



# *SAFETY POLICY*

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## **1. PURPOSE:**

The purpose of this policy document is to ensure the safety of all educators, maintenance staff, office staff and learners, as well as visitors on the grounds of the Ethembeni Enrichment Centre school in terms of The South African Health and Safety Act (85 of 1993).

## **2. SAFETY COMMITTEE:**

The Safety Committee will consist of a chairperson as well as two members. The Deputy Principal, Me Salie will preside as chairperson of this committee.

The headmaster should approve the members of the Safety Committee.

The Safety Committee should meet as often as possible, but at least once every Term to inspect and discuss safety matters. Meeting procedure should be followed and the committee must keep minutes of all decisions. The law allows for a maximum period of 3 months between meetings.

## **3. AREAS OF RESPONSIBILITY:**

The following safety areas fall inside the Safety Committee's jurisdiction:

- Buildings: (construction, stone work, accessories, staircases);
- Terrain: (steps, playgrounds, fences, plants, objects);
- Machines: (Vehicles and machines);
- Electrical: (distribution boards, switches, electrical appliances, wires, lights);
- Activities: (danger involved, possible injuries, learner participation, playground observation);
- Supervision and control: (playground duty and control of learners entering and leaving classes);

- Excursion and tours: (supervision, control and safety of learners, roadworthiness of vehicles);
- Sports fields: (safety on sports fields, protrusions, holes and thorns);
- Glass and windows: (glass doors and window panes, glass containers);
- Articles learners bring to school: (knives, play guns, sharp articles, dangerous weapons; drugs; cell phones).

#### **4. WARNING SIGNS:**

Public warning signs should be erected everywhere a possible danger exists like at staircases where people could fall and hurt themselves. A definite inspection should be done of the whole of the school grounds to determine all hidden dangers and to take certain precautions to limit the danger factor.

#### **5. NEGLIGENCE:**

Any educator that is in control of a group of learners should take every possible precaution for learner's safety and security. At no time, the learners should be left on their own while the educator goes somewhere. Always arrange for supervision and never leave learners by themselves. The educator must be constantly conscious of the fact that the learner's safety remains the educator's responsibility. When learners use any kind of tool, the dangers in the usage of the tool should first be determined.

An educator must always be able to answer to any query on the safety of the learners. Know the activities learners are involved in, especially during breaks when they sometimes tend to engage in dangerous games.

As an extra safety measure the Educators have to follow the Break Duty Timetable designed for the Ethembeni Enrichment Centre at ALL times

#### **6. CONTINGENCY PLANS:**

The contingency plans for the Ethembeni Enrichment Centre are as follow:

1. Control.
  - a. The following hierarchy will exist in the Ethembeni Enrichment Centre's contingency plan. These persons will be in control during any eventuality and

their instructions should be followed to ensure the safety of all educators and learners:

- i. The Principal;
  - ii. The Deputy Principal
  - iii. The HODs
- b. The above-mentioned educators will monitor the situation on ground level and decide on the course of action. They will contact the police or any outside agency according to the need of the situation.
  - c. The above-mentioned educators may delegate certain tasks to individuals during the situation.
  - d. This contingency plan will be based on two eventuality possibilities namely:
    - i. Armed robbery
    - ii. Disasters

## 2. Armed Robbery:

- a. In a robbery situation, all educators are only to respond to instructions from the person in control who will either use the intercom, messengers or signals with the bell.
  - b. All learners and educators are to remain calm and stay in the place they are until told to leave.
  - c. Learners keep quite and sit still on their chairs or on the floor. In the case of shooting, all people are to lie down flat on the floor and wait for further instructions.
  - d. At all points of assembly, register must be taken to determine if everybody is present.
  - e. The educators must keep the learners calm.
  - f. All evacuation orders will come from the person in charge.

## 3. Disasters

During any disaster situation, the situation will be judged and the people in control will take the necessary decisions according to the nature of the disaster.

Respective orders will be issued to all.

Do not stop for learner/staff belongings.

4. Fire

- a. Sound the Fire Alarm.
- b. Call the Principal and provide details of the location and extent of the fire.
- c. Implement "Evacuation" procedures to an outside Assembly Area. In the case of fire the nearest safe exit must be used and the shortest route must be followed to the assembly point of safety.
- d. Follow "Learner Accounting" procedures.
- e. Do not re-enter the building until given the "all clear" to do so by the Fire Department or the Principal.

5 Assembly Point:

- a. The Assembly point will always be determined by the emergency situation.
- b. If the danger zone is not at the sea facing area of the school / Middle Street area, the Assembly point will be on the grass area in front of the Tuck shop.
- c. If the danger zone is at the front of the school, the Assembly Point will be in Kirkwood Street (to the back of the school)
- d. The Learners must line-up in alphabetical order according to their respective class groups facing the school building. Grade 8's to the far right, followed by Grade 9 – 12 respectively.
- e. The Class Educator should take a class list and pen with to the Assembly Point. There the Educator will record on all present. All Learners that cannot be accounted for must immediately be reported to the person in charge.

6 Exit routes:

- a. An Exit Route for each class room, work room; staff room; office; kitchen; computer class and reading room will be displayed clearly in each room and will be explained to each and every one from time to time.
- b. Where possible the exit route will be indicated by arrows.
- c. All exit doors should be open at ALL times.

7. Emergency Drills:

- a. Fire drills: Two drills in the first month of school and then 1 drill for each remaining term.
- b. Earthquake / severe weather drills: 2 drills per year
- c. Other drills: Lockdown; shelter-in-place; bomb threat; intruder) : 2 drills per year
- d. Some of these drills will be table top and functional exercises where the scenario and relevant emergency plan will be discussed and explained by the Class Educator.
- e. There will also be full scale "mock" exercises.

## **7. COMMUNICATION DURING AN EMERGENCY**

1. School staff and learners must be told what is happening and what to do.
2. Parents of learners, and families of staff members, must be informed about the situation, including the status of the learner or family members.
3. Timely contact with law enforcement agencies and other emergency response services is necessary for an effective response to the crisis.
4. SGB members must be informed and kept updated.
5. Information must be transmitted to the EDO at the District Education Office.
6. Information must be passed onto other schools which may also be affected by the crisis.
7. The following Communication Technology can be used during an emergency at the school: Telephone; Intercom system; Cellular phones; Panic buttons; Alarm system; Core-Talk.

## **8. LIST OF EMERGENCY NUMBERS**

A list of ALL possible emergency telephone numbers must be displayed in the Office; Staff room; Kitchen.

## **9. ACCIDENTS AT SCHOOL**

1. Report the accident / allergy / asthma attack to the Principal or main administration office.
2. Keep the learner comfortable.
3. Move the learner only for safety reasons.
4. Use only medication that was prescribed for the learner. (In learners' bag or kept in office for specific learner).
5. The parents / guardian of the learner will be informed and seek further instructions from them.
6. If necessary, the Principal / Secretary will call the Ambulance / Emergency Medical Services.
7. Staff can provide for immediate medical attention including performing necessary life-sustaining measures until trained Emergency Medical Services arrives.
8. For relatively minor events the Learner will be treated in the main office.
9. Secretary to complete an incident report.

## **10. ASSAULT**

1. Report to the Principal the type and number of injuries and if assailant is still in area.
2. Provide a good description of the assailant (clothing; height etc.)
3. Give the location of the assault.

4. If the assailant has left the building or premises on foot, give the direction of travel.
  5. If the assailant leaves in a vehicle, give a description of vehicle and if possible of the registration number.
  6. If major injuries occurred, use procedures as in Number 9.
  7. If the threat still persists, determine whether to initiate a school Lockdown.
  8. Inform parents.
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