



LORETO SCHOOL QUEENSWOOD

HEALTH & SAFETY POLICY

Our aim, as a place of work and learning, is to provide a safe and healthy environment for employees, learners and visitors. We aim to ensure that the work and activities carried out by the school do not adversely affect the health and safety of any person.

In order to achieve our aim we recognize the need for consultation and communication with all staff on health and safety issues. We also recognise the need to seek advice, where necessary, in order to determine risks to health and safety. We are committed to providing adequate training and information in respect of health and safety risks to all staff, and require support from everyone to enable the objectives of this policy to be fulfilled. This will be achieved by the establishment of a Health and Safety Committee whose function will be to monitor and report on all Health and Safety issues. This committee will meet at least once per quarter.

Summary of Health and Safety Functions The following sets out the scope of the various responsibilities and functions for health and safety.

The main function of the Principal is to ensure that the Health Safety Committee or themselves follow up on the following:

- Managing all the day-to-day health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to the Board of Governors;
- Ensuring action is taken;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out investigations;
- Chairing the School Health and Safety Committee;
- Identifying staff training needs;
- Liaising with the Board of Governors on policy issues and any problems implementing the Health and Safety Policy;
- Co- operating with and provide necessary facilities for safety representatives

THE MAIN FUNCTIONS OF THE HEADS OF DEPARTMENT ARE TO:

- Assist the Principal and Health and Safety Committee with the day-to-day management of health and safety in accordance with the Health and Safety Policy;
- Draw up and review departmental procedures regularly.

Communication of health and safety information is a two-way process. The Principal is responsible for circulating all relevant health and safety bulletins / updates to staff who need them. The Health and Safety Policy will be circulated to all staff and to new staff on appointment. Staff who identify a health and safety issue or hazard are responsible for bringing it to the attention of the Health and Safety Committee. A book for such hazards is located in the staffroom.

CONTROLLING RISKS IN CURRICULUM AREA

1. It is the responsibility of the teacher to ensure that learners

are aware of any potential hazards and to check that all reasonable precautions are taken.

2. Scissors, knives and tools should be stored safely and learners should be instructed in the correct usage of these. Learners using craft knives, scissors or any other potentially harmful tools, should never be left unsupervised.
3. Electricity is a potential danger. Faulty/exposed electrical plugs etc. must be reported to the Principal immediately (a written entry in repairs book located in the staffroom).
4. Passageways and doorways must be kept clear at all times.

COMPUTERS

1. Computer equipment must not be allowed to overheat the area of the room in which it is contained and the internet control must be introduced via firewall and the monitoring of learners.

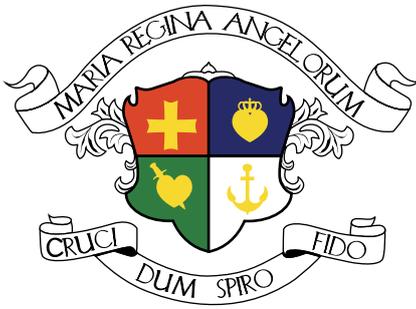
PHYSICAL EDUCATION

1. All staff /teachers must be fully trained.
2. All staff must check area where they will take classes, for safety hazards.
3. All physical education equipment must be regularly checked for defects. It is the responsibility of the teacher to ensure that apparatus has been correctly erected before children begin to use it. Apparatus must be sited and spaced so collisions are unlikely to occur. The number of learners using any one piece of apparatus should be limited to reduce the likelihood of accidents. Learners should work quietly when using apparatus so that the teacher may be heard easily. Learners who are stuck or unsure of their ability on certain apparatus, must not seek help from other group members, but ask one of them to fetch the educator. Each lesson should begin with warm-up activities and the need for these should be explained to the children, for example, to prevent straining of muscles and prevention of injuries.
2. Children should wear appropriate clothing for Physical Education (PE) lessons. Whenever possible where high apparatus is involved children should have bare arms and legs. For indoor work, bare feet are preferable. Long hair should be tied back and any jewellery removed.
3. In the event of an accident, all children must be calmed down and removed from site. One child must be sent to the Principal for help while the teacher stays with the class and keeps the children calm and away from the injured child.

THE FOLLOWING GUIDELINE MUST BE COMMUNICATED TO LEARNERS AND PARENT:

- Don't climb up the front of slides;
- Don't play in front of or behind the swings;
- Don't play with sticks or sharp objects





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- Don't throw sand or stones;
- Don't run in the corridors (bathroom floors must be kept dry - cleaning staff will close the doors while floors are drying);
- Don't go into the kitchens.
- Stay out of demarcated area (barrier tape).

PARENTS WHO DROP OFF CHILDREN AT SCHOOL MUST:

- Drive with extreme caution and be aware of children;
- Drive slowly (15km)
- Keep the Zebra Crossing clear.
- Obey the traffic control staff at the Zebra Crossing.

HEALTH AND SAFETY IS EVERYONE'S CONCERN - REPORT UNHEALTHY OR UNSAFE CONDITIONS TO A RESPONSIBLE PERSON!

HEALTH & SAFETY POLICY

It is the right of every citizen in South Africa, whatever age, to live in an environment which is conducive to good health and which is safe in all aspects. In the environs of any school, a policy is necessary to ensure that hygiene and safety are always being monitored, that risks are eliminated for all learners and staff as well as for visitors to the school, and that contingency plans are in place to correct any hazards and to react to emergencies.

This policy aims to lay down specific factors which must be implemented and it highlights how health and safety concerns may vary in different areas of the school or at different times. The health and safety policy will be outlined under the following headings:

1. **Responsibility factor for individuals within the school community.**
2. **Control of stock needed to implement the policy effectively.**
3. **Access** to and from the school property.
4. **Safety** of the condition of every piece of **equipment** on the school property, inside or outside.
5. **An established HIV AIDS policy** which is known to all within the school community.
6. **Health and safety** within the **school buildings.**
7. **Health and safety** within the **school grounds.**
8. **Health and safety** within each **classroom.**
9. **Health and safety** during **extra-mural activities.**
10. **CPR and Emergency knowledge of the staff.**
11. **Fire or emergency drills.**

1. RESPONSIBILITY FACTOR FOR INDIVIDUALS WITHIN THE SCHOOL COMMUNITY.

- 1.1 **The Principal**, acting on behalf of the Board of Governors, shall be responsible for seeing that the Health and Safety Policy is known to all individuals within the school.
He shall also be responsible for ensuring that all

aspects of the policy are adhered to and are updated if deemed necessary.

He shall be responsible for seeing that a health and safety representative is appointed from the members of staff.

- 1.2 **The representative** shall be responsible for assisting the Principal, by ensuring that the staff know and implement the policy and he/she should also ensure that staff training in emergency treatment, is upgraded when necessary.
 - 1.3 **Each educator** shall be responsible for making him/herself familiar with the policy and for seeing that it is adhered to at all times.
Each educator must ensure that his/her knowledge for coping with emergencies is up to date and correct in procedure.
 - 1.4 **Each employee** of the school, other than educators, must be familiar with the health and safety policy and must be responsible for all his/her actions with this regard and must also be responsible for reporting concerns about any equipment in his/her charge.
 - 1.5 **Each learner** must be made familiar with as much as possible about health and safety concerns and shall be responsible for following any rules which guard his/her own health and safety, as well as that of others.
 - 1.6 **Each parent or guardian** must be made aware of the school's health and safety policy and should accept responsibility for sharing in the implementation of all aspects of the policy within the school property.
- ### 2. CONTROL OF STOCK NEEDED TO IMPLEMENT THE POLICY EFFECTIVELY.
- 2.1 The appointed staff representative is responsible for making sure that all **correct equipment and medication** (recommended by medical personnel) is available, to cope with immediate emergencies, which might occur within the school boundaries.
 - 2.2 He /she must make sure that **small, portable first aid kits are available** for immediate use by the extra-mural teachers or those on outdoor duties and that larger and more comprehensively stocked emergency kits/boxes are available at strategic points, which are known by all within the community.
 - 2.3 He/she must keep **current records of all equipment** stocked in any emergency pack (small or large) and must **ensure that used stock is replaced speedily.**
 - 2.4 He/she must **ensure that records/indemnity forms** about each and every member of the school community (ALL staff and all learners) are kept in a central location such as the school office and that medical aid details and family contact details are up to date in case of any emergency.
 - 2.5 He/she must be responsible for **informing those in the community of the regulations** with regards to...
 - 2.5.1 Procedure when an emergency occurs
 - 2.5.2 Keeping centrally located records of any





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- 2.5.3 details of the emergency
- 2.5.3 The treatment plan followed
- 2.5.4 The way in which parents are contacted.
(via the school secretary)
- 2.6 He /she must ensure that;
 - 2.6.1 **All staff members** have a **basic knowledge of immediate first aid** , which is updated frequently, and
 - 2.6.2 That any staff member with extra knowledge and training is known to all within the community, in case help is needed.

3. ACCESS TO AND FROM THE SCHOOL PROPERTY.

- 3.1 **All gates** providing access to the school property **should be locked** by the grounds staff on duty, as soon as the last member of staff has notified him, that he/she is leaving the property.
 - 3.1.1 The gates should remain **locked between 18:00 hours and 06:45** hours the following morning on weekdays, unless any school function is being held and the security guard is notified of the time changes.
 - 3.1.2 The gates should also be **closed during school hours**, to prevent access to the property by undesirables.
- 3.2 **The Principal should know** at all times.....
 - 3.2.1 **Which members of staff have keys** which allow access to the property.
- 3.3 Access to the school property by car or delivery vehicle can be dangerous if not controlled.
 - 3.3.1 **Speeding** of any kind is **not allowed**.
 - 3.3.2 **Speed humps** must be maintained properly.
 - 3.3.3 Access by **cars via** the middle is **forbidden**.
- 3.4 Access by **parents' cars** is only allowed through the **east gate**.
 - 3.4.1 Access by **delivery vehicles** is also through the **east gate unless** other arrangements have been made with the school.
 - 3.4.2 Access for **educators' cars** is through the **west gate**.

Extra care must be taken so that accidents involving the children do not occur.

- 3.5 The security company **IMC** are contracted to provide security at designated times.
 - 3.5.1 **IMC must have telephone numbers and a date roster**, of members of **staff who are responsible for the property** in holiday time or in case of an emergency.
 - 3.5.2 **Staff members on duty** must be aware of the **contact details of IMC and of the security code used for identification**.

4. SAFETY AND CONDITION OF ALL EQUIPMENT ON THE SCHOOL PROPERTY.

- 4.1 The **buildings and fixtures** on the school property must be properly maintained and regularly checked.
 - 4.1.1 Roof tiles must not be loose.
 - 4.1.2 Brickwork must /be secure.
 - 4.1.3 Steps and stairs must be firm.
 - 4.1.4 Hand rails and other railings must be safe and of the correct height.
 - 4.1.5 Electric wiring must be safe and out of reach of the children.
 - 4.1.6 Sliding doors must ride safely on the tracks provided.
 - 4.1.7 Glass should be shatterproof glass where there is danger of children falling against windows.
 - 4.1.8 All playground equipment must be checked each week for broken rails or steps, worn bolts, or dangerous slivers of wood.
 - 4.1.9 Any potential health or safety dangers must be rectified immediately.

A centrally located log book must be kept to record

- The nature of the danger
- The date it is discovered
- The date it is rectified.
- The signature of the staff concerned.

Loose equipment on the property must be carefully monitored and maintained.

- 4.2 All loose equipment which is found to need repair or replacement
 - Must be listed in a maintenance book with a staff signature
 - The date of reporting a fault must be listed with a staff signature
 - The date of return of mended equipment must be listed with a staff signature
 - The name of the person or company affecting the repairs, must be listed.
- 4.2.1 The school must be correctly licensed, and must be properly serviced and maintained. All records must be current and must be kept in the office.
- 4.2.2 Welded playground equipment must be checked for faults.
- 4.2.3 Garden equipment (mowers, shears, trimmers etc) must be checked regularly.
- 4.2.4 Chemicals must be in the control of responsible adults and out of reach of the learners.

Chemicals must not be used where they could feasibly cause health problems.

- 4.3 ALL loose and potentially dangerous equipment must be inaccessible to the learners such as....
 - 4.3.1 Vehicles
 - 4.3.2 Electric equipment of any kind
 - 4.3.3 Motorised machines such as mowers
 - 4.3.4 Heavy machinery.

5. AN HIV POLICY FOR LORETO SCHOOL QUEENSWOOD.





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- 5.1 An HIV/AIDS POLICY for Loreto Queenswood should be formally introduced to the staff and the parents of the school community.
- 5.2 It is the duty of the Principal and the elected staff representative who deals with health and safety factors, to ensure that the HIV/AIDS policy is well known, that knowledge is kept up to date and that all recommended practices are carried out.

SEE THE HIV/AIDS POLICY

6. HEALTH AND SAFETY WITHIN THE SCHOOL BUILDINGS.

- 6.1 The Health of all members of the community, can be protected by cultivating habits which are encouraged throughout the school.
 - 6.1.1 Correct toilet habits.
 - 6.1.2 Careful hand washing after toilet times.
 - 6.1.3 Correct disposal of all toilet materials.
 - 6.1.4 Sending sick children to the office and sick bay (immediate contact with parents to take them home)
 - 6.1.5 Checking that absentees return with a valid medical certificate.
8. 6.2 It is the duty of the staff representative to place notices or posters in strategic places in order to draw attention to health hazards and to ensure that all learners and staff members practice healthy habits.
- 6.3 The Safety of all in the school community can be protected by :
 - 6.3.1 Careful monitoring of all fixtures and buildings.
 - 6.3.2 Careful selection and use of materials such as floor polish.
 - 6.3.3 Careful monitoring of all loose equipment on the school property
 - 6.3.4 Careful recording and management of reported dangers... (such as slippery floors, broken tiles etc..) equipment purchases... equipment servicing... equipment fault reporting.. equipment repairs.

7. HEALTH AND SAFETY WITHIN THE SCHOOL GROUNDS.

- 7.1 The health of the members of the school community can be protected in the grounds, by consistent monitoring of the manner in which waste materials are disposed.
 - 7.1.1 Bins must be used properly. (food and others materials.)
 - 7.1.2 Bins must be emptied regularly.
 - 7.1.3 Bins must be immediately emptied if bees or wasps are drawn to them.
 - 7.1.4 Bins must be placed correctly around the school grounds.

- 7.2 The safety of all within the school boundaries can be protected by
 - 7.2.1 Strict control of access by vehicles.
 - 7.2.2 Strict control of vehicle speeds.
 - 7.2.3 Strict adherence to gate security.
 - 7.2.4 Strict monitoring of the condition of equipment.
 - 7.2.5 Strict control of access to the pool area.
 - 7.2.6 Strict control of study times.
 - 7.2.7 Staff supervision during free play time.
 - 7.2.8 Staff supervision of all extra mural activities.

8. HEALTH AND SAFETY WITHIN EACH CLASSROOM.

- 8.1 Each educator is responsible for the health and safety of all those who spend time in her designated classroom.
- 8.2 In order to maintain a healthy atmosphere:
 - 8.2.1 Correct ventilation should be a priority.
 - 8.2.2 Physical exercises should be used to relieve stress or lengthy work periods.
 - 8.2.3 Correct habits should be taught when the threat of infectious illnesses occurs.
 - 8.2.4 Learners should be removed to the sick room when necessary.
 - 8.2.5 Family should be contacted to take home learners who are ill.
- 8.3 In order to maintain a safe environment:
 - 8.3.1 All loose equipment, such as school bags should be stored or packed safely.
 - 8.3.2 Behaviour codes should be adopted to prevent accidents.
 - 8.3.3 Frequent safety checks should be done on all tables, desks or chairs.
 - 8.3.4 All activities should have planned safety features built in to them, as a means of avoiding dangerous situations.
- 8.4 All educators should have basic first aid equipment available and they should be aware of emergency procedures for more serious accidents.
 - 8.4.1 All educators should record carefully any occurrence which necessitates the use of even the simplest of fist aid treatment.
 - 8.4.2 The date should be noted.
 - 8.4.3 The nature of the accident should be recorded.
 - 8.4.4 Any treatment should be carefully described.

9. HEALTH AND SAFETY DURING ANY OUTDOOR OR EXTRA-MURAL ACTIVITIES.

- 9.1 Any school activity which takes place in the school grounds, whether it is a sporting or an educational one, should be carefully controlled in respect of health and safety procedures.
 - 9.1.1 The educator and/or coach in charge, must accept full responsibility for each activity and therefore for the learners in his/her charge.
 - 9.1.2 A first aid box should be available in the





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- vicinity of any activity.
- 9.1.3 There should be easy access to a phone and to a first aid box equipped for emergencies, should one occur.
- 9.2 For health considerations:
- 9.2.1 Participants should wear activity appropriate clothing, footwear and hats.
- 9.2.2 Participants should use sun block when necessary.
- 9.2.3 Each activity lesson plan should be carefully managed, to allow for appropriate introductions, specific activities and relevant final exercises.
- 9.2.4 Drinking water should be nearby during any activities and allowances should be made for those who need to drink quite often.
- 9.2.5 All participants should be reminded to wash or to freshen-up after the lesson has finished.
- 9.2.6 Each educator or coach in charge must ensure that all injuries or illnesses are reported to him/her in writing, when a learner is unable to take part.
- 9.2.7 Each educator must record any illness or injury which onsets or happens during a lesson.
- 9.3 For reasons of safety during outdoor or sporting activities:
- 9.3.1 All equipment must be checked to ensure it is safe to use.
- 9.3.2 First aid equipment should be accessible.
- 9.3.3 Learners must be taught safe habits.
- 9.3.4 Educators should ensure that spacing is appropriate for any activity.
- 9.3.5 Strict codes of conduct should be practised to ensure sporting behaviour.
- 9.3.6 Educators should be aware of any allergies, or other medical conditions that might cause a problem for a learner.
- 9.3.7 Educators should know how to access important data (such as medical aid details) in case of an emergency.
- 9.4 Health and safety considerations during educational or sporting trips off school property.
- 9.4.1 All school transport should be properly maintained and recordings kept.
- 9.4.2 All outings which use school transport, should be booked in writing, through the office, well in advance.
- 9.4.3 Only educators with the correct and legal licence for each vehicle may act as driver for any outing.
- 9.4.4 All parents should be notified each time a

- learner is going off school property.
- 9.4.5 Whenever possible, parents should be asked to indicate their consent for such outings on "return slips."
- 9.4.6 Whenever possible there should be clear indication of times when the learners should be returning to school to be collected.
- 9.4.7 There should be strict control of uniforms required for any outing.
- 9.4.8 Educators should have easy access to... The "Indemnity form," which gives medical aid details.
- Contact telephone numbers needed in an emergency.
- 9.4.9 A first aid box should accompany any group which leaves the school property.

IN GENERAL.

Any transport booking made with a commercial company, should be made well in advance of the outing and the safety reputation of the company should be investigated.

Strict behavioural codes should be implemented on any transport.

10. CPR AND EMERGENCY KNOWLEDGE OF THE STAFF.

- 10.1 It is imperative that as many members as possible of the full complement of school staff, should be trained in up to date methods of CPR treatment.
- 10.2 The school should have a manual and a poster, which outline these procedures and which are prominently displayed and readily available for reference.
- 10.3 It is recommended that all staff should be briefly reminded of these methods at least once every half year.
- 10.4 The appointed staff representative in charge of health and safety practices in the school, should be called on when any emergency occurs,
- 10.5 Member of the administration staff should immediately access medical and parental details, while emergency treatment is being given.
- 10.6 He /she should be ready to call medical help and / or parental support if required to do so. Gentle diplomacy must always be used when informing parents of any emergency. Facts given to medical staff and to parents must be clear and concise.
- 10.7 ALL REACTIONS, ACTIONS AND TREATMENT MUST BE RECORDED IN DETAIL IN A HEALTH AND SAFETY RECORD BOOK. (Kept in the office.)
- The date and time should also be noted.

11. FIRE OR EMERGENCY DRILLS.

Any drill put in to action in school, should be for the purpose of: Evacuating buildings to a point of safety. Practising procedures in case of an attack or danger of any kind.

Evacuation from the school grounds - Either outside the Queenswood Church or to the car park at the Dennis Adami Centre.

