



# BEDFORD COUNTRY SCHOOL

Email: admin.bcs@r63.co.za  
Telephone: 046 685 1605  
www.bedfordcountryschool.com

P.O. Box 174  
Bedford  
5780

19 Graham Street  
Bedford  
5780



*Where every child has every chance, every day to learn with love and laughter*



## POLICY: HEALTH AND SAFETY

### 1. PURPOSE OF THE 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 any given time. The policy provides health and safety guidelines for all persons on the premises and in the classroom and regulations for compliance thereof.

### 2. AVAILABILITY OF FUNDS

The School Management makes 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 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 at each meeting. The Health and Safety sub-committee must constantly monitor the implementation of the Policy at the school.

### 3. HEALTH

#### 3.1 Infectious Illness

Outbreaks of infectious illness such as Measles, German measles, Chicken Pox, Whooping Cough and Mumps amongst the learners and staff will be reported to the relevant health authority. The learner, and or staff member 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 school management will run campaigns together with the relevant Health authority to have learners immunized to prevent infectious illness.

#### 3.2 HIV and 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 potential infected and all blood spills should be treated as such. All blood, open wounds, breaks in the skin grazes and open lesions as well as all bodily 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. Unauthorized disclosure of HIV / AIDS related information with regard to learners, educators or staff could give rise to legal liability.

### **3.3 First Aid**

Training of learners and staff in First Aid is essential. The school management 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.

### **3.4 First Aid Kits**

The school management will purchase these from funds make available for the purpose of purchasing First Aid Kits and replenish stocks on an ongoing basis. The school management 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.

### **3.5 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 school management will undertake to finish the educators accompanying the learners on school excursions, activities or sporting events with a cell phone to make emergency calls..

### **3.6 Incidents report**

The sub-committee will keep a record of any incidents involving injury to visitors, learners, educators or staff at the school or during any excursions or school activity.

## **4. ASSETS**

### **4.1 School Vehicles**

School vehicles such as kombis 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 license. Kombis used to transport learners will be driven by persons with a valid public drivers permit.

### **4.2 Hired Transport**

The school management 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 drivers' permit. The buses must be roadworthy and the brakes and tyres must comply with the set standards.

### **4.3 Buildings and Grounds**

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

#### **4.4 Facilities**

Facilities will be regularly checked for compliance with safety and health regulations.

#### **4.5 Dwellings**

Dwellings on school property will be regularly checked for compliance with the safety and health regulations.

#### **4.6 Computers**

Computer rooms will be serviced by the necessary IT specialist contacted by the school management. Any electrical installations will be carried out by a qualified electrician.

#### **4.7 Science Laboratory**

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

### **5. SAFETY**

#### **5.1 Fire Extinguishers**

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

#### **5.2 Safety Equipment**

Safety equipment such as safety boots, eye wear and overalls will be supplied out of funds made available to all school employees working with lawnmowers or cutting equipment.

#### **5.3 Evacuation Plan**

Evacuation Plan for learners and staff at the school is in place and from time to time practice sessions will take place under the authority of the Principal. Safe zones will be identified so that learners and staff can safely assemble and be evacuated.

#### **5.4 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.

#### **5.5 School Workshops**

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

## **5.6 Hygienic Conditions**

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

## **5.7 Safety Conditions**

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

## **5.8 Playing Fields**

The soccer goal posts, netball courts, tennis courts and spectator stands will be regularly checked for wear and tear.

## **5.9 Security**

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

## **5.10 Window panes**

Broken window panes will be replaced promptly to avoid learners and staff incurring any injury.

## **5.11 Gardens**

The sub-committee will implement the directives relating to the indigenous plants and trees to be cultivated. Trees may only be removed with the permission of the school management. Trees that are cut down due to disease or invasive root systems will be replaced with suitable trees which are water wise.

# **6. GENERAL SUPERVISION OF LEARNERS ON THE SCHOOL PREMISES**

## **6.1 The School Management 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 the person responsible for their collection. This register will be monitored by the Principal.

## **6.2 Supervision**

The school management and the Principal should implement the National Safety Regulations regarding Supervision during physical activities.

## **6.3 Vehicles**

The Principal is entitled to request proof of the driver's license of any person driving on the school property. All vehicles will only be permitted to park in

demarcated areas. All vehicles will be permitted to travel at 10 km per hour on school premises in the demarcated areas. Drivers of vehicles to comply with the rules set will not be permitted to park on the school grounds. The school management will ensure that visible signage is made available to safeguard learners, educators, staff and visitors to the school.

This policy was adopted by the School Management on

\_\_\_\_\_

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed \_\_\_\_\_  
School Management

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Educator Representative

Date: \_\_\_\_\_