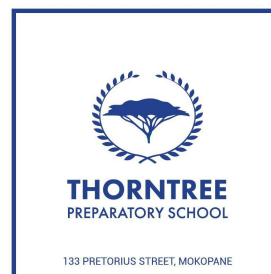




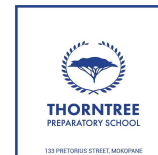
THORNTREE PREPARATORY SCHOOL

HEALTH, SAFETY & CRISIS MANAGEMENT POLICY



Document Name	Health, Safety & Crisis Management Policy
Document Number	TPS_C2_2.2.4.1
Authority	Head/Secretary
Administration of Document	Admin/Heads
Effective Date	01/01/2016
Approved by	Head
Scope of Document	Staff, Students, Parents
Last Revision Date	01/01/2022
Next Review	01/01/2023
Related Policies	<p>The Constitution of the Republic of South Africa (Act 108/1996.)</p> <p>The South African Schools' Act (Act 84/1996) and subsequent amendments.</p> <p>The National Education Policy Act (Act 27/1996) and any applicable policies determined in terms of this Act, including the Regulations for Admissions to Schools.</p>
Addenda	

Approved by:	Approved by:
	
<hr/> Helyn Tooley (Principal) MJB Properties CC	<hr/> Ursula van den Berg MJB Properties CC



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1 TITLE: HEALTH, SAFETY & CRISIS MANAGEMENT POLICY

2 PREAMBLE

The Health and safety of all staff and learners at Thorntree Preparatory is of utmost importance. Being entrusted with the lives of children, it is paramount that we exercise the greatest level of safety precautions and manage health and crisis issues in a responsible manner in order to create a conducive and safe environment for teaching and learning to happen.

3 PURPOSE

The purpose of this policy document is to ensure the safety of all educators and learners, as well as visitors on the grounds of the school.

4 SCOPE

This policy is applicable to all staff, learners, as well as visitors on the school grounds.

The principle reserves the right to take any steps she deems necessary to safeguard the school premises, including denying admission to a member of the public.

Parents may visit the school at any time, yet such visits may not disrupt school activities.

5 RESPONSIBILITIES

The Local Health & Safety Department and Department of Education are responsible for setting policy for health and safety and informing schools about changes within this policy. They provide advice on health and safety matters.

The Board is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

The health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations received. The committee meetings are held termly and have an agenda, and are minute.

Overall responsibility for the detailed health and safety arrangements within the school lies with the Head and in their absence with the Intermediate Phase Head in charge. It is the Head's responsibility to ensure compliance with the policy for health and safety.

The Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition staff do spot checks.

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Head of Phase immediately who will record it in the incident book.

The Safety Committee as currently constituted:

[w 2.1.1.2 TPS H&S Committee \[TPS_C2_2.1.1.2\].docx](#)

The scheduling of meetings:

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W 2.1.2 TPS Board & Committee Meeting Schedules [TPS_C2_2.1.2].docx

6 UPON ENROLMENT

Upon enrolment the following information is obtained from the parent/legal guardian of the child:

Information regarding allergies and health concerns for the child.

Emergency contact information

Signed consent (in the school contract) from the parents/guardians for transporting the child, first aid transport and treatment in the case of an emergency, and authorisation for another adult to act in the interests of the parents in the event that parents are unreachable.

Signed consent forms from parents/guardians giving permission to the school, in the case of an emergency, to transport the child to school Doctors.

Any allergies noted in the child's enrolment information is transferred onto an easily legible poster and hung on the noticeboard in the staffroom in proximity to the first aid box. This information is also given to the child's teacher. Information is updated annually.

7 MAINTENANCE OF SCHOOL IN TERMS OF SAFETY

The management and procedure of general maintenance is the responsibility of the school Head.

All painting is done with standard non-toxic lead-free paint.

No general maintenance is conducted during school hours in a way as to threaten the safety or health of any learner or staff member e.g. welding in clear sight of learners.

Grass on the playgrounds is regularly mowed.

Chemical, insecticides, paints and petrol products are locked away in the storeroom.

The school buildings and grounds are maintained in such a way that the health and safety of the learners and staff are not jeopardised.

Each classroom has a dustbin, emptied daily by the Domestic Assistant or class helpers.

There are at least three large dustbins available for garbage disposal in the play area. Emptying of these dustbins is the responsibility of the Domestic Assistant on a weekly basis.

8 SCHOOL FIRE EXTINGUISHERS

The school meets all the basic requirements set out by the local authority building legislation in the use and maintenance of fire extinguishers.

Fire extinguishers are kept on all levels of the school building and are easily accessible.

Fire extinguishers are properly labelled as such.

The Head arranges for the inspection and refilling of fire extinguishers annually.

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9 PEST CONTROL

The control of unwanted pests is handled by a professional pest control company. Caution is taken that this never occurs when children are present, and if toxic substances are used, these are only ever used over a holiday period or weekends.

Staff may not use poisons or leave poisons lying in any part of the school building e.g. moth balls.

Rat bait stations are placed strategically in the school. These are tamper-proof and are safely bolted to the wall. Re-filling of these stations is done by a professional company.

10 SUITABLE AND SAFE OUTDOOR PLAYGROUND AREAS

The following criteria are adhered to in the purchasing of playground equipment and establishing of any new playground area:

Play equipment has no broken or rusty parts, missing pieces, splinters, sharp edges, or frayed rope.

Play equipment is age-appropriate and able to support the weight and height of a Grade 7 pupil.

Large pieces of equipment are stable and anchored in the ground.

Equipment is placed sufficiently far apart to allow a smooth flow of traffic and adequate supervision.

Chemical, insecticides, paints and petrol products are stored away from play areas in the storeroom.

Grounds are maintained on a regular basis and are free from debris; grass is mowed.

Should any problems be detected the area is marked off with chevron tape and repair work made a top priority for the day. Children are closely supervised and warned not to play in demarcated areas until repair work is complete.

11 RULES FOR SAFE PLAYGROUND EQUIPMENT USE

The following specific rules are enforced:

Children are to hold onto swings with both hands.

Children are seated on swings.

Children are not permitted to jump off of high playground equipment.

Children may not do handstands on or near playground equipment.

Children are not permitted to shake or deliberately push anchored playground equipment.

The teacher on duty must use her discretion in allowing a limited number of children simultaneously on the jungle gyms or large playground equipment. As a general rule of

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thumb, no more than eight Grade 7 pupils should be allowed simultaneously on any piece of playground equipment.

Children may not throw or kick sand, sticks, stones or refuse for any reason whatsoever. Children may not play inside classes or inside bathrooms at any time during outdoor play time.

12 SUPERVISION DURING OUTDOOR PLAY

Children are thoroughly supervised when indoors and outdoors.

A copy of the staff playground supervision roster is posted in the staff room and on-duty staff members ensure that they are present on the relevant playgrounds from the time that outdoor play begins until it is finished.

All play areas are closely supervised, particularly areas containing large playground equipment.

Staff on duty are to report any broken or unsafe playground equipment.

13 INDOOR SAFETY

Classrooms have good ventilation, either through windows or doors that can open or mechanical ventilation systems that are in working order.

Rooms are well lit.

Tables and chairs are child-sized.

Furniture, activities and equipment are set up so that doorways and pathways are kept clear.

Cleaners, chemicals and other poisonous substances are locked away.

Toilets and washbasins are in working order

Water cannot scald or burn children as no geyser-heated water is allowed to run through bathroom taps.

All indoor areas are free from rodents and/or undesirable insects

Children may not run indoors.

14 SUPERVISION DURING INDOOR ACTIVITIES

All classes are supervised. A teacher may not leave her classroom unless a substitute teacher has been arranged.

In the event of a classroom emergency requiring the teacher's absence, the entire learner group is sent to the adjacent classroom and placed under the supervision of the adjacent teacher, until such time as the teacher involved in the emergency is able to supervise her learners again.

15 TOYS

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Cleaning of dirty toys and sorting of toys is the responsibility of the class teacher. Inspecting toys, educational equipment and teaching resources for general maintenance is the responsibility of each classroom teacher and should be undertaken at least once a month.

All class toys are washed or thoroughly wiped at least once annually. This is recommended in the December school holiday, and is the responsibility of the class teacher.

The following criteria is met for toy and furniture selection:

- There are no loose parts that can be broken off and accidentally swallowed.
- Fabric items should be washable and flame retardant or non-flammable.
- Toy chests should be easy to open from the outside and inside
- No toys should have strings or thin ropes longer than 20cm to avoid strangulation. The exception to this are strings and shoelaces used for sewing and educational purposes. Teachers keep vigilant care over children when handling these items.
- Wooden equipment must have no splintered or jagged edging.
- Bolts, nails and screws are hidden and unable to cause injury.
- Movable or retractable parts of toys should not be able to catch or pinch skin or clothing.

Broken toys and equipment is removed from classrooms immediately and placed in the school storeroom for repairs. The school Head is responsible for toys and equipment repairs by third parties. Equipment are inspected by the class teacher before being returned to the classroom.

16 SAFETY DURING EXCURSIONS

The responsible educators who accompany learners on excursions must take special care to ensure the safety and security of all learners in their care. For every 10 learners there should be one educator to control the group.

Educators must be very cautious that no stranger is allowed to make contact with any learner.

All learners who go on an excursion must hand in a letter from the parents in which they grant permission for their child to join in any excursion or day trip.

Letters to parents must be written in very specific terms. Times and places must be mentioned broadly. Parents must know who will be in charge and responsible for the children's safety.

It is the responsibility of the teacher in charge of the excursion to take along the first-aid kit as well as the emergency information file.

All incidents during an excursion or day trip should immediately be reported to the Head.

17 DROP OFF AND COLLECTION OF CHILDREN

Once children have entered the school gate they are not permitted to leave except under the supervision of their parent/legal guardian or standard transport/usual taxi driver.

18 HAND WASHING

Staff, volunteers and learners must wash their hands:

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- Before preparing, eating or touching food.
- After visiting the toilet or helping a child with toileting.
- After touching body fluids or items contaminated with these.
- Before and after cleaning injuries or sores.
- Whenever visibly dirty.

Staff, volunteers and learners are taught to wash their hands in clean running water. It is the responsibility of each class teacher to do so within the first month of each school year. Hand washing includes washing up to the wrists and under the fingernails.

19 GLOVE POLICY

Waterproof gloves are used and carefully disposed of after the following:

- In the event of contact with blood or any blood-stained body fluids.
- When cleaning surfaces contaminated with blood or blood-stained fluids.
- When cleaning an area contaminated with body fluids e.g. vomit

Gloves are readily available in the first aid box in the staffroom and staff members ensure that they have an easily accessible pair at all times in their classrooms.

20 FOOD POLICY

Children bring their own packed lunch from home for break time.

Suitcases are kept in shaded, cool places to avoid food from spoiling.

Tables for eating are cleaned daily.

Children are not permitted casually in the school kitchen.

Before eating children must adhere to the hand-washing policy.

21 TOILETING

Toilets are kept clean at all times and separate from play areas.

Toilet bowls are thoroughly cleaned and disinfected daily and are washed down with a bleach-sanitising solution.

Toilets have sufficient toilet paper and soap, easily available and in easy reach for all. This is the responsibility of the Domestic Assistant to maintain.

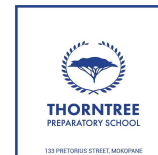
22 CLEANING ROUTINE FOR SCHOOL

Routine cleaning of the school (by Domestic Assistant) is supervised by the Head according to the schedules and procedures set up by the Head.

Care is taken when cleaning with dangerous or poisonous chemicals or substances. Cleaning with these substances is only permitted when children are not directly present.

23 DISPOSING OF SANITARY TOWELS AND TAMPONS

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Female learners are educated as of Grade 5 about the necessity of personal hygiene and the safe disposal of sanitary towels and tampons.

Dustbins are placed in bathroom cubicles which are used for the disposal of these personal items.

It is the responsibility of the Domestic Assistant on bathroom cleaning duty to daily empty these bins discreetly.

24 EXPOSURE TO BLOOD, BLOOD-STAINED OR OTHER POTENTIALLY INFECTED BODY FLUIDS

All blood, blood products and blood stained body fluids are regarded as potentially infectious.

All persons in the school must use every possible method to prevent contact with blood, blood products and blood stained body fluids. The use of waterproof gloves when coming into contact with the abovementioned is compulsory. In addition to this, any person with injuries on their hands covers these injuries with waterproof plasters when at school.

Staff should wear gloves when cleaning up spills.

Staff must wash hands thoroughly after gloves are removed or in the event of accidental blood contact.

Blood stained spills are cleaned with soap and water and then disinfected with a bleach and water solution.

Used gloves are disposed of in a safe way so that children do not have access to soiled gloves.

25 MEDICATION POLICY

If medication is sent to school, the school administers the necessary medication if the parents have given their written consent for the school to do so.

The Head is solely responsible for the storage and administration of this medication.

All medication is labelled with clear instructions including the following: child's name, the dosage, the time and frequency of dosage and special storage instructions.

Medication is handed in personally, by the parent or legal guardian, to the school office.

Medication is stored in the office cupboard out of reach of children.

Medication that needs refrigeration is stored in the school fridge, an area restricted to children.

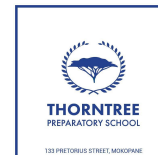
26 SCHOOL POLICY REGARDING HIV/AIDS

HIV testing is not a prerequisite for employment or enrolment in the school.

Educators living with HIV/AIDS:

- Have the same rights as all other educators in areas pertaining to sick leave and compassionate leave.

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- Have the same responsibilities and obligations as all other educators with regards to meeting attendance, maintenance of education standards, break duties etc.
- May continue employment until they are unable to meet accountability standards of work performance and attendance. Decisions made in this regard are undertaken by the Head.
- Are not to be denied promotion, training or holding of senior positions.
- Are protected from discrimination, harassment or victimisation regarding their HIV/AIDS status.
- No educator, staff member or learner is required to disclose his or her HIV status.

Learners living with HIV/AIDS should:

- Attend regular classes as their health permits them to do so.
- Be provided with a continuous supply of homework, worksheets and sample materials from each subject teacher in the event of their not being able to attend class.
- Not be excluded from any disciplinary procedures in the event of misbehaviour.
- Be protected from discrimination, harassment or victimisation regarding their HIV/AIDS status and be provided with support, empathy and compassion.
- Be provided with information e.g. knowledge of nutrition by the school (in such a way that does not disclose their HIV/AIDS status if they so desire).

All staff and learners maintain total confidentiality of a staff member or learner's HIV status. HIV status may only be disclosed with written consent from the learner's parents/legal guardians and then only to serve in the best interests of the learner.

No educator or learner may refuse to work with a colleague or teach a learner, based on their HIV status

No learner may refuse the teaching of an educator or refuse to study with a fellow learner based on their HIV status.

Universal precautions are maintained in the school to keep a safe and healthy work environment.

All educators and learners are appropriately educated regarding precautionary behaviours and measures are taken to maintain a safe and healthy working environment.

27 NON-SMOKING POLICY

Smoking by staff, parents and visitors is not allowed on the school premises.

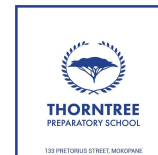
Learners are not permitted to smoke on the premises and are subject to the strictest disciplinary action if found doing so.

28 SCHOOL DRUG AND VIOLENCE POLICY

Bringing onto and having in one's possession any form of illegal drugs is strictly prohibited.

Use of such illegal drugs on the school's premises or any school outing or whilst in school uniform or on duty will result in immediate suspension from school. A review and disciplinary process will follow.

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The use of violence in any form is prohibited. This pertains to physical violence or damage to property. Disciplinary action will be taken.

29 FIRST AID PROCEDURE / ACCIDENT PROCEDURES

There are at least two staff members with a Basic First Aid qualification at all times.

Every year, members of staff who do not have a qualification are to attend an accredited first aid course.

A staff member remains with the child requiring first aid intervention at all times.

Persons requiring first aid intervention are only moved if it has been established with absolute certainty that no back or neck injuries have been sustained. Children may not be moved if there is the danger of additional harm.

In the event of an emergency, the staff member present begins immediately with appropriate emergency care procedures and sends for help from another staff member.

Injured children are not given foods or fluids unless specifically ordered by the child's physician.

The Head is responsible for contacting the parents/emergency guardians in the event of an accident or injury requiring first aid.

The Head advises parents if emergency medical assistance/paramedic intervention is required. Parents are responsible for calling out paramedic/ambulance assistance if they are available.

In the event of the parents/emergency guardians being unavailable or unwilling, the school acts in the best interests of the child and first aid transport is arranged to take the child to schools Doctors on call. The Head makes the necessary arrangements in this regard.

If the child is transported by a medical facility before parents arrive, a teacher accompanies the child and remains with the child until the parents arrive.

Copies of all emergency numbers are kept clearly visible in a laminated poster-format on the notice board in the staffroom.

Staff members on duty at the time of the accident and/or staff members administering first aid are to complete an accident/injury report. (Addendum 1)

30 FIRST AID KITS

A comprehensive first aid box is available in the staffroom.

The first aid box is easy to locate and well-labelled with the universal first aid symbol.

The contents of the comprehensive first aid box/kits are inspected termly by the health department who issues an annual compliance safety certificate to the school. Any expired contents are discarded and replaced.

A first aid kit needs to be taken on any outings, as well as the Children's Emergency Information File which can be collected from the office.

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31 ACCIDENT/INJURY REPORTS

In the event of a child's parents being contacted with a severe injury, an accident injury report is completed by the staff member on duty.

https://docs.google.com/document/d/1bg-gzi2_2z6jsVgwc9HXubZGsRs69suh/edit needs to be completed

Severe injuries are regarded as injuries involving stitches, broken bones or severe sprains and concussions.

Accident reports, once completed, are filed in the student file in the office.

32 PROCEDURE FOR MANAGING CHILDREN WHO BECOME SICK WHILE AT THE SCHOOL

Any symptoms are evaluated by both the class teacher and the Head. All symptoms listed under the "exclusion guidelines" (see below) are considered reasons for the child's exclusion from further participation in regular school activities.

As routine, any child complaining of an illness will be monitored by the class teacher.

If a child becomes ill during the day, the class teacher/Head informs the parent.

The child rests on a "sick bed" under the supervision of the Head or school secretary until the parent fetches the child.

In the event of a child needing urgent medical assistance, the school will transport the child to the school's emergency Doctors on call.

In the event of the parents/emergency substitutes being unavailable or unwilling to do so, the school acts in the best interests of the child and first aid transport is arranged to take the child to a medical facility. A staff member accompanies the child at all times until the parent's arrival.

33 EXCLUSION GUIDELINES

Children are excluded from school if the following symptoms are noted:

- Uncontrolled diarrhoea or vomiting more than once in a 24-hour period.
- A skin rash with a fever unless a health professional has approved that the child may be at school.
- Conjunctivitis (pink eye) with a discharge until all symptoms have cleared.
- Scabies or head lice until all nits and lice are completely removed.
- Any contagious diseases until a health professional gives permission to return (e.g. TB, mumps, impetigo, hepatitis A, chicken pox, measles, whooping cough, rubella, shingles or streptococcal throat infections).
- A fever over 38 degrees with other behavioural signs of illness (e.g. crying, drowsiness, wheezing, coughing).
- Ringworm

Children are also excluded from school in the following circumstances:

- Illness or injury prevents the child from participation in normal activities.

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- Illness or injury requiring more care from staff than they can provide without neglecting other children.
- Keeping the child at the school poses a risk to those coming in contact with him/her.

34 34. CONTINGENCY PLAN FOR OUR SCHOOL

The following hierarchy will exist in our school's contingency plan:

- These persons will be in control during eventuality
 - the Head
 - the Leader of the Health and Safety Committee
- These persons instructions should be followed to ensure the safety of all educators and learners.

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.

The above-mentioned educators may delegate certain tasks to individuals during the situation.

This contingency plan will be based on three eventuality possibilities namely:

- Fire
- Natural Disasters
- Human threat

The emergency drills need to be introduced to children in the orientation week of each year, then practised once a term.

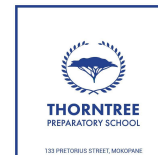
35 EMERGENCY PLAN – FIRE

In the case of a fire the fire emergency plan needs to be followed:

- Three long whistle blows will alert the school to a threat.
- The Head will send notice to each class teacher to what threat it may be.
- If in class, students are to listen to instructions from the class teacher.
- If playing outside, they are to immediately line up in their classes to be ready to listen to instructions from teachers on duty.
- The teacher in charge will then instruct students to walk quickly and quietly to the marked assembly point. Students are to leave all belongings in class.
- The class teachers are in charge of making sure their classes are clear of all students and to bring along their class registers to do roll call.
- The Head will communicate further instructions through the head of departments.
- The Head will phone emergency services.
- Only once the emergency services have cleared the school safe will teachers and students be allowed back in their classes.

36 EMERGENCY PLAN – NATURAL DISASTERS

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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.

Orders will be issued by the Head.

37 EMERGENCY PLAN – HUMAN THREAT

If in the case of a human threat to the school, all teachers are to respond to instructions from the Head.

What to do when in class:

- Teachers remain calm
- Keep your students calm while getting them to sit on the floor away from windows and doors.
- In the case of shooting, all teachers and students are to lie down flat on the floor and remain calm, wait for further instructions.

What to do when outdoors:

- Students are to be lined up in their classes, quickly and quietly by the teachers on duty.
- They are then led into the classroom found the most safe and furthest away from the threat.
- Teachers and students are to lie down flat on the floor and remain calm.

The Head will be the only person in charge in a Human Threat emergency and all teachers will take instructions from her.

The Head might instruct teachers to help monitor the threat and phone for help.

When the school has been cleared safe from all the threats by the emergency services, teachers are to have students line up and gather at the assembly point.

38 HEALTH AND SAFETY POLICY REVIEW

This health and safety policy is available electronically, annually for all staff.

Staff members acknowledge that they have read the policy and give any feedback.

The policy is reassessed annually by the Head after staff comments have been processed.

In the event of more than four similar accidents or injuries occurring within the span of one month, the policy is also reviewed by the above mentioned parties and necessary amendments made.

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