

ISLAMIC EDUCATIONAL CENTRE

HEALTH AND SAFETY POLICY

LEGISLATION

- South African Schools Act, 1996, 84 of 1996
- KwaZulu-Natal Schools Act, 1996, 3 of 1996
- Government Gazette No. 26663, No 975, 20 August 2004
- Occupational Health and Safety Act, 85 of 1993
- By-laws of the Emnambithi/Ladysmith Municipality

INTRODUCTION

This document is a policy statement of the Islamic Educational Centre that outlines the aims, principles and strategies for ensuring a healthy and safe environment for learners, educators, service personnel, parents and visitors.

OBJECTIVES

- Provide a safe and healthy environment for learners, teaching and non-teaching personnel and all who come onto the premises of the school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

PRINCIPLES

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It requires sound management, vigilant supervision and the co-operation of all personnel, learners and adults alike.

RESPONSIBILITIES

All members of the school community (teaching and non-teaching staff, parents, pupils and Board of Governors (Shura) members work towards the school's objectives by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Principal without delay.

MANAGEMENT TEAM (Board of Governors (Shura), Principal and Heads of Departments)

work towards the school's objectives by:-

1. Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.
2. Ensuring that safe work practices and procedures are applied within the school.
3. Making termly inspections to ensure that a safe and healthy environment is maintained.
4. Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
5. Ensuring that all members of the school community are aware of their own responsibilities.
6. Taking responsibility for devising and implementing a school Health and Safety policy.
7. Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
8. Ensuring that all staff are familiar with the Health and Safety policy of the school and any other relevant codes of practice and legislation.
9. Facilitating safety training for staff.
10. Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
11. Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

The Principal works towards the school's objectives by:-

Is accountable for the implementation for the day-to-day operations of the Health and Safety Policy.

Teachers work towards the school's objectives by:-

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.

- To make sure risk assessment are carried out before any off-site visits.

Learners work towards the school's objectives by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's objectives by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Cleaning Staff is responsible to the Principal for:-

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning the school buildings or ground maintenance are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to learners or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school is disposed of in accordance with the by-laws of the local municipality.
- Maintaining a clean and effective playing area, including the safe storage and delivery of gas necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Principal any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

Procedures for implementation

1. For ensuring involvement of all members of the school community:

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.
- Establishment of Health and Safety Committee comprising of Educators, Members of the Shura and members of the Representative Council of Learners.

2. For providing children with opportunities to discuss health and safety issues:

A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.

- A programme of health education.
- A programme of road safety
- Evacuation and emergency drill

3. For accident prevention, reporting and investigation:-

- Risk assessments formulated and regularly reviewed by the school.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Principal and immediate response to such reports.
- Reporting all accidents to the Principal and a note made in the school accident book in accordance with the municipal regulations.
- Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures.

4. For First Aid provision:

- Recognised Educators with First Aid experience in school;
- Provision of fully stocked first aid boxes in administration centre;
- Notification to parents of any head injury or minor injuries on appropriate slip;
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital;

5. For fire precautions:

- A set of regulations for emergency evacuations placed in all offices and classrooms;
- A termly fire drill which is monitored in accordance with municipal guidelines.
- Regular checks of equipment, procedures and exits by the Principal and equipment monitored yearly by an external service provider.
- All fire exits clearly signed.

6. For the use and control of substances hazardous to health:-

- Storage of such substances clearly labelled, locked in the Science Laboratory chemical store, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- User data sheets are displayed for all chemical substances. These are displayed in the chemical store.

7. For electricity safety:-

- Careful siting of equipment to avoid trailing leads.
- Annual testing by electrical contractors on all portable electrical equipment.
- A code of practice for pupils using electrical equipment.

8. For coping with special medical conditions:-

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison and communication with the Department of Health.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and lodged with the Principal's Office.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

9. For ensuring road safety:-

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Invitation to the municipality's Public Safety Department to provide road traffic rules and guidelines;

- Regular entry in the Road Safety programmes with junior children and discussions and role play with the younger children.

10. For ensuring personal hygiene:-

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- A programme of health education for all learners of the school.

11. For ensuring playground safety:-

- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.

12. For ensuring safety during physical education:-

- Learners to participate in the appropriate PE dress.
- All PE equipment regularly checked by teachers on PE duty.
- Close supervision and appropriate rules in place.
- All accidents and injuries to be reported promptly to the Principal.

13. For safety on school trips, excursions and outdoor pursuit activities:-

- Refer to Excursion and Field Trips Policy
- Risk assessment completed for each school trip – consider staff learner ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone or standardised two-way radios. Every group must be supported by a member of school staff.

14. **The Health and Safety Policy** of the school is effective if it is implemented by every stakeholder in the institution, and every risk assessed on an on-going basis, and all precautions reasonably taken to ensure that there is no threat to the welfare to all incumbents.