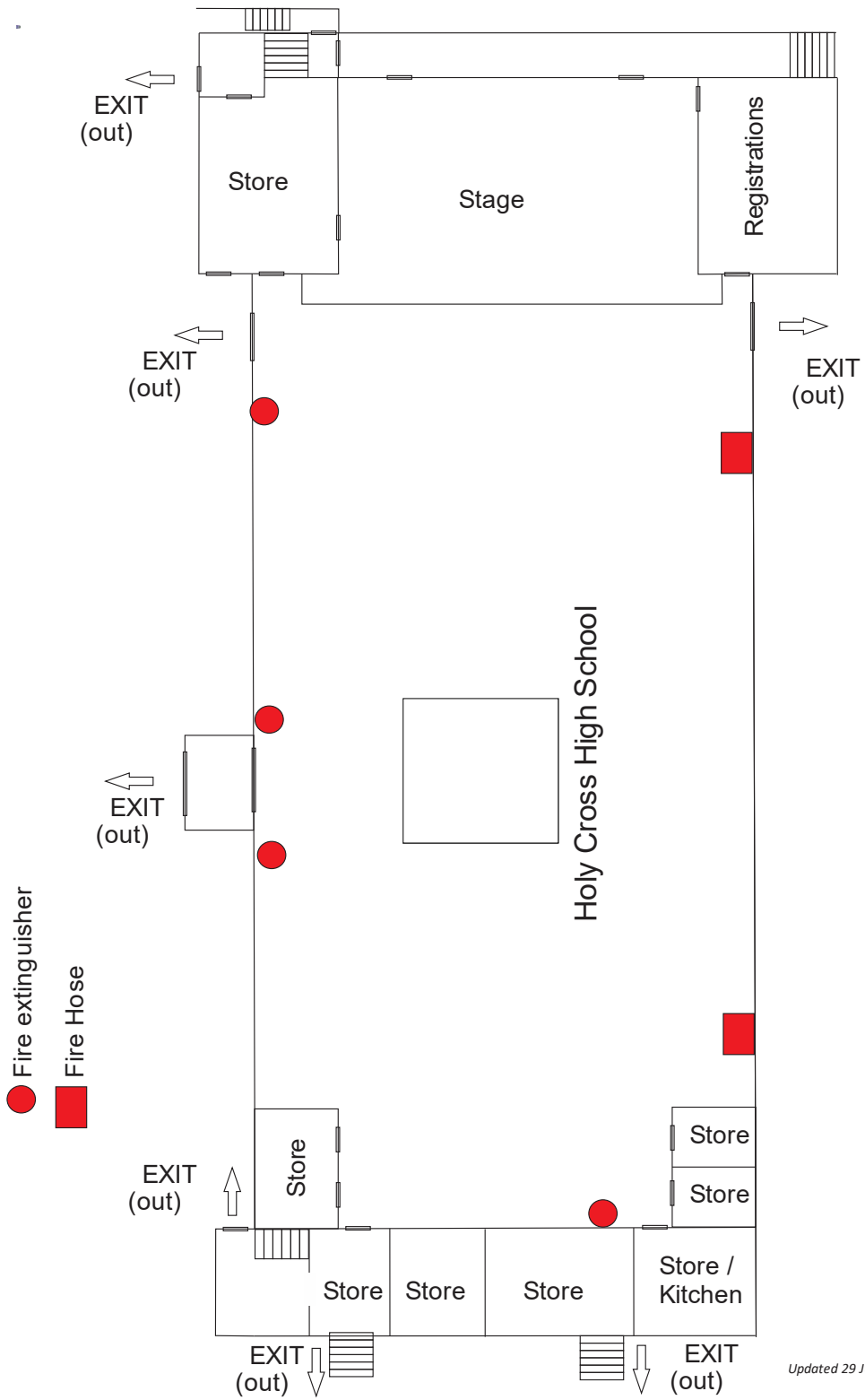
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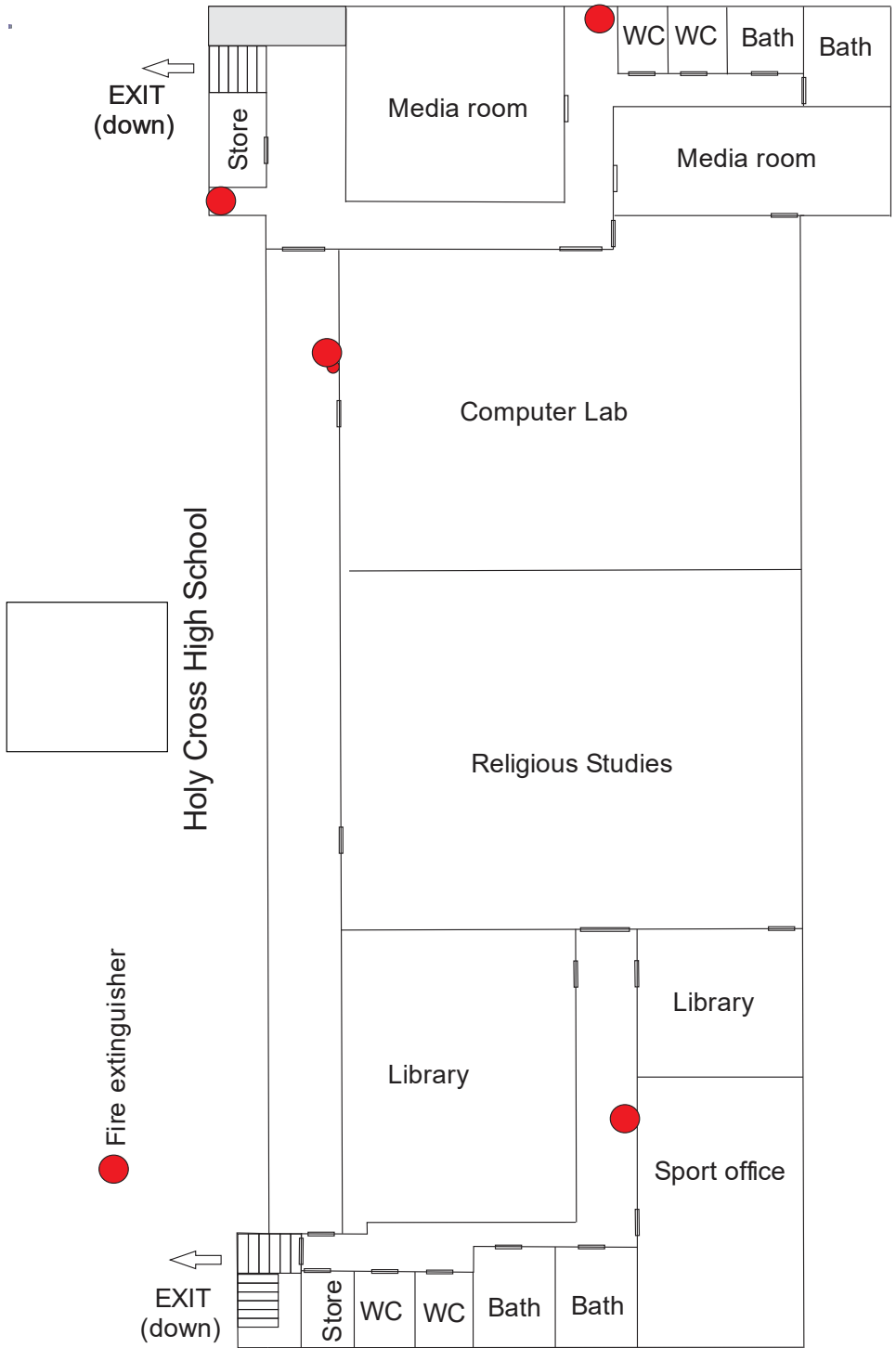


# HALL DOWNSTAIRS

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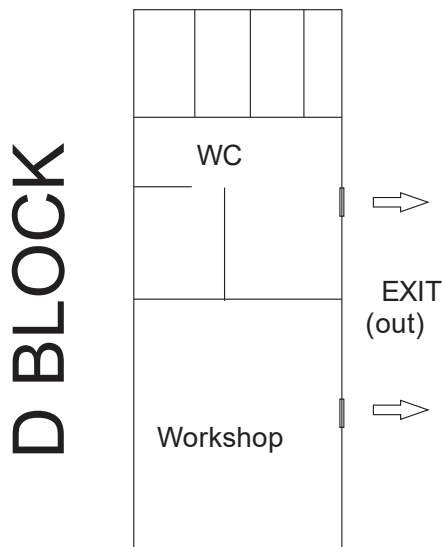
# HALL UPSTAIRS

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● Fire extinguisher