



**HEALTH, SAFETY AND SECURITY POLICY (HSSP), INCORPORATING
ENVIRONMENT POLICY**

RECORD MANAGEMENT					
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**Policy on
Health and Safety,
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1. Purpose of the Policy

- 1.1 The purpose of this policy is to ensure the health, safety and security of learners, staff and visitors. The school should be as safe in all respects as it can possibly be.
- 1.2 This policy aims to describe a safe school where the physical features, policies and procedures are designed to minimise the impact of disruptions and intrusions that might prevent the school from fulfilling its educational mission.
- 1.3 The policy aims to provide sufficient detail concerning actions to be taken by persons responsible for implementing the policy and the school community in general regarding conduct that will keep them safe.
- 1.4 The policy aims to create a school that is characterised by a climate free of fear. A school could be deemed safe if the perceptions, feelings, and behaviours of members of the school community reveal that the school is a place where people are able to go about their business without concern for their safety.

2. Principles

- 2.1 Providing school-wide safety is a top priority of all stakeholders.
- 2.2 The school will take all precautions necessary for providing a safe and healthy environment for teaching and learning as well as for visitors to the school.
- 2.3 The school, through this HSSP and the incorporated Environment Policy, will try to identify all legislative requirements and take the necessary steps to implement them.
- 2.4 The school manages all forms of violence, gangsterism, substance abuse and bullying in terms of the school's policy on Bullying and Discrimination as well as the Code of Conduct for Learners.
- 2.5 The school will ensure that all incidences of violence, gangsterism, substance abuse and bullying are reported to school authorities for disciplinary action in terms of the Code of Conduct for Learners and to the South African Police Services where relevant.
- 2.6 The school will provide appropriate support for alleged victims, whistle-blowers, and perpetrators.
- 2.7 The school will ensure that all safety-related offences are managed with care, sensitivity, and confidentiality to mitigate against secondary abuse.

3. Applicable legislation

This policy is compiled in accordance with the following legislation and amendments:

- 3.1 Constitution of the Republic of South Africa Act 108 of 1996
- 3.2 Convention on the Rights of the Child (ratified by South Africa in 1995)
- 3.3 African Charter on the Rights and Welfare of the Child (2000)
- 3.4 African Youth Charter (ratified by South Africa in 2009)
- 3.5 South African Schools Act 84 of 1996
- 3.6 National Education Policy Act 27 of 1996
- 3.7 Employment of Educators Act 76 of 1998
- 3.8 Public Service Act 103 of 1994
- 3.9 South African Council for Educators Act 31 of 2000
- 3.10 Code of Professional Ethics, South African Council for Educators



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- 3.11 Regulations for Safety Measures at all Public Schools (2001, as amended)
- 3.12 Regulations to Prohibit Initiation Practices in Schools (2002)
- 3.13 Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners (1998)
- 3.14 Devices to be Used and Procedure to be followed for Drug Testing (2008)
- 3.15 National Policy on HIV/AIDS, for Learners and Educators in Public Schools (1999)
- 3.16 National Policy on the Management of Drug Abuse by (2002)
- 3.17 National Policy on HIV, STIs and TB for learners, educators, school support staff and officials in all primary and secondary schools in the Basic Education Sector Schools (2017)
- 3.18 National School Health Policy and Implementation Guidelines (Department of Health, 2003)
- 3.19 Implementation Protocol between the Department of Basic Education and the South African Police Services on prevention of crime and violence in all schools (2011)
- 3.20 Occupational Health and Safety Act 85 of 1993
- 3.21 Child Justice Act 75 of 2008
- 3.22 Children's Act 38 of 2005
- 3.23 Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007
- 3.24 The Liquor Act 59 of 2003
- 3.25 Films and Publications Act 65 of 1996 as amended
- 3.26 Control of Access to Public Premises and Vehicles Act 53 of 1985
- 3.27 Drugs and drugs trafficking Act 140 of 1992
- 3.28 Firearms Control Act 60 of 2000
- 3.29 Policy on Learner Attendance GN 361 in GG 33150, 2010
- 3.30 Regulations to Prohibit Initiation Practices in Schools GN 1589 in GG 24165, 2002
- 3.31 Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008
- 3.32 National School Safety Framework
- 3.33 Protocol for the Management and reporting of Sexual Abuse and Harassment in Schools

4. Application and scope of the policy

- 4.1 This policy applies to everyone on the school property as well as to learners and staff when off the school property but engaged in a school activity.

5. Responsibilities of the SGB

- 5.1 The SGB performs the functions assigned in terms of legislation and this policy.
- 5.2 The SGB provides support to the school management in developing and reviewing this policy.
- 5.3 The SGB adopts the HSSP (incorporating the Environment Policy) and reviews it at least every three years and when changed circumstances or legislation require it.
- 5.4 SGB members who have expertise in any relevant areas provide guidance to the SGB and SMT in the design, implementation, and support of the policy.



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- 5.5 The SGB is required to provide the necessary financial and human resources to support the implementation of this policy.
- 5.6 The SGB promotes parental support of the provisions of the policy.
- 5.7 The SGB, with the Headmaster's assistance, establishes a school Health and Safety and Security Committee (HSSCom) and appoints the school's Health and Safety Officer, who serves as the chairperson of the HSSCom, and the members of this committee in writing on an annual basis.
- 5.8 The SGB has oversight of the implementation of the policy through its participation in the school's HSSCom.

6 Responsibilities of the Headmaster and SMT

- 6.1 The Headmaster must ensure that an HSSCom and safety representatives have been appointed in writing and that members of the committee understand their obligations in terms of their appointment to this committee.
- 6.2 The Headmaster annually assigns responsibilities in terms of this policy to members of staff.
- 6.3 The Headmaster or his delegate must be the chairperson of the HSSCom which must meet not less often than once per term. Meetings must be held during working hours and formal minutes kept along with reports of safety representatives. [This is in terms of the Occupational Health and Safety Act.].
- 6.4 The Headmaster or his delegate must ensure that recommendations and decisions of the HSSCom are carried out and that the necessary budget is appropriated for HSSCom functions.
- 6.5 It is incumbent upon every staff member to be familiar with the contents of this policy and to bring to the attention of the SMT any health, safety and security concerns which need the attention of school management and/or the SGB.
- 6.6 The SMT is responsible for the annual review of this policy in consultation with the SGB.
- 6.7 The SMT is responsible for educating learners regarding the policy and enforcing its adherence.

7 Responsibilities of the School Health, Safety and Security Committee (HSSCom)

- 7.1 This committee serves to provide for the health and safety of the learners and staff as well as visitors on the property.
- 7.2 Educators are appointed as Health and Safety Representatives in Terms of Section 17 of the Occupational Health and Safety Act, Number 85 of 1993 as amended.
- 7.3 All staff, at the beginning of the year, must familiarise themselves with the latest revision of this policy.
- 7.4 All relevant information must be relayed to RCL members.
- 7.5 The HSSCom must:
- Establish the Chairperson and committee by appointment.
 - Hold safety meetings at least once per quarter.
 - Identify all blocks within the school.



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- d) Mark blocks on large plan of the school.
- e) Conduct inspections of blocks
- f) identify all safety risks,
- g) Rank the priority of areas needing attention in every block,
- h) Complete inspection sheet and hand to safety chairperson,
- i) Note any other matters of health and safety significance, and
- j) Involve all staff in risk identification.
- k) Open a Master Safety File and maintain all appointments, duties, policies records, minutes and data received in an up-to-date manner.
- l) Give the Headmaster a copy of minutes, summary of findings and actions to be taken, as well as recommendations to the SGB.
- m) Ensure the HSSP is up-to-date and reviewed regularly.
- n) Involve all stakeholders in risk identification and rectification of problems.
- o) Ensure First Aid team is trained and functioning.
- p) Ensure fire-fighting team is trained and functioning.
- q) Control annual checks for fire extinguishers and other fire-fighting equipment.
- r) Conduct regular control checks for First Aid equipment, fire extinguisher and safety signs.
- s) Check credentials of contractors, for example, electricians and fire extinguishers technicians.
- t) Maintain records: Safety File (with the HSSCom chairperson) and Master Safety File on Ushare.

7.6 Members of the HSSCom

- a) The Chairperson of the SGB of the school appoints the safety representatives in writing.
- b) For the safety control in the school the following representatives must be appointed:
 - i. The Employers' Representative (Headmaster or delegate) who serves as chairperson and as the school's Chief Safety officer responsible for ensuring adherence to all level legislation and this policy.
 - ii. The Deputy Representative (Deputy Headmaster, if not the chairperson)
 - iii. The First Aid Controller
 - iv. The Emergency Evacuation Controller
 - v. The Fire Controller
 - vi. The Dangerous Substance Controller
 - vii. Safety Representatives for each school block (block leaders)
 - viii. Alternate Safety Representatives for each block (deputy block leaders)

8 Roles and responsibilities of the school Emergency and Disaster Management Committee (EDMCom)

- 8.1 This committee serves to provide for the health and safety of the learners, staff and visitors at this school in the case of a disaster or other emergency situation.
- 8.2 The Headmaster appoints this committee which shall comprise at least the following:
 - a) Headmaster (the Headmaster is usually the Emergency Controller)
 - b) Emergency Controller (if not the Headmaster)



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- c) Deputy Headmaster
- d) HSSCom chairperson if not one of the above persons
- e) First Aid controller
- f) Fire controller
- g) Communications officer
- h) Search and rescue officer

8.3 The EDMCom must:

- a) Establish potential risks that persons on the school property may be exposed to.
- b) Devise strategies to deal with all emergency situations.
- c) Ensure that the evacuation and disaster management procedures are in place and known to the learners and staff.
- d) Conduct emergency drills from time to time.
- e) Communicate with the South African Police Services, Fire Department and Emergency Services.
- f) Provide and maintain safe and healthy working conditions and systems of work.
- g) Provide information, instruction, and training to enable staff and learners to perform evacuation procedures effectively.
- h) Ensure that there are sufficient trained first aid and fire control officers.
- i) Maintain high standards of health, safety and welfare in all school activities.
- j) Ensure contact details of every learner and staff member are correct at all times and available in hard copy as well as electronic format. (Keeping an off-site copy may be a wise thing to do (eg the Cloud) in case of a devastating attack where records kept at the school are destroyed.)
- k) Check that daily attendance registers of staff and learners are correct at all times.
- l) Establish protocols for handling deaths, injuries and other traumas.

9 Policy Detail: School policies relevant to Health, Safety and Security

The following specific policies, procedures and measures are incorporated in this general Policy where applicable:

- 9.1 Access to School Premises Policy
- 9.2 Accident Liability and Insurance Policy
- 9.3 Bus Policy
- 9.4 Contingency Plan
- 9.5 Emergency and Fire Procedures Policy
- 9.6 Emergency Release Policy
- 9.7 Environment Policy
- 9.8 Evacuation Procedure
- 9.9 External Transport Providers Policy
- 9.10 First Aid Policy
- 9.11 Food Handling Safety Policy
- 9.12 Industrial Action Contingency Plan
- 9.13 Physical Education Policy
- 9.14 Safety Measures Regarding Water Policy



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- 9.15 Safety in School Science Policy and Procedure
- 9.16 School Activity Policy
- 9.17 School Safety Committee
- 9.18 Swimming Pool Policy
- 9.19 WCED Learner Transport Policy
- 9.20 WCED Policy on the Management of School Excursions

10 Buildings, assets, grounds, and services safety and personal security

- 10.1 Access Security: Ensure requisite signage (eg rules regarding dangerous weapons, illegal weapons; conditions for use of swimming pool) is clearly displayed at all entrances to school grounds and updated when/where necessary.
- 10.2 Buildings, assets and personal security: Ensure functionality of all forms of security of buildings and grounds, eg burglar bars, alarms where fitted to sensitive areas/areas where valuable equipment such as IT laboratories and server rooms are housed; strong rooms and safes; CCTV coverage of grounds and buildings; liaise regularly with the outsourced security providers; HSSCom to liaise with SAPS Rondebosch. The rules applicable to venue hire by outside concerns should be regularly reviewed and updated where necessary.
- 10.3 Buildings, grounds, and services safety: Regular servicing of equipment such as fire extinguishers; checks of gas fittings and supplies; ensuring sound and lighting equipment is kept in good working order. Building and ground staff are to be provided with the necessary safety instructions and protective clothing where applicable. Ongoing maintenance of the buildings to be carried out as per schedule. Ensure that employees occupying staff accommodation are informed of their obligations and that the rules for such occupation are adhered to.
- 10.4 Personal safety and well-being:

Roads inside the school property are to be maintained, with road markings re-painted as and when necessary. Traffic flow to be monitored and problem areas identified and resolved. Learners wishing to bring either motor cycles or motor cars onto campus must apply to the Deputy Principal for permission and must provide registration details of the vehicle as well as proof of the relevant driver's licence.

Important medical details (eg allergies to, for instance, certain foods or to bee-stings; also noted should be infectious/notifiable diseases (TB, HIV, Covid-19) in respect of staff and learners to be kept on personal files as well as on the school's database. Such information may be disseminated subject to the school's POPI Policy and to be reported to the relevant authorities such as the WCED; the City's Medical Officer; SAPS etc.

Learners may not work without supervision in designated areas such as science and IT laboratories. In general, no class should be left unsupervised; sports practices are also to be managed by competent managers/coaches, with First Aid teams on duty as and when required.

- 10.5 Dealing with "Acts of God" and weather hazards (flooding, storms, fires) as well as damage to the buildings/grounds which endangers safety, and possible protest action: Ensure the necessary evacuation procedures are up-to-date and all stakeholders are familiar with these



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as a result of regular drills (at least once per term). Regular liaison with the outsourced security provider should additional safeguards be considered desirable in the event of possible protest action or other potential security threats such as vandalism, gangsterism etc.

11 Protocols for reporting and managing all health, safety, and security matters

11.1 Incident procedures and records

- a) An incident is any event in which the health, safety or security of any person or property related in some way to the school whether it occurs on or off school premises is threatened. This may range from verbal assaults, cyber-bullying, theft, to serious physical attack or armed robbery.
- b) The incident must be reported to the Pastoral Deputy or Hostel Superintendent as soon as possible after its occurrence. The incident register (kept in U-share) must be completed, and incident statements collected from the person reporting the incident and all witnesses using the prescribed form (available from the Pastoral Deputy) within twenty-four hours of the incident.
- c) In the case of a serious incident after hours, inform the Headmaster immediately.
- d) In the event of an incident having a criminal nature it must be reported immediately to the South African Police Services by the person witnessing it, involved in it, or the person to whom it was reported and the victim of the crime. A case number must be obtained as soon as possible and entered in the incident register.
- e) Depending on the nature of the incident other school procedures will be followed, for example, disciplinary action or insurance claim.

11.2 Accident procedures and records:

- a) An accident is any event in which any person is injured on the school property or while participating in any activity relating to a school activity, including a vehicle accident.
- b) The person first on the scene or witnessing the accident must, where possible, (where not possible he/she must seek assistance urgently) take the following action in this order:
 - i. Remove the person from immediate danger if absolutely necessary (eg an imminent fire).
 - ii. Check breathing and where relevant restore an airway and
 - iii. Check circulation for dangerous bleeding.
 - iv. Quickly assess the severity of the injury and call for competent, relevant medical assistance (basic first aid or medical evacuation) or administer it, if competent to do so.
 - v. If the situation warrants it, the injured person must be removed by ambulance to a hospital. **Teachers and learners may be taken to a private facility as they will be covered by the school's accident insurance. Third parties on the property must be taken to a government facility if no evidence can be provided by them or found on them that they are covered by medical aid.**



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- c) As soon as possible, phone a relative of the injured person and briefly give the nature of the accident and the location of the injured person.
- d) The accident must be reported to the Business Manager (for injury on duty claims)/Pastoral Deputy, as soon as possible after its occurrence.
- e) The accident register (kept in U-share) must be completed, and statements collected from the person reporting the accident and all witnesses, using the prescribed form (available from U-share) within twenty-four hours of the accident.
- f) In the case of a serious accident after hours, inform the Headmaster immediately.
- g) In the event of an accident having a criminal nature it must be reported immediately to the South African Police Services by the person reporting it and/or the victim of the crime. A case number must be obtained as soon as possible and entered in the accident register.
- h) Depending on the nature of the accident other school procedures will be followed, for example, report to the Occupational Health and Safety Commissioner (within twenty-four hours), Workmen's Compensation Fund (within seven days), **school accident insurance claim, public liability insurance claim**, or disciplinary action.
- i) See paragraph 12 for emergency contact numbers and school accident insurance policy details.

11.3 Management of serious crimes and records

- a) In the event of a serious crime that threatens the safety of any person, the person witnessing it (or the person the matter was referred to) must, if it is safe to do so, immediately alert the Security Guards (076 027 7808) or summon help from the South African Police Services. Use the 10111 number for the emergency call. Thereafter all parties must use their common sense to do whatever is necessary to minimise the threat to any person's safety. The safety of people is paramount. No heroic effort must be made to defend property.
- b) The procedures for managing an incident/accident as described above must be followed.
- c) In the event of a serious crime related to physical assets where safety has not been threatened, the procedures for managing an incident as described in 11.3 above must be followed.
- d) In all cases if the person committing the offence is a member of staff (if a state-employed staff member, provincial education procedure should first be observed) or a learner of the school, the person may be suspended from school with immediate effect, after a meeting explaining the reason for the suspension and allowing the alleged offender to make a statement as to why precautionary suspension should not be implemented pending relevant disciplinary procedures (the number of days will be determined by other policies) and the judicial process. A letter to this effect must be given to the employee or to the parent of the learner.



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12 Communication of the HSSP to the school

12.1 The SGB and SMT, together with the HSSCom, will identify strategies for informing the school community of the contents of the policy and any changes that are made from time-to-time. Such strategies would include posting of the policy (and any subsequent amendments, as well as revised changes to the policy) on the school's website and other suitable electronic platforms to which the parent body and the learners have access. Should it be deemed necessary, the Headmaster would draw the attention to the changes by way of a written notice to all stakeholders (including parents, staff, OBU and learners).

13 Contact details for support and emergency services

Organisation	Contact Person	Contact Details
SAPS, Rondebosch	???	
SAPS (Flying Squad)		10111
Red Cross Children's Hospital		021 658 5111
Red Cross Children's Hospital	Poisons Information Department	0861 555 777
Groote Schuur Hospital		021 404 5542
Vincent Pallotti Hospital		0860 532 532
City of Cape Town	General Emergency	107 (landline)/ 112 (mobile)
City of Cape Town Call Centre	Fires, floods, rockfalls and other environmental emergencies	0860 103 089
Honeybee Foundation (removal of swarms)	Dominic Marchand	021 511 4567
Cape Snake Conservation	Grant Smith Sean Thomas	084 328 1001 071 609 3540
Ambulance		10177
Fire	Emergency	107 (landline) 021 480 7700 (mobile)
RBHS – First Aid Officer	Mr R Claassen	021 686 3987 (after hours? 084 855 6686)
RBHS – Covid-19 Officer	Mr R Claassen	021 686 3987 (after hours? 084 855 6686)
RBHS – Estates Manager	Mr G Endley Mr G Johnson	083 571 5881 ???
RBHS – Security Manager	Mr M de Kock	083 680 4134
Target Security Guards	Security Hut	076 027 7808
RBHS – Hostel Superintendent	Mr G Pienaar	072 211 9964
RBHS – Hostel Manager	Mrs K Duncan	083 308 6793



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14 Forms – exemplars – see attached

- 14.1 Health and safety representative reporting checklist
- 14.2 Emergency evacuation plan
- 14.3 Disaster Management Plan
- 14.4 Location of fire extinguishers, exits, and First Aid kits plan
- 14.5 Checklist for First Aid kits
- 14.6 Safety committee meeting template for agenda, minutes, attendance register and decisions record
- 14.7 Minutes of the safety committee meeting
- 14.8 Safety committee meetings action list
- 14.9 Incident register template
- 14.10 Accident register template
- 14.11 Incident witness report form template
- 14.12 Accident witness report form template

15 ENVIRONMENT POLICY (to be read in conjunction with, and incorporated in, the Health, Safety and Security Policy)

15.1 Preamble

As a responsible corporate and institutional citizen, Rondebosch Boys' High School is committed to protecting human health, natural resources and our local environment, and becoming a leader among schools in minimising the impact of our various activities on the environment.

15.2 Approaches

Wherever practicable the school will prevent, or otherwise minimise, mitigate and remediate, harmful effects of the school's operations on the environment. In this regard, the school's commitment extends beyond a mere compliance with the law: it encompasses the integration of sound environmental practices into our business and related decisions.

15.3 Commitment

In this regard, the school is committed to:

- Continually assessing our impact on the environment and the communities in which we live and operate, with the goal of reducing any negative impact on the environment through the establishment of appropriate objectives and targets.
- Educating, training and motivating learners, employees and other members of the broad school community to conduct their activities in a responsible way.
- Undertaking actions to restore and preserve the environment.
- Actively promoting recycling, both internally and amongst members of the broader community.
- Reducing waste and pollutants, conserving resources and recycling materials.



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15.4 Action

Wherever practicable, the school will:

- Comply with applicable legal requirements and 'best practice' with regard to the environment and environmental matters.
- Implement a training programme for the staff to raise awareness of environmental issues and enlist their support in improving the school's performance, so as to raise awareness and encourage participation in positive environmental initiatives.
- Participate in discussions about environmental issues.
- Assess the environmental impact of all historic, current and likely future operations.
- Continually seek to improve environmental performance, e.g. by doing a regular walk-around survey to see if the school and its community is using energy and water efficiently and whether measures to reduce waste and pollution are effective.
- Consider the use of sustainable energy sources, recycled or borehole water, and environmentally friendly pesticides and fertilizers in our facilities and on our gardens and fields.
- Minimise the use of energy, supplies, water, electricity and fossil fuels.
- Reduce pollution, emissions and waste, e.g. emissions from leaks and spills, excessive noise generated by the activities of the school.
- Source products which minimise negative environmental impact both during production and usage.

16 ADOPTION

The RBHS Board of Governors hereby adopts the Health, Safety and Security Policy, incorporating the Environment Policy.

For and on behalf of the Board:

Name: _____

Role: _____

Signature: _____

Date: _____

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Exemplar forms

Health and safety representative reporting checklist

CLASSROOM INSPECTION CONTROL SHEET

CLASSROOM NO: _____				
MONTH: _____				
		YES	NO	N/A
1	Administrative Requirements			
1.1	Does the school have a safety policy?			
1.2	If so, are the teachers/learners aware of the contents?			
2	General Health and Safety Precautions			
2.1	Are Fire Escape routes from the classrooms clear of obstruction and suitably sign posted?			
2.2	Is the Fire Alarm easily audible above noise?			
2.3	Have suitable items of fire-fighting equipment been provided?			
2.4	Are notices displayed indicating action to be taken in the event of a fire?			
3	Physical Building Safety/General			
3.1	Are the ceilings and walls free of cracks/leaks and paint in good condition?			
3.2	Are the floors/tiling/carpeting in good condition, without holes/ hazards?			
3.3	Do the windows function properly and are they free of cracks/damage?			
3.4	Are all the chairs in a safe and suitable condition?			
3.5	Are all the desks/work benches in good order?			
3.6	Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?			
3.7	Are step stools or small ladders available for accessing stored items from high shelves?			
3.8	Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.			
4	Electrical Safety			
4.1	Are electrical outlets, cover plates and wall switches secure and undamaged?			
4.2	Are extension cords in good condition and used for temporary purposes only?			
DATE OF INSPECTION				
TEACHER'S NAME				
TEACHER'S SIGNATURE				



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EMERGENCY EVACUATION PLAN

RBHS EVACUATION PROCEDURE

1. HM / Deputies informed.
2. Police / Fire brigade notified by HM / DSO secretary.
3. Notify the school: For Fire: 6 successive long bells or Alarm or intercom announcement
 For Bomb Scare: 6 successive short rings of the school bell
4. HM to the Matric Lawn to meet the SAP / Fire Brigade.

ACTIONS BY STAFF:

5. DEPUTIES' RESPONSIBILITIES:

- People Safety Co-ordinator: SE / Senior Deputy – Go to the main foyer and co-ordinate communications from there. Stay in foyer area until last person is out & then wait on Matric lawn with admin staff for reports from JBrenner and NT on absentees.
- Learner Safety: NT – Collect clipboards from SD's office with absentee lists to go to Grade Heads. Go to the field to co-ordinate and control
- Communications on Cricket A: GPI to do all communication to learners at field via megaphone

6. STAFF RESPONSIBILITIES:

JBruce to contact Reeler Music Centre.

TSc to ensure evacuation of music pupils and staff to **Cricket A**

Teachers: Evacuate boys: take all bags, from classrooms. Go straight out – follow arrows to exit doors.

For FIRE: Close windows and doors. Switch off lights.

For BOMB: Leave windows and doors open. Switch off lights.

Report any bags left in or outside classroom to SE in the foyer.

Art, EGD, Technology and Science rooms – close storerooms and leave extinguishers **outside** the doors.

7. NOMINATED STAFF: (E Bam, J Snijmann, J Harker, L Forbes, L Nel, A Hill, J Whiston, R Bowley, B Siljeur, T Scarr and K Jenkins)

RdeK to Tech stairwell – keep boys away from lockers and send them out via the nearest exit.

JS to Afrikaans stairwell – send boys down.

JH to Murison Commons exit – get boys out of library

LF to ICT Lab, IT Conference Room and IT office – exit through Murison Commons exit

LN to Clocktower / Murison Quad exit – get boys out

AH to stairwell outside room 64 – get boys down

JW to top office stairwell – get boys down – through steps behind hall past staff room.

RB to lower toilet exit keep boys away from lockers and toilets

BS to exit outside Gym – move boys out and down the alley and Gym corridor



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TSc to the Reeler Music Centre main door – get boys out.

KJ get boys out of the Art centre.

NB: Nominated staff report to SE in the main foyer after all boys are out.

SEARCH TEAMS TO IDENTIFY FOREIGN OBJECTS: (O Slingers, A Nel, G Paarman, T Edwards, B Halday, R Bowley, B Siljeur, K Jenkins and J Snijmann)

OS Head's Office / Staff room / PA's Office / Bursars' Room / Hall Galleries

AN Top floor (Afrikaans / History)

GPa 1st floor (Geog / Sci / Maths / Counselling)

TE 1st floor (EGD / English / Xhosa / Drama / Art / Bio)

BH Ground floor (Science / Science Storerooms / Accounting / Printing Room / Maths)

RB Ground floor (Red Brick Quad / Smoking Area / Bio / Economics / Technology / EGD)

BS Basement area (English / Maths Lit / Lockers)

KJ Hall / bottom floor / Hall Foyers / Restaurant

JS Gym / Gym Corridors / Plain Tree Quad

NB: Search Team report to SE in the main foyer after all areas have been searched.

8. Report any foreign objects to HM on matric lawn
9. Once all areas have been checked and staff and boys are out of the building, teachers go to classes on Cricket A
10. **FIRST AID KIT: RC to collect from First Aid Room.**

11. INSTRUCTIONS TO LEARNERS:

12. Instruct learners to take bags with them in case of a fire.

13. Boys to Cricket A (If raining, the Mears)

All classes to line up alphabetically, in a single file, facing the school, on cricket A on the side closest to Rugby A field. Grade 8 closest to the pool – A1 to A6, then Grade 9 – B1 to B6 and so on to Grade 12 closest to the E1942 Centenary Pavilion side.

Class teachers to stand in front of the class, once a register is taken, boys place bags on the ground and then sit down.



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ALL CLEAR:

3. HM and SE make a decision with police, and relay decision to NT who will take it back to Grade Heads.
4. GPI will give the permission for pupils to return to class when all clear is given by SE.
5. If event occurs during **BREAK**: Bell is rung. Nominated teachers clear the building – tell learners in the building to take their bags. Leave the other bags in the building.



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Location of fire extinguishers, exits, and First Aid kits plan

Insert a plan of the school and indicate where exits, fire extinguishers and first aid kits can be found.



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CHECKLIST FOR FIRST AID KITS

List where kits can be found. Every vehicle, kitchen, science centre, workshop must have one. Every sports group must collect an appropriate kit for the activity from the XXX before play commences and prior to leaving for away matches.

General kits are kept in XXX

Checklist for XXX kits kept in reception:

6 X gloves	1 roll adhesive plaster	4 splints
2 X CPR mouth pieces	1 cotton wool	1 bottle mercurochrome
1 X plasters	3 sanitary pads/tampons	eye drops
1 X gauze swabs	1 pair scissors	1 tube antiseptic cream
2 X conform bandages	safety pins	1 tube bruise ointment
2 crepe bandages	1 pair tweezers	1 deep heat/arnica
3 triangular bandages	1 eye bath	1 ice spray
2 dressings	1 rescue blanket	1 box Disprin
1 eye dressing	1 bottle water	1 box Panados
1 tube Antisan	1 X asthma pump	

Checklist for kits kept in art, science, workshops and kitchens
Specify additional items for these kits.

Checklist for kits for various sports

Specify additional items for these kits as required by specific sports.

Checklist for kits kept in school buses:

6 X gloves	plasters	2 roller bandages
2 X CPR mouthpieces	gauze swabs	2 triangular bandages
1 small Dettol	small cotton wool	



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Safety committee meeting template for agenda, minutes, attendance register and decisions record

**RONDEBOSCH BOYS' HIGH SCHOOL
 NOTICE OF A MEETING OF THE SAFETY COMMITTEE TO BE HELD ON _____
 AGENDA**

	Item	Person responsible	Format	Purpose
1	Welcome and opening remarks	Chairperson	Verbal	Noting
2	Attendance	Chairperson	Verbal	Noting
3	Apologies	Chairperson	Verbal	Noting
4	Minutes of the previous meeting	Chairperson	Verbal	Adoption
5	Matters Arising – Action List	Chairperson	Verbal	Report back; Discussion and recommendation for further action
6	<u>Block reports summary</u>	Chairperson	Tabled, in writing, in advance	Discussion and recommendation for action
7	<u>Transport and road safety report</u> a) Vehicle safety b) Road safety	School transport co-ordinator	Tabled, in writing, in advance	Discussion and recommendation for action
8	<u>Access and security safety report</u> a) Access b) Security – general c) Security – personal property d) Matters reported to the SAPS e) Emergency procedures	Headmaster and Finance Manager	Tabled, in writing, in advance	Discussion and recommendation for action
9	<u>Learner safety report</u> a) Playground supervision b) After school supervision c) Extramural safety d) School excursion safety e) Personal safety (absence of bullying, initiation, corporal punishment, illegal substances, dangerous weapon) f) Adherence to the school Code of Conduct g) Pastoral care and trauma counselling	Learner wellbeing committee chairperson	Tabled, in writing, in advance	Discussion and recommendation for action
10	Food safety report	RCL representative	Tabled, in writing	Discussion and recommendation for action
11	First Aid report	First Aid controller	Tabled, in writing	Discussion and recommendation for action
12	Fire safety report	Fire Safety Controller	Tabled, in writing	Discussion and recommendation for action
13	Items for next agenda	All	Verbal	Noting
14	Closure	Chairperson	Verbal	Noting
15	Date and time of next meeting	Chairperson	Verbal	Noting

