



HOËRSKOOL BIRCHLEIGH
HEALTH AND SAFETY POLICY

Date of approved		Date policy will take effect		Date of next review	
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				
Reference and legislation:	(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) Educator Staff, learners				
Expiry date of the policy:					

1. PURPOSE OF HEALTH AND SAFETY POLICY

The purpose of the Policy is for the protection of Health and Safety of staff members, learners and any other person who may be 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.

2. 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.

3. 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 to each SGB Meeting. The Health & Safety sub-committee must constantly monitor the implementation of the Policy at the school.

4. HEALTH

4.1 Infectious illnesses

Outbreaks of infectious illnesses such as Covid, 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.

4.2 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 or HIV/Aids related information with regard to learners, educators or staff could give rise to legal liability.

4.3 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.

4.4 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.

4.5 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 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.

4.6 Insurance

The SGB will 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.

4.7 Incidents report

The Health and Safety 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.

5. ASSETS

5.1 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. Kombis used to transport learners will be driven by persons with a valid public drivers licence.

5.2 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 licences. The buses must be roadworthy and the brakes and tyres must comply with the set standards.

5.3 Buildings and Grounds

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

5.4 Dwellings

Dwellings on school property must be regularly checked for compliance with the safety and health requirements.

5.5 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.

5.6 Science Laboratory

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

6. SAFETY

6.1 Fire Extinguishers

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

6.2 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.

6.3 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 Health and safety officer. Safe zones will be identified so that learners and staff can safely assemble and be evacuated.

6.4 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.

6.5 School Workshops

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

6.6 Hygienic conditions

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

6.7 Safety conditions

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

6.8 Playing fields

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

6.9 Security

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

6.10 Window panes

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

6.11 Gardens

The sub-committee (Grounds and Buildings) 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.

7. GENERAL SUPERVISION OF LEARNERS ON SCHOOL PREMISES

7.1 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 die person responsible for their collection. The register must be monitored by the principal.

7.2 Supervision

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

7.3 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 10km 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.

8. ANNEXURES

*Health & Safety sub-committee reporting framework

*Building & Grounds sub-committee reporting framework

*Evacuation Plan

- *Budget
- *Framework for Notice, Agenda and Minutes of sub-committees
- *First Aid Kits;
- *SASA
- *Fire extinguishers
- *Workshop safety
- *Science Lab Safety, etc.

CHAIRPERSON SGB

DATE

PRINCIPAL

DATE

IDSO

DATE