



EFFECTIVE DATE: 27 JULY 2023

REVIEWED: 15 MAY 2024

RISK ASSESMENT, HEALTH AND SAFETY & CRISIS MANAGEMENT POLICY

OBJECTIVE

The school regards the safety and health of its pupils and staff members a priority, we endeavour to comply with the provincial and local authority legislation.

The school has an appointed HSC, **HEALTH & SAFETY COMMITTEE**, who on a regular basis evaluates risks and in regular communication with the Heads for improvements and implementations.

HSC (appointees)

REPRESENTATIVE	Jessica Van Schalkwyk
REPRESENTATIVE	Antoinette Matthee
MEDIC	Jessica Van Schalkwyk & Antoinette Matthee
FIRE OFFICER	Carianne Maqekeni & Izalta Lubbe
HEAD INVESTIGATOR	Chris Bester & Lorraine Jonck

FUNCTIONS:

1. Do a RISK CHECKLIST AND ANALYSIS REPORT termly
2. Review basic emergency and standard operating procedures and action plan
3. Ensure compliance with all regulations
4. Train staff to enable them to fulfil designated roles and drills
5. Collect, record and clarify ongoing information of actual crisis, accidents, injuries etc.
6. Evaluate the impact of the crisis on the school
7. Provide medical attention to students and staff
8. Conduct trial runs of drills
9. Keep record of each drill or evacuation, debriefing on its effectiveness (emergency or practise)
10. Check repair and maintenance book

REMEMBER:

- Mitigation/prevention
- Preparedness
- Response, and Recovery

READ THIS POLICY IN CONJUNCTION WITH OUR:

HEALTH & NUTRITION POLICY

CHILD PROTECTION POLICY

EMERGENCY PROCEDURE POLICY (available in the CHS application form, pg. 4)

MEDICATION POLICY (available in the CHS application form, pg. 4)

MEDICAL INFORMATION and EMERGENCY CONTACTS pertaining to the student (available in the CHS application form, pg. 3)

TOURS, EXCURSIONS & TRANSPORT POLICY (page 3)

STATIONERY & CONSUMABLE POLICY applicable to your child's age and class (bottom page, IMPORTANT REMINDERS)

RISK ASSESSMENT

This policy sets out the requirements for schools to identify and manage risks that might affect their students, staff or operations. Managing risk is everyone's responsibility

IDENTIFYING AND MANAGING RISK MAXIMISES SCHOOLS' ABILITY TO MAKE SOUND DECISIONS TO:

- deliver the best possible outcomes for the school and the community
- safeguard student and staff wellbeing.

GUIDELINES

SWOT- used in risk identification

Is a useful tool to analyse the environment and establish current issues and future risks.

STRENGTHS: what do we do well?

WEAKNESSES: where can we improve?

OPPORTUNITIES: what is going on around us that we can benefit from?

THREATS: who and what can cause problems in the future and how (prevention)

RISKS

Assess each risk to determine the overall level of risk.

- **CONSEQUENCES** (minor or severe)

Consider the consequences or impact (effect) of the risk, e.g. financially impact or bad publicity for School

- **LIKELIHOOD** (how often it would occur)

Consider how likely it is that the risk will occur.

- Almost certain
- Likely
- Possible
- Unlikely
- Rare

COMMUNICATION AND CONSULTATION

SHARE: practical advice or solutions to minimise the risk.

TERMINATE: cease the activity altogether.

ACCEPT: this will require appropriate authority or advice from Heads.

MONITORING AND REVIEW

A Health & Safety meeting should be scheduled at least once a month or more often when necessary.

RECORDING AND REPORTING

The Health & Safety checklist as well as the risk analysis report must be completed termly. The findings/outcomes of the risk management process must be shared to the relevant Heads/stakeholders. This ensures that risk exposures are understood and managed accordingly and timely.

SECTION 1

DAILY SCHOOL GENERAL HEALTH & SAFETY PROCEDURES

1.1. DROP OFF AND COLLECTION PROCEDURES

DROP-OFF

PRE-SCHOOL: Parents may walk in with students until 8:30 am, thereafter teachers will escort students to class.

GRADE R - 3: Students to enter unaccompanied until 8:00 am. Late arrivals must sign in at reception and will be escorted to class.

INTERMEDIATE AND UP: Students to enter unaccompanied until 7:30 am. Late arrivals must sign in at reception.

COLLECTION

PRE-SCHOOL: Parents may collect their children from their register classes between 13:30 - 14:00 and 16:30 - 17:30.

If you arrive outside these times, please report to reception, and we will use the intercom to summon your child.

GRADE R-3: Students will be brought forward to reception area between 13:30 - 14:00 and 16:45 - 17:30.

If you arrive outside these times, please report to reception, and we will use the intercom to summon your child.

INTERMEDIATE AND UP: Students will be brought forward to reception area between 14:00 - 14:15 and 16:45 - 17:30.

If you arrive outside these times, please report to reception, and we will use the intercom to summon your child.

DRIVE-IN ELECTRIC GATE ENTRANCE:

Our electric gate is unable to tolerate the traffic of opening and closing numerous times a day and poses danger to our students. An access code will only be granted to:

1. Elderly parents / guardians or a person sustaining a medical condition;
2. parents / guardians with students under the age of 2 years of age;
3. Be reminded our entire property, including our outside parking area is a DEAD ZONE, always be extra cautious and attentive of your surroundings when driving into our School, do not allow any vehicle to tail gate in behind you, look out for pedestrians and animals.

ACCESS CODES:

Do not disclose this code to your children, older siblings or unfamiliar individuals.

1.2 GENERAL SAFETY & HYGIENE MEASURES PRACTISED BY CHS STAFF

CLEAN CODE OF EQUIPMENT & PROCEDURE

RED: Bathrooms, washrooms, toilets, showers, basins, toilets and floors

GREEN: Primary and high school (Grade R – 9)

BLUE: General areas (kitchen, reception, public and office areas)

YELLOW: Babies and toddlers (little chicks – little lambs)

The cleaning supplies, including mops, brooms, and cloths, are assigned specific colour codes to ensure proper usage and organization within the school.

Each division or area utilizes a distinct colour to facilitate efficient cleaning and maintenance.

By adhering to this colour-coded system, the school ensures that cleaning tasks are carried out effectively and efficiently, minimizing cross contamination and maintaining a clean and hygienic environment for all.

CHEMICALS

PROSAN Q: For cleaning and disinfecting tables, chairs, and surfaces.

PROSAN XP: For cleaning floors.

DINER GEN: For cleaning kitchen tables, surfaces, and equipment.

SINOTOL: For cleaning and soaking mops and clothes overnight.

PROCEDURE

Our kitchen storage area is equipped with a dispenser that automatically mixes the appropriate amount of water and chemical. The kitchen staff is responsible for ensuring that all spray bottles are filled daily. All chemicals are all out of reach of students.

Each classroom is equipped with a broom and dustpan for cleaning minor messes.

Mops and brooms are kept in the hall, while cleaning chemicals and cloths are stored in the kitchen. These items should be retrieved when necessary for cleaning the classroom and be brought back directly after cleaning.

Each class is accountable for maintaining the cleanliness of their respective classroom.

The staff rotates their duties, which include assisting with bathroom maintenance and following a regular inspection schedule for each bathroom.

The kitchen staff is responsible for cleaning the kitchen, all common areas, and the bathrooms.

The mops and cleaning cloths are thoroughly cleaned every Friday using Omo and Jik, along with a washing machine, to ensure proper cleaning.

GENERAL

1. Every classroom will contain a "Journal", this book will be completed and recorded with any incidents, injuries, peer rivalry, daily altercations, incomplete work or homework or unusual behaviour or findings our Teachers / assistants feel consequential to be recorded and diarised and further recorded and information transferred to each student's personal Student profile file.
2. In the unfortunate event your child is victim of any injury, you will be contacted and an INJURY REPORT sent to you for your records and attention. (in conjunction to our emergency procedure policy)
3. Classrooms are mopped, swept and surfaces wiped once daily and more often when needed.
4. A deep clean of toys, table centres, educational toys, chairs, tables, mattresses, cloths, toy crates, lunch and juice bottle crates and any other containers must be washed, disinfected and checked once a month or more often if necessary.
5. Junior pre-school toys are to be washed every week, including all feeding chairs, cots, swings etc. or more often if necessary.
6. All bedding should be sent home every Friday or more often when soiled.
7. Report broken/damaged items to the office and make sure it is recorded in the Repairs & Maintenance book.
8. All items used should be handled with care and used sparingly.
9. All appliances and lights should be disconnected or switched off when not in use.
10. The highest hygiene procedures are followed in the junior pre-school, when working with bottles, formula, nappies, soothers(dummies), wet wipes, burp nappies, bibs etc.
Be organized, attentive, label all items belonging to the children. No bottles or dummies are to lay around on floors or be uncovered. Disinfect with boiling water when necessary. All kids under 1-year of age will be fed & burped by hand, No child will be placed in a cot with a bottle or drink unattended!
11. Make sure all items belonging to each child is safely packed away when not in use.
12. No items should be shared amongst kids; including staff, (stationery, toiletries, eating and feeding utensils, food, bedding or clothes) no kissing or inappropriate touch.
13. Sunscreen and hats are compulsory and remain the responsibility of the parent to supply and apply on all exposed areas before arriving at school, staff to reapply on all exposed areas morning academics.
14. All lunch boxes and juice bottles are to be neatly labelled in a permanent marker at the bottom.
15. Be aware of all allergies and chronic ailments. (recorded in the student profile file, class lists and emergency file)
16. All cutlery to be sent home every day belonging to the kids, do not send it to the kitchen, a rinse/wipe is suffice.
17. Strictly no kids to walk around whilst eating or drinking, teach them to be seated in the designated area.
18. PRE-SCHOOL: No sweets, cookies or crisps will be opened if sent to school, return unopened.
19. We do not heat, refrigerate or cook any food of any kind supplied by parents! No food belonging to a child or staff member should be kept at school, in our fridges and freezers or left overnight.
20. Toilets should be washed, cleaned & flushed immediately after each use, furthermore bathrooms are checked, mopped and cleaned twice daily, and furthermore checked at 07:30, 10:30, 12:30, 15:00 and 16:30.
21. JUNIOR PRE-SCHOOL: Nappy changing mats should also be disinfected after **EVERY** change.

22. PRE-SCHOOL: Soiled clothing must be rinsed out and placed in a packet before sending it home.
23. PRE-SCHOOL: All nappies must be placed in a nappy bag before disposing of it in the outside bins.
24. All cleaning equipment and chemicals must be kept out of reach of kids and immediately replaced in its designated area.
25. PRE-SCHOOL: No child is to go to the toilet or use toilet paper, hand wash or wet wipes without adult supervision. Boys & girls are to go separately, please assist with wiping, quantities of the toilet paper & hand wash, use them sparingly.
26. GRADE R AND UP: Teachers are expected to train the students in bathroom hygiene, some foundation phase students will still require assistance during toilet routine
27. Children's noses, hands and faces are to be checked or wiped with provided wet wipes after outside play, before nap time as well as before and after every meal time.
28. A spot check of the student's cleanliness to be done before a parent collects a child.
29. Under no circumstances must any child be unattended without adult supervision, be attentive & aware of your total head counts at all times, always inform another staff member you are leaving to go on lunch or to the bathroom, make sure they acknowledge you are no longer on duty.
30. All play areas are closely supervised, particularly areas containing large playground equipment and areas marked as danger zones.
31. Classroom inspections will take place once a month.
32. Sandpits or sand-tables to be salted every 8 weeks.
33. No wet food to be put in bins, compost buckets are provided and brought to the kitchen at the end of the day.
34. PERSONAL HYGIENE: Staff are to be attentive of their hair, nails, and personal appearance.

OUTDOOR RULES

- 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 moving 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, trampolines or large playground equipment.
- Children may not throw or kick sand, sticks, stones or refuse for any reason whatsoever.
- Children to ride bicycles or scooters on the designated tarmac.
- Children may not play behind bathrooms or inside bathrooms at any time.
- Children may not play inside classes (keep locked) or on corridors during outdoor play time.

HAND WASHING & GLOVE POLICY

HAND WASHING

- Before preparing, eating or touching food.
- After 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 cleaning an injury.
- After wiping noses, faces or buttocks.
- After cleaning injuries or sores.
- Whenever visibly dirty.

GLOVES

- In the event of contact with blood or any blood-stained body fluids.
- When changing a child with soiled underclothing, rashes or broken skin
- When cleaning surfaces contaminated with blood or blood-stained fluids.
- When cleaning an area contaminated with body fluids e.g. vomitus.

1.3. SMOKING POLICY

Smoking by staff, parents and visitors is strictly prohibited on the school premises (designated area). Learners are not permitted to smoke/vape on the premises and are subject to the strictest disciplinary action if found doing so.

1.4. SCHOOL POLICY REGARDING HIV/AIDS

HIV testing is not a pre-requisite for employment or enrolment in the school.

EDUCATORS LIVING WITH HIV/AIDS:

1. Have the same rights as all other educators in areas pertaining to sick leave and compassionate leave.
2. Have the same responsibilities and obligations as all other educators with regards to meeting attendance, maintenance of education standards, break duties etc.
3. May continue employment until they are unable to meet accountable standards of work performance and attendance. Decisions made in this regard are undertaken by the principal.
4. Are not denied promotion, training or holding of senior positions.
5. Are protected from discrimination, harassment or victimisation regarding their HIV/AIDS status
6. No educator, staff member or learner is required to disclose his or her HIV status publicly.

LEARNERS LIVING WITH HIV/AIDS SHOULD:

7. Attend regular classes as their health permits them to do so.
8. 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.
9. Not be excluded from any disciplinary procedures in the event of misbehaviour.
10. Be protected from discrimination, harassment or victimisation regarding their HIV/AIDS status and be provided with support, empathy and compassion.
11. 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).
12. 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.
13. No educator or learner may refuse to work with a colleague or teach a learner, based on their HIV status.
14. No learner may refuse the teaching of an educator or refuse to study with a fellow learner based on their HIV status.
15. Universal precautions are maintained in the school to keep a safe and healthy work environment.
16. All educators and learners are appropriately educated regarding precautionary behaviours and measures are taken to maintain a safe and healthy working environment.

1.5. DRUG, SUBSTANCE, ALCOHOL AND VIOLENCE (refer to our ANTI-BULLYING POLICY & CODE OF CONDUCT)

We have a strict anti-bullying policy, please report any bullying directly to your class teacher, or make use of the Bully Box, necessary procedures will follow. (kindly refer to our CODE OF CONDUCT and disciplinary procedures)

1. The school is a drug-free, alcohol free and dangerous-object-free zone.
2. No person may be in possession of dangerous objects or drugs on the school premises.
3. If a person is found in possession of drugs or dangerous objects, the principal will keep the person in custody until a member of the South African Police Force arrives to take legal authority of the situation.
4. The principal may, without a warrant, conduct a search of a person or the school property at any time should she suspect that there is a presence of drugs or dangerous objects (GAZETTE NO. 2663 NO 975, 20 August 2004).
5. If a person is found on the school premises with illegal drugs or dangerous objects it is grounds for immediate removal, or in the case of a learner or staff member, immediate dismissal from the school.

CRISIS: SECTION 2

2.1. CRISIS

CRISIS AT SCHOOLS MAY INVOLVE A RANGE OF INCIDENTS, ACCIDENTS OR DISASTERS

Child abuse	Civil unrest – strikes or demonstrations
hostage, kidnapping, robbery, rape, shooting, bomb	Dangerous weapons brought to school
Drug or alcohol use or pedaling	Epidemic outbreak or food-borne illness
Fire or explosion	Fraud or theft
Hazardous materials or gas leak	Lost or missing child

Parent behaviour	Racism
Severe weather (heavy rain, hail, wind, snow)	Sexual harassment
Social media misuse	Specialist accidents related to subjects
Stolen exam papers	Structural or utility failure or collapse
Sudden injury/illness, suicide or death	Teacher arrests
Teenage pregnancy	Traffic accident (car or school bus)
Vandalism	Violence or bullying
Facility-related accident or death; pool, playground	Criminal offenses

DEALING WITH EMOTIONAL TRAUMA

WHAT PEOPLE NEED AFTER THEY HAVE EXPERIENCED A CRISIS:

- Support - physical, social and emotional
- Re-establishment of a sense of self, control and self-worthiness
- Connections with others - (re)establishing trust
- Sense of purpose - which comes about in community
- To be given appropriate, truthful information when necessary
- To get back to daily routine as soon as possible
- Exercise and relaxation
- Avoidance of major decisions for the time being.

TRAUMATISED INDIVIDUALS – SIGNS TO LOOK OUT FOR:

1. Sudden change in the child's behaviour or personality – either disruptive or withdrawn
2. Post-traumatic stress symptoms (as above)
3. School performance deteriorates
4. Child discloses other traumatic experiences in written assignments or class discussions
5. Change in sleep/eating patterns.

RESOURCES

RISK ASSESSMENT

- *Integrated Five Star System Standard for the Education Sector/Legal Compliance Audit* <http://www.nosa.co.za>
- *OHS Act Policy and Procedures, Safer Schools Programme*
<http://saferschools.co.za/index.php?pgid=1696&cid=113&lastusedpgid=1696&PHPSESSID=au00eef5h709suash1r0flduv5#homeplace>

ESAFETY

- *Cyber bullying Toolkit for Educators* www.common sense.org/cyberbullying-toolkit

COUNSELLING

- *Counselling, FAMSA* <http://www.famsa.org.za>
- *Counselling; HIV/AIDS Helpline; Stop Gender Violence Helpline, Lifeline Southern Africa* <http://www.lifeline.org.za>
- *Rape and Sexual Assault Counselling, POWA [People Opposing Women Abuse]* <http://www.powa.co.za/>
- *Road Safety and Trauma Counselling, Arrive Alive SA* <http://www.arrivealive.co.za>
- *SANCA [South African National Council on Alcoholism and Drug Dependence]* <http://www.addictionrehab.co.za>
- *The Trauma Centre* <http://www.trauma.org.za/>
- *Trauma Debriefing and Counselling, Johannesburg Parent and Child Counselling Centre* <http://www.jpccc.org.za>
- *Trauma De-Briefing and Trauma Counselling, Family Life Centre* <http://www.familylife.co.za>

SIGNATURE APPROVAL

BEHALF OF HEADS		DATE	
BEHALF OF SGB		DATE	
PRINCIPAL		DATE	