

NORMAN HENSILWOOD HIGH SCHOOL

SAFETY POLICY

A. AIM

- To have procedures, emergency teams and equipment in place to ensure the safety of the staff and learners;
- To protect the buildings against damage, e.g. fire, storm damage, vandalism.

B. PROCEDURES DURING AN EMERGENCY

- Emergency signal
- Take cover
- Evaluation of situation: phone SAPS, Fire Brigade (if necessary)
- Make necessary announcements over intercom
- Utilise megaphones and/or messenger/s in case of a power failure
- Place emergency/safety teams on stand-by
- Evacuation to safe areas

C. SCENARIOS

1. Bomb threat

- Emergency signal: one long alarm signal (bell or siren)
- Action to be taken:
 - (a) Management evaluates situation and calls SAPS.
 - (b) Educators calm learners.
 - (c) Learners take school bags with them and evacuate to safe area
(educators follow evacuation route in moving learners quickly and quietly).
 - (d) Educators leave classrooms and windows open.
 - (e) Do not run.
 - (f) Homeroom educator to take roll call once at place of safety.

2. Fire

- Emergency signal: two long alarm signals (bell or siren)
- Action to be taken:
 - (a) Management evaluates situation and calls Fire Brigade.
 - (b) Educators calm learners.
 - (c) Learners take all belongings, pack them away quickly (but orderly) and evacuate to safe area.
 - (d) Educators leave classrooms and windows open.
 - (e) Do not run.
 - (f) Homeroom educators take roll call at place of safety.

3. Tornado

- Emergency signal: intercom announcement by Principal (or delegated officer).
- Action to be taken:
 - (a) Management evaluate situation and inform school.
 - (b) Educators calm learners.
 - (c) Pack away all loose objects quickly and in an orderly fashion.
 - (d) Open all windows and classroom door.
 - (e) Educators and learners take cover under desks.
- Principal to monitor storm and advise accordingly (with intercom announcement or loudhailer).
- Once storm has abated, follow evacuation routes.
- In case of fire, evacuate immediately (educators to calm situation down and ensure safe and timeous evacuation).
- Roll call of each learner and staff member (professional, administrative and general assistants).

4. Robbery

- Do not take unnecessary risks. Stay calm and adhere to criminal/s demands.
- Principal to call SAPS (if possible during robbery).
- Do not make eye contact with criminal/s.
- Obey all instructions carefully.

5. Incident during break

- Emergency signal: interrupted short alarm signal (bell or siren).
- Action to be taken:
 - (a) Management evaluates situation.
 - (b) Staff on playground duty maintain presence. Staffs in staffroom evacuate onto school grounds and assist the evacuation of learners to safe area.
 - (c) Learners and staff evacuate to hockey fields.
 - (d) Staff co-ordinate division of learners by class and grade.
 - (e) Homeroom educators to take roll call at place of safety.

D. GENERAL

1. Learner safety in classrooms

- In laboratories, educators must be aware - and make learners aware - of safety guidelines relevant to their subjects.
- Educators must know how to apply emergency measures in case of accidents.
- All classes must be equipped with an elementary first aid kit which must contain: 2 pairs of rubber gloves; a pair of scissors; bandages and plasters; disinfectant and cotton-wool (inventoried).
- Serious injury must be reported to the office immediately. The office will administer the necessary procedure and, if necessary, contact the parent. Should the parent be unavailable the learner will be taken to (a) a private hospital (for learners with medical aid); (b) to the community clinic (c) a Hospital outpatients or (d) the emergency services will be contacted and an ambulance requested.
- Educators must ensure that all learners have an indemnity form completed with all medical information (with an emergency contact number) correctly filled in. This must be filed in the general filing cabinet.

2. Staff Duties

- Staff must be alert at all times.
- Mr America/Mr Botha must lock all gates at 08h00 and ensure that they remain locked.
- Report suspicious looking persons, parcels or vehicles to management immediately.
- Keep a watchful eye over the learners.

3. Fire extinguishers

- Refill annually.
- Must be accessible.
- Must be on a register.
- Report damage or vandalism immediately.

4. Visitors

- Must report at reception and identify themselves at the front entrance intercom.
- May under no circumstances proceed to any classrooms (unless accompanied by supervised staff member).
- Will not be permitted to carry any weapon whatsoever.

5. On site contract workers

- Must be under constant supervision of contractor.
- Must leave school premises by 17h00 unless alternative arrangements have been made with Principal and Mr. Botha.

6. Evening and Other Functions

- Where possible, all tickets to be pre-sold. A guest list is to be kept by educator selling tickets.
- No outsiders will be permitted unless approved by Principal or determined by the nature of the evening e.g.: Karaoke Evening.
- Any outsider given permission to attend must be accompanied to function by learner who purchased the ticket, failing which outsider will be refused entry.
- No tickets may be resold to another learner.
- Pass out system to be implemented during interval.
- Educator/s on duty must prevent access of non-ticket holders.
- Main gate will be the only access point to function. It is to be manned by the School Council on duty who must indicate areas for guests to park.
- Parents and guests may park in the inside parking area only if they are attending the function.
- Staff and security team are to patrol the car park areas.
- Trouble makers will be removed from the school premises immediately without the option of a refund.

7. Assemblies

- School Councillors on duty outside must ensure the following:
 - (a). Patrol school grounds, especially the quadrangles and/or corridors where learners' school cases are lined up.
 - (b). Round up learners who have absented themselves and lead them to foyer area where they must stay quiet.
- Report suspicious looking individuals to the office.

8. General

- All evacuation routes must be clearly marked according to NOSA standards (in buildings, on corridors and in classrooms).
- In case of the need for evacuation, learners are to proceed in SINGLE FILE, without talking, pushing or shoving.
- At the place of safety, the homeroom educators are to take roll call. The homeroom educator then reports to the Grade Head who will report to the Principal and/or Deputy Principal.

The Annexure overleaf shows the evacuation route for each classroom. Consult this and familiarise yourself with the correct evacuation route for your classroom (in order to prevent bottlenecks and possible hysteria and/or injury).

SCHOOL SAFETY AUDIT

SCHOOL BUILDINGS AND GROUNDS	YES	NO	COMMENTS
1. Access to the school is controlled			
2. The perimeter fence is secure with no holes			
3. The school gates are lockable			
4. The roofs, drainpipes and guttering are well maintained			
5. Stairs are well maintained			
6. Staircases are adequately lit			
7. Windows open and close easily			
8. Windows can be securely closed			
9. Classroom ceilings are secure			
10. Doors are lockable and secure			
11. Windows have broken or cracked glass			
12. Light switches and light fittings are in good working order			
13. Playgrounds are free of dangerous objects			
14. Playground equipment is in good condition and safe to use			
15. Playground equipment is regularly checked			
16. Educators do playground duty			

CLASSROOMS, LABORATORIES AND WORKSHOPS	YES	NO	COMMENTS
1. All fittings are securely fixed			
2. Cupboards and shelves are stable			
3. Electrical appliances are in good condition and are safe			
4. All equipment is working correctly			
5. All hazardous materials are clearly labelled and safely stored			
6. All machinery and equipment is regularly inspected and maintained			
7. Protective clothing is available when needed			
8. Safety rules are prominently displayed			
9. A first aid box is available			
10. Floors are kept clean			
11. Doors open freely and easily			

ABLUTION FACILITIES			
1. There are sufficient toilets for boys and girls			
2. Toilets are in good repair			
3. Toilets are kept clean			
4. There are adequate washing basins			
5. Washing basins are kept clean			
6. There is adequate and safe drinking water			

FIRE PRECAUTION			
1. Adequate fire extinguishers are provided			
2. Fire extinguishers are checked regularly			
3. All fire extinguishers are in working order			
4. Fire detection equipment is tested regularly			
5. There are regular fire drills to train learners and staff			
6. Evacuation procedures are displayed and regularly communicated			
7. Fire exits are clearly marked			

ACCIDENTS			
1. Accidents are reported and recorded in an accidents book			
2. There is a trained first aider or appointed person in the school			
3. First aid boxes conform to legal requirements			
4. The school has an AIDS policy in place			

GENERAL			
1. The school has a safety policy			
2. The school has a functional safety committee			
3. Procedures are in place for dealing with criminal acts (including sexual harassment and bullying)			
4. Learners are searched for unlawful objects; e.g.: weapons; when there is reasonable suspicion			
5. Procedures are in place for admitting late-comers			
6. Procedures are in place for admitting visitors			
7. Procedures for contacting police and other emergency services are in place			