TAFELBERG SCHOOL

HEALTH, SAFETY AND SECURITY POLICY

1. INTRODUCTION

Tafelberg prides itself in the standard of education and quality of interventions provided to our learners. We wish to maintain and improve in the holistic development of our learners and their well-being, and create a safe educational environment for learners and staff.

2. PURPOSE OF THE POLICY

2.1   The purpose of this policy is to ensure the total health, safety and security of learners, staff and visitors. The school should be as safe in all respects as it can possibly be.

2.2   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.

2.3   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. This include fast and well co-ordinated action in an emergency situation, assessing the type of emergency that may be required to be dealt with and to outline the procedures adopted to cope with fire, bomb threats, civil unrest and any other emergency which may arise.

2.3   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.

3. PRINCIPLES

3.1. Providing school-wide safety is a top priority of all stakeholders.

3.2. 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.

3.3. The school manages all forms of violence, gangsterism, substance abuse and bullying in terms of the school's Code of Conduct and Discipline procedures.

3.4. 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.

3.5. The school will provide appropriate support for alleged victims, whistle-blowers, and perpetrators.

3.6. The school will ensure that all safety-related offences are managed with care, sensitivity, and confidentiality to mitigate against secondary abuse.

4. DEFINITIONS AND ACRONYMS

school	refers to Tafelberg School.
school community	includes all learners, all members of staff, all parents and visitors to the school, and residents in the school neighbourhood.
WCED	Western Cape Education Department
EDMCom	Emergency and Disaster Management Committee
HOD	Head of Department of the Western Cape Education Department
MEC	Member of the Executive Council
HSSCom	Health, safety, and security committee
HSSP	Health, Safety, and Security Policy of Tafelberg School
SMT	School Management Team

5. APPLICABLE LEGISLATION

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

1. Constitution of the Republic of South Africa Act 108 of 1996
2. Convention on the Rights of the Child (ratified by South Africa in 1995)
3. African Charter on the Rights and Welfare of the Child (2000)
4. African Youth Charter (ratified by South Africa in 2009)
5. South African Schools Act 84 of 1996
6. National Education Policy Act 27 of 1996
7. Employment of Educators Act 76 of 1998
8. Public Service Act 103 of 1994
9. South African Council for Educators Act 31 of 2000
10. Code of Professional Ethics, South African Council for Educators
11. Regulations for Safety Measures at all Public Schools (2001, as amended)
12. Regulations to Prohibit Initiation Practices in Schools (2002)
13. Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct for Learners (1998)
14. Devices to be Used and Procedure to be followed for Drug Testing (2008)
15. National Policy on HIV/AIDS, for Learners and Educators in Public Schools (1999)
16. National Policy on the Management of Drug Abuse by (2002)
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)
18. National School Health Policy and Implementation Guidelines (Department of Health, 2003)
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)
20. Occupational Health and Safety Act 85 of 1993
21. Child Justice Act 75 of 2008
22. Children's Act 38 of 2005
23. Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007
24. The Liquor Act 59 of 2003
25. Films and Publications Act 65 of 1996 as amended
26. Control of Access to Public Premises and Vehicles Act 53 of 1985

27. Drugs and drugs trafficking Act 140 of 1992
28. Firearms Control Act 60 of 2000
29. Policy on Learner Attendance GN 361 in GG 33150, 2010
30. Regulations to Prohibit Initiation Practices in Schools GN 1589 in GG 24165, 2002
31. Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008
32. National School Safety Framework
33. Protocol for the Management and reporting of Sexual Abuse and Harassment in Schools

6. APPLICATION AND SCOPE OF THE POLICY

6.1 This policy applies to everyone <u>on the school property</u> and to learners and staff when <u>off the school property</u> but <u>engaged in a school activity</u>.

7. RESPONSIBILITIES OF THE SGB

7.1 The SGB performs the functions assigned in terms of legislation and this policy.

7.2 The SGB provides support to the school management in developing and reviewing this policy.

7.3 The SGB adopts the HSSP and reviews it at least every three years and when circumstances change or legislation require it.

7.4 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.

7.5 The SGB is required to provide the necessary financial and human resources to support the implementation of this policy.

7.6 The SGB promotes parental support of the provisions of the policy.

7.7 The SGB, with the Principal's assistance, establishes a school HSSCom and appoints the school's Health and Safety Officer, who serves as the chairperson of the HHSCom, and the members of this committee in writing on an annual basis.

7.8 The SGB has oversight of the implementation of the policy through its participation in the school's HSSCom.

8. RESPONSIBILITIES OF THE PRINCIPAL AND SMT

8.1 The principal must ensure that an HSSCom and safety representative(s) have been appointed in writing and that members of the committee understand their obligations in terms of their appointment to this committee.

8.2 The principal annually assigns responsibilities in terms of this policy to members of staff.

8.3 The principal or his/her delegate must be the chairperson of the HSSCom which must meet at least once per term. Meetings must be held during working hours and formal minutes kept along with reports of safety representatives.

8.4 The principal or his/her delegate must ensure that recommendations and decisions of the HSSCom are carried out and that the necessary budget is appropriated for HSSCom functions.

8.5   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.

8.6   The SMT is responsible for the annual review of this policy in consultation with the SGB.

8.7   The SMT is responsible for educating learners regarding the policy and enforcing its adherence.

9. RESPONSIBILITIES OF THE SCHOOL HSSCOM

9.1   This committee serves to provide for the health and safety of the learners and staff as well as visitors on the property.

9.2   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.

9.3   All staff, at the beginning of the year, must familiarise themselves with the latest revision of this policy.

9.4   All relevant information must be relayed to RCL members and Prefect Body.

9.5   **The HSSCom must:**

9.5.1   establish the Chairperson and committee by appointment.

9.5.2   hold safety meetings at least once per quarter.

9.5.3   identify all sections in the school.

9.5.4   mark sections on large plan of the school.

9.5.5   conduct inspections of section

9.5.5.1 identify all safety risks,

9.5.5.2 rank the priority of areas needing attention in every block,

9.5.5.3 complete inspection sheet and hand to safety chairperson,

9.5.5.4 note any other matters of health and safety significance, and

9.5.5.5 involve all staff in risk identification.

9.5.6   rank the priority of areas needing attention in every section.

9.5.7   complete inspection sheet and hand to safety chairperson.

9.5.8   note any other matters of health and safety significance.

9.5.9   open a Master Safety File and maintain all appointments, duties, policies records, minutes and data received in an up-to-date manner.

9.5.10 give the principal a copy of minutes, summary of findings and actions to be taken, as well as recommendations to the SGB.

9.5.11 ensure the HSSP is up-to-date and reviewed regularly.

9.5.12 involve all stakeholders in risk identification and rectification of problems.

9.5.13 ensure First Aid team is trained and functioning.

9.5.14 ensure fire-fighting team is trained and functioning.

9.5.15 control annual checks for fire extinguishers and other fire-fighting equipment.

9.5.16 conduct regular control checks for First Aid equipment, fire extinguisher and safety signs.

9.5.17 check credentials of contractors, for example, electricians and fire extinguishers technicians.

9.5.18 maintain records: Safety File (with the HSSCom chairperson) and Master Safety File (in the principal's safe).

9.6 Members of the HSSCom

9.6.1 The Chairperson of the SGB of the school appoints the safety representatives in writing.

9.6.2 For the safety control in the school the following representatives must be appointed:

9.6.2.1 The Employers' Representative (Principal or delegate) who serves as chairperson and as the school's Chief Safety representative responsible for ensuring adherence to all level legislation and this policy.

9.6.2.2 The Deputy Representative (Deputy Principal, if not the chairperson)

9.6.2.3 The First Aid Controller

9.6.2.4 The Emergency Evacuation Controller

9.6.2.5 The Fire Controller

9.6.2.6 The Dangerous Substance Controller

9.6.2.7 Safety Representatives for each school section (section leaders)

9.6.2.8 Alternate Safety Representatives for each section (deputy section leaders)

10. ROLES AND RESPONSIBILITIES OF THE SCHOOL EDMCOM

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.

10.1 The Principal appoints this committee which shall comprise at least the following:

10.1.1 Principal (the principal is usually the Emergency Controller)

10.1.2 Emergency Controller (if not the principal)

10.1.3 Deputy principal

10.1.4 School chief administration clerk

10.1.5 HSSCom chairperson if not one of the above persons

10.1.6 First Aid controller

10.1.7 Fire controller

10.1.8 Communications officer

10.1.9 Search and rescue officer

10.2 The EDMCom must

10.2.1 establish potential risks that persons on the school property may be exposed to.

10.2.2 devise strategies to deal with all emergency situations.

10.2.3 ensure that the evacuation and disaster management procedures are in place and known to the learners and staff.

10.2.4 conduct emergency drills from time to time.

10.2.5 communicate with the South African Police Services, Fire Department and Emergency Services.

10.2.6 provide and maintain safe and healthy working conditions and systems of work.

10.2.7 provide information, instruction, and training to enable staff and learners to perform evacuation procedures effectively

10.2.8 ensure that there are sufficient trained first aid and fire control officers.

10.2.9 maintain high standards of health, safety and welfare in all school activities.

10.2.10 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 (e.g. the Cloud) in case of a devastating attack where records kept at the school are destroyed.)

10.2.11 check that daily attendance registers of staff and learners are correct at all times.

10.2.12 establish protocols for handling deaths, injuries and other traumas.

10.2.13 ensure that duty rosters for before school, break times and after school is available to staff in advance.

10.2.14 ensure that substitution for teaching staff is arrange in case of illness or leave.

10.2.15 ensure that all warning signs are up at the school entrance and around the school. This includes but is not limited to, no weapons, no illegal substance, speed limit

11. ACCESS SECURITY

11.1 Access to the school: General

11.1.1 All educators, support staff and general workers are responsible for monitoring the presence of strangers on the school property.

11.1.2 Visitors must use the intercom at the main gate to identify themselves, before getting permission to enter the school grounds.

11.1.3 Visitors must park in the designated parking area.

11.1.4 Visitors must report to reception once they have entered the school grounds.

11.1.5 Visitors will receive a distinctive visitor's badge that must be worn at all times in a place that is visible.

11.1.6 Visitors must report back to reception before they leave.

11.1.7 If entry is gained to the school by other means or visitors do not comply with the above, the Principal/ Secretary/ Vice Principal must be contacted immediately. SAPS / District Watch must be called if necessary.

11.1.8 Visiting groups (sport etc.), speakers must be met and welcomed, sign in and show around by the appropriate staff member.

11.2 Access to the school: Parents

11.2.1 The school encourages regular meetings with parents.

11.2.2 Parents must make an appointment to see any staff members.

11.2.3 Parents must make use of the main school gate, and not the learners gate, and report to reception as stipulated in 11.1.2-11.1.5.

11.3 Access to the school: Learners

11.3.1 Learners may only enter and exit the school ground via the learner gates.

11.3.2 The learner gate will be open from 7:30 – 8:00 in the morning.

11.3.3 Learners arriving after 8:00 in the morning must wait at the learner gate until allowed in, and then report to reception.

11.3.4 The learner gate must be locked during the day and will be opened 5 minutes before home time for learners.

11.3.5 The learner gates will be locked by a designated general worker/educator at 15H00 in the afternoon.

11.3.6 Learners may not be in the staff or visitors parking areas, unless they are parked inside the school grounds with permission (refer to #TBS Learner Code of Conduct Policy: *Learner driving motor vehicles*)

11.4 Access to the school: Functions

11.4.1 Security guards for the gate and premises must be arranged for any after hour functions (school or private).

11.4.2 The estate manager and or a designated staff member must be responsible for opening and locking up the school buildings.

12. BUILDINGS, ASSETS, AND PERSONAL SECURITY

12.1 Alarms: We have a state-of-the-art alarm system installed across the premises, with sensors at all main entry points and vulnerable areas. The system is monitored 24/7 by our security service provider.

12.2 Secure Safes: Important documents, cash, and other valuables are stored in secure safes that are reinforced and located in a secure, undisclosed location within the school.

12.3 Armed Response: We have an armed response service contracted to ensure rapid intervention in case of a security breach. This service is available around the clock.

12.4 Closed-Circuit Television (CCTV) Surveillance: CCTV cameras are strategically placed throughout the school premises and in the classrooms to monitor all activities. These cameras are monitored in real-time and footage is stored for later review if needed. All footage is deleted after 3 months.

12.5 Insurance: The school's assets and property are comprehensively insured against theft, damage, and other risks. This ensures that any loss is promptly addressed with minimal disruption to school operations.

12.6 Property Safety Rules: Strict property safety rules are in place to prevent accidents and ensure the security of all individuals on the premises. These include protocols for locking doors, restricted access to certain areas, and regular safety drills.

12.7 Links with SAPS: We maintain a close relationship with the South African Police Service (SAPS). This includes regular consultations, quick response protocols, and participation in local security forums.

12.8 Use of School Facilities by Outsiders: The use of school facilities by outsiders is governed by strict rules. All external parties must be vetted and authorized before using the facilities. Additionally, their activities are monitored by security personnel to ensure compliance with our safety standards.

13. BUILDINGS, GROUNDS, AND SERVICES SAFETY

13.1 Fire extinguishers and other safety equipment undergo annual inspections and maintenance by certified professionals. This ensures that they are in optimal working condition and compliant with safety regulations.

13.2 All electrical equipment is used, stored, and maintained according to strict safety guidelines. Regular checks are conducted to ensure that equipment is functioning correctly and that there are no risks of electrical faults. Only trained and authorized personnel are permitted to handle electrical maintenance.

13.3 Lighting installations are maintained regularly to ensure safe operation. Inspections are conducted by qualified technicians to prevent leaks, malfunctions, or other hazards. All fittings, including stage lighting and speakers, are securely installed and regularly checked for stability and safety

13.4 Windows and doors are fitted with safety glass where necessary, and all glass installations are regularly inspected for cracks or damage. Repairs are promptly carried out to prevent injuries.

13.5 All contractors working on school premises are required to adhere to relevant legislation and school policies. This includes compliance with safety standards, proper handling of materials, and following designated work protocols. Contractors must undergo an orientation on the school's safety policies before commencing any work.

13.6 Maintenance work on gardens, sports fields, and other areas is strictly regulated. Only authorized personnel or contractors are allowed to perform maintenance tasks, and these activities must be conducted during designated hours to minimize disruption and ensure safety. The use of machinery is closely monitored, and all equipment must be checked before use.

13.7 Worker safety is a top priority. All workers, including maintenance staff, are required to wear appropriate safety and protective clothing, such as gloves, helmets, and reflective vests, when performing tasks. Safety training is provided to ensure that workers are aware of the risks and know how to use protective gear correctly.

14. PERSONAL SAFETY AND WELL-BEING

14.1 Pedestrian and Transport Safety
Pedestrian Safety: Learners and staff are instructed on road safety principles, including the importance of using pedestrian crossings, obeying traffic signals, and being vigilant near roads.

14.2 Transport Safety
14.2.1 Private and Public Transport:
Learners using private or public transport must adhere to strict safety protocols, including wearing seatbelts and following the rules of public transport providers.

14.2.2 Learners with Licenses:
Learners who hold valid driver's licenses and drive vehicles to school must register their vehicle with the school administration. They are required to follow all road safety rules, park in designated areas, and refrain from reckless driving. Motorbikes are subject to the same regulations.

14.2.3 Parking of Vehicles:
Designated parking areas are provided for staff, learners, and visitors. Parking regulations are strictly enforced to ensure safety and orderliness.

14.2.4 School transport:
All school vehicles/busses are roadworthy, and licenced as per law. Drivers have to have valid licences and PDP's

14.3 Health and well-being of learners and staff

14.3.1 Medical Alert Bracelets and Health Management:
Learners and staff with medical conditions such as allergies or asthma are required to wear medical alert bracelets. Asthma pumps and other necessary medications must be kept readily available. The school maintains a confidential health register to manage and respond to these conditions effectively.

14.3.2 Nutrition:
The school promotes healthy eating habits. The tuckshop is required to sell nutritious food options, and strict rules govern food preparation and handling to ensure hygiene and safety. Any food or drink that may be deemed unfit for consumption on school grounds may be banned.

14.3.3 Handling Infectious and Notifiable Diseases:
Infectious Diseases: Reported cases of infectious and notifiable diseases are handled in accordance with health regulations. Quarantine procedures, notifications to relevant authorities, and communication with affected individuals and their families are conducted promptly.

14.3.4 HIV:
The school maintains strict confidentiality regarding the HIV status of learners and staff, in line with legal and ethical standards. HIV education is provided to promote awareness and prevent stigma.

14.3.5 Hygiene:
Regular handwashing, use of sanitizers, and proper hygiene practices are promoted throughout the school. Facilities are regularly cleaned and disinfected to maintain a healthy environment.

14.3.6 Bullying and Discrimination:
14.3.6.1 Bullying (Including Cyberbullying, Homophobia, Xenophobia):
The school has a zero-tolerance policy towards bullying. Incidents are promptly investigated, and appropriate disciplinary action is taken. Cyberbullying, homophobia, and xenophobia are treated with the same seriousness.

14.3.6.2 Social Media Use:
Rules for the safe and responsible use of social media are enforced to prevent cyberbullying, harassment, and the spread of harmful content. Learners and staff are educated on the risks and legal implications of inappropriate social media use.

14.3.6.3 Discrimination, Racism, and Gender-Based Violence:
The school is committed to preventing and addressing all forms of discrimination, racism, and gender-based violence. Awareness programs and strict disciplinary measures are in place to foster an inclusive and respectful environment.

14.2.6.4   Corporal Punishment and Initiation:
Corporal punishment and initiation practices are strictly prohibited. The school promotes non-violent conflict resolution through restorative discipline practices.

(Also refer to #TBS005 *Learner Code of Conduct Policy*; #TBS025 *Anti-Bully Policy* & #TBS011 *Social Media & Social networking policy*.)

14.3.7 Harassment, Abuse & Confidentiality:

14.3.7.1   Substance Abuse and Gangsterism:
Substance abuse and involvement in gangsterism are strictly forbidden. The school conducts regular awareness programs and collaborates with law enforcement to prevent these activities.

14.3.7.2   Sexual Harassment and Abuse:
The school enforces a strict policy against harassment and abuse, including sexual harassment. All incidents are investigated with sensitivity and confidentiality, and appropriate support is provided to victims.

14.3.7.3   Psychological Well-being:
The psychological well-being of learners and staff is a priority. Access to mental health support, trauma counseling, and other resources is available.
The school promotes a supportive environment where mental health issues are addressed with care and respect. (also see *#TBS017: Trauma & Suicide Policy*)

14.3.7.4   Non-Violent Conflict Resolution:
Restorative discipline is promoted to resolve conflicts
non-violently. Learners and staff are encouraged to engage in dialogue and mediation to resolve disputes.

14.3.7.5   Right to Fair Disciplinary Process:
All learners and staff are entitled to a fair and transparent disciplinary process. The school ensures that investigations and hearings are conducted impartially and that the rights of individuals are respected.
(Also see #TBS005 *Learner Code of Conduct Policy*)

14.3.7.6   Search and Seizure:
In cases of suspected illegal substances or dangerous weapons, the school reserves the right to conduct searches in accordance with legal guidelines. All searches are conducted respectfully and with consideration for privacy.
(Also see #TBS013 *Search & Seize Policy*)

14.3.7.7   Safe Use of Social Media and Consent:
Consent to be Photographed: Consent is required for learners and staff to be photographed or for their photographs to be used by the school. This ensures respect for privacy and personal rights.

14.3.7.8   Protection of Personal Information:
Personal information is safeguarded in compliance with data protection laws. Confidentiality is maintained, with exceptions only where legal or safety concerns require disclosure.

14.3.7.9 First Aid and Medical Provisions:
The school has trained first aid personnel and maintains fully stocked first aid kits in key locations. In case of medical emergencies, immediate assistance is provided. Consent forms are signed by parents for staff to administer prescribed medications and follow the Tafelberg School Medication Procedure.

14.3.7.10 Confidentiality:
The principle of confidentiality is upheld in all health and personal matters. However, confidentiality may be breached if there is a legal obligation or immediate threat to safety.

14.3.7.11 Learner Pregnancy:
Learner pregnancies are handled with sensitivity and support. The school provides counseling, and educational adjustments are made to ensure the learner's continued access to education.

(Also refer to #TBS005 *Learner Code of Conduct Policy*; #TBS025 *Anti-Bully Policy* & #TBS011 *Social Media & Social networking policy*.)

15. SAFE USE OF FACILITIES AND CONDUCT IN CLASSROOMS

In certain areas of the school special care needs to be taken by the educators when in charge of activities in these areas. Regulations apply in the following areas:

15.1 Art Room
15.1.1 No learners are allowed in the art room, unless an educator is present.
15.1.2 No learners are allowed in the store room, unless instructed by an educator.
15.1.3 The storeroom must be locked at all times.
15.1.4 Learners may not use sharp or cutting tools without the supervision of an educator.
15.1.5 All equipment must be put away at the end of each lesson and the room must be tidy and uncluttered.
15.1.6 All regulations mentioned in *15.2* apply for the Art Room.

15.2 Classrooms
15.2.1 No climbing on the shelves, desks, chairs or any other furniture.
15.2.2 No running about, playing etc. is allowed.
15.2.3 Learners may not touch or operate any technological equipment (e.g. PC, projector, Interactive boards, TV etc.) unless instructed by the educator.
15.2.4 Learners may not touch the power points/ wall sockets.
15.2.5 Learners may not use sharp or cutting tools without the supervision of an educator.
15.2.6 All medication and valuables must be locked away.

15.3 Consumer Study Kitchen
15.3.1 No learners are allowed in the consumer study kitchen, unless an educator is present.
15.3.2 No learners are allowed in the store room, unless instructed by an educator.
15.3.3 The storeroom must be locked at all times.
15.3.4 No learners are allowed to use the stoves or any other kitchen appliances /cutlery without supervision of an educator.
15.3.5 All equipment must be cleaned and put away at the end of each lesson and the room must be tidy and uncluttered.
15.3.6 All regulations mentioned in *15.2.* apply for the Consumer Study Room.

15.4 Technology & Machine Room

15.4.1 The Technology & Machine Room must be locked when not in use.

15.4.2 An educator must be present at all times during a lesson.

15.4.3 No learners are allowed inside the technology and or machine room unless an educator is present.

15.4.4 The educator must maintain strict discipline and ensure that equipment and materials are used correctly.

15.4.5 Learners must use equipment with extreme care.

15.4.6 Learners must wear the appropriate safety gear when operating machinery.

15.4.7 Broken or malfunctioning tools must be handed to the educator.

15.4.8 No learners may use any of the electric machinery or equipment unless instructed.

15.4.9 Learners must be instructed in the safe use of machinery before they are allowed to use it.

15.4.10 The educator is to ensure that all machines are safe and that high safety standards are maintained.

15.4.11 Electric equipment must be unplugged from the wall sockets when not in use.

15.4.12 All equipment must be put away at the end of each lesson and the room must be tidy and uncluttered.

15.4.13 All regulations mentioned in *15.2.* apply for the Technology & Machine Room.

15.4.14 Refer to OSA with regard to working with all machinery.

15.5. Machinery and Occupational Safety Act (Act No. 6, 1983)

15.5.1 Every employer or user of machinery is required by law to provide safety equipment in connection with machinery, and it's an offence for any person to fail to use such equipment properly or to interfere with them.

15.5.2 No person working in close proximity to moving machinery shall wear loosely fitting outer clothing, any jewellery, any watch or key chain, any long loose-hanging hair or anything which may be caught up in the moving parts of such machinery.

15.5.3 Machinery in motion shall not be cleared, repaired, adjusted or oiled, unless by a competent person when it is impracticable to stop such machinery.

15.5.4 No person under the influence of alcohol or drugs shall enter premises where machinery is used.

15.5.5 Any accident or other incident which threatens or is likely to threaten the safety of employees must report it to the estate manager and or Vice Principal immediately.

15.5.6 Regular checks and maintenance of machinery must be done by the educator.

15.6 Procedures

15.6.1 It is the responsibility of anyone becoming aware of a breach in regulations to report occurrence to the educator supervising the activity.

15.6.2 If able, the educator must remedy the situation immediately and take measures to prevent a reoccurrence.

15.6.3 If the educator is unable to deal with the situation or cannot be located the incident must be reported to the Secretary immediately.

15.6.4 Learners should be encouraged to report any potentially hazardous objects e.g. cracked mirrors, broken windows etc.

16. LEARNER SUPERVISION

Ensuring the safety and well-being of learners through adequate supervision is a top priority in all school activities, whether in the classroom, on the school grounds, during extra-mural activities, or while on excursions and tours. Also refer to #TBS015: *Learner Supervision Policy*.

16.1 Supervision in Classrooms

16.1.1 Teacher Responsibility:
Teachers are responsible for the supervision of learners during classroom activities. They are required to maintain a presence in the classroom at all times during lessons to ensure that learners are engaged and safe.

16.1.2 Classroom Management:
Teachers are trained in effective classroom management techniques to maintain order and discipline. Clear rules and expectations are established to guide learner behavior, reducing the risk of accidents or disruptions.

16.1.3 Attendance Monitoring:
Attendance is taken at the beginning of each class to ensure all learners are accounted for. Any unexplained absences are reported immediately to the school administration for follow-up.

16.1.4 Emergency Procedures:
Teachers are familiar with emergency procedures, including evacuation routes and lockdown protocols. They are responsible for guiding learners safely out of the classroom in case of an emergency.

16.2 Supervision on School Grounds

16.2.1 Playground Supervision:
Designated staff members are assigned to supervise learners during breaks and other outdoor activities. They are positioned strategically around the school grounds to monitor all areas and intervene if necessary.

16.2.2 Rotational Duty:
A rotational duty roster is in place to ensure that all areas of the school grounds are covered. This includes playgrounds, sports fields, common areas and learner gate in the mornings and afternoons.

16.2.3 Safe Play Areas:
Play areas are inspected regularly to ensure they are safe and free from hazards. Staff on duty are responsible for ensuring that learners use equipment safely and follow school rules.

16.2.4 First Aid Availability:
First aid kits are available on the school grounds, and staff members on duty are trained in basic first aid. They are prepared to respond to minor injuries and incidents quickly.

16.3 Supervision during extra-mural activities

16.3.1 Qualified Supervision:
All extra-mural activities are supervised by qualified staff members or coaches who have expertise in the relevant activity. They are responsible for the safety and well-being of learners participating in these activities.

16.3.2 Activity-Specific Safety:

Safety rules specific to each extra-mural activity are enforced. For example, appropriate protective gear must be worn during sports, and safety protocols are followed in activities such as woodworking, art, and science clubs.

16.3.3 Attendance and Dismissal:

Attendance is taken at the beginning of each extra-mural session. Learners are only dismissed at the end of the session, and younger learners are released to their parents or guardians.

16.3.4 Medical Precautions:

Supervisors are informed of any medical conditions, allergies, or special needs of the learners under their care. They are equipped to manage any medical emergencies that may arise during the activity.

16.4 Supervision on Excursions and Tours

16.4.1 Pre-Trip Planning:

Thorough planning is conducted before any excursion or tour. This includes risk assessments, obtaining parental consent, arranging transportation, and ensuring that learners have the necessary documentation and equipment, WCED informed.

16.4.2 Supervision Duties:

Staff members are assigned specific supervision duties, such as monitoring groups of learners, managing transportation, and ensuring safe conduct at venues. These duties are clearly communicated before the trip.

16.4.3 Emergency Protocols:

All supervisors are briefed on emergency protocols, including what to do in case of accidents, lost learners, or other emergencies. Emergency contact information is carried by all supervising adults.

16.4.4 Headcounts and Roll Calls:

Regular headcounts and roll calls are conducted throughout the excursion or tour, particularly when moving between locations. This ensures that all learners are accounted for at all times.

16.4.5 Behavioral Expectations:

Learners are briefed on behavioral expectations before the trip, including rules about staying with the group, following instructions, and respecting local customs and laws. Misbehavior is dealt with promptly to maintain safety and order.

16.4.6 Parental Communication:

Parents are kept informed throughout the excursion or tour. This includes updates on arrival and departure times, as well as any significant events or issues that arise during the trip.

17. CONTROL OF ABSENTEEISM, LATE ARRIVAL AND EARLY DEPARTURE; ILLNESS/INJURY OF A LEARNER DURING SCHOOL

Also refer to #TBS018 *Learner Attendance Policy*

17.1 Control of Absenteeism

17.1.1 Reporting Absences

Parent/Guardian Responsibility:
Parents or guardians are required to inform the school as early as possible on the morning of a learner's absence. This can be done via phone call, email, or a message through the school's communication platform.

Written Excuse:
Upon returning to school, the learner must provide a written excuse from a parent or guardian, explaining the reason for the absence. For extended absences due to illness, a medical certificate may be required.

17.1.2 Monitoring Attendance

Daily Attendance Records:
Teachers are required to take attendance at the beginning of each school day and after lunch. These records are submitted to the school administration for monitoring.

Follow-up on Unexplained Absences:
If a learner is absent without prior notification, the school administration will contact the parents or guardians to determine the reason for the absence and ensure the learner's safety.

17.1.3 Chronic Absenteeism

Intervention and Support:
If a learner's absenteeism becomes chronic, the school will initiate an intervention process. This may include meetings with parents, counseling, and developing an action plan to support the learner's return to regular attendance.

Reporting to Authorities:
In cases where absenteeism persists despite interventions, and there are concerns for the learner's welfare, the school may report the matter to the relevant educational or child protection authorities/ Safe Schools.

17.2 Control of Late Arrival

17.2.1 Reporting Late Arrival

Parents or guardians are required to inform the school as early as possible on the morning of a learner's arriving late. This can be done via phone call, email, or a message through the school's communication platform.

17.2.2 Check-In Procedure

Once allowed in via the learner gate learners who arrive late must report to the school office before proceeding to their classroom. They will be marked as late in the attendance record and receive a late slip to present to their teacher.

17.2.3 Parental Notification

If a learner is consistently late, the school will notify the parents or guardians to address the issue. A meeting may be arranged to discuss strategies for ensuring timely arrival.

17.3 Control of Early Departure

17.3.1 Parental Permission

Learners are not permitted to leave school early without written or verbal permission from a parent or guardian. This permission must be communicated to the school office prior to the time of leaving.

17.3.2 Sign-Out Process

Learners who need to leave early must be signed out at the school office by a parent, guardian, or authorized person. The reason for the early departure is recorded. The person fetching a learner early, must produce their ID if are not the legal guardian/parent.

17.3.3 Emergency Situations

In emergency situations where the learner needs to leave early without prior notice, the school will contact the parent or guardian to arrange pick-up and ensure the learner's safety.

18. EVACUATION PROCEDURE

18.1. General Emergency Preparedness

Emergency Drills:
Regular drills for all potential hazards, including flooding, electrical storms, earthquakes, and veld fires, are conducted to ensure preparedness. These drills include full evacuations, communication protocols, and the use of emergency equipment.

Emergency Kits:
Emergency kits, containing first aid supplies, flashlights, batteries, and other essentials, are maintained in key locations across the campus. These kits are checked and replenished regularly.

Communication Systems:
A reliable communication system is in place to ensure that all staff, learners, and parents can be informed quickly during an emergency. This includes a combination of public address systems, SMS alerts, emails, and other digital platforms.

Coordination with Authorities:
The school maintains strong ties with local emergency services, including fire departments, medical responders, and disaster management teams. This coordination ensures a rapid and effective response to any natural disaster.

Post-Event Support:
After any significant event, the school provides psychological support and counseling to learners and staff who may have been traumatized. The focus is on recovery and returning to normalcy as safely and swiftly as possible.

18.2   Command and Control

At all times during an emergency or an exercise the Emergency Controller (normally the Principal and/or Vice Principal) will be in absolute control and will:

18.2.1 Issue directives relating to the incident

18.2.2 Co-ordinate actions as laid down in this plan;

18.2.3 Liaise with the emergency / essential services;

18.2.4 Set an example by remaining calm and in control of the situation.

18.3   Control Centre

The reception office would act as the control centre for an emergency. Information incoming or outgoing relating to the incident must be recorded and passed through this centre. This office must be equipped with the necessary telephone and warning equipment as well as a list of the relevant emergency and essential service telephone numbers[1]

18.4.   FIRE

18.4.1 Reporting
18.4.1.1   A fire discovered by a learner must be reported to the nearest educator;

18.4.1.2   The educator must report the incident to reception immediately;

18.4.1.3   Educators must keep learners away from immediate danger;

18.4.1.4   Learners may under no circumstances, help fight the fire.

18.4.2 Reception
18.4.2.1   On receipt of fire notification, reception must notify the Emergency Controller (Principal/ Vice Principal) immediately;

18.4.2.2   On instruction of the Emergency Controller, notifies the Fire Department;

18.4.2.3   Be prepared to handle calls from parents;

18.4.2.4   Stand by for further instructions

18.4.3 Emergency Controller (Head of Safety & Security / Principal)
On receiving the call will:

18.4.3.1   Quickly assess the situation;

18.4.3.2   Instruct reception to contact the Fire Department;

18.4.3.3   If necessary, issue instructions to evacuate or partially evacuate parts of the school[2]

18.4.3.4   Firefighting team[3] to conduct a tour of the premises to ensure all staff and learners are safely out;

18.4.3.5   Liaise with the Fire Department[4]

---

[1] Annexure A: Essential Service Contact number
[2] Annexure D: Emergency Warning Sirens
[3] Annexure A: Essential Service Contact number
[4] Annexure G: Map indicating Fire extinguishers & fire hoses

18.4.4 Evacuation Procedure

On hearing the Emergency Warning Siren, all educators must:

18.4.4.1 Line learners up at the door;

18.4.4.2 Take pen/pencil and usher learners out in single file;

18.4.4.3 Leave the class last and close the door behind them;

18.4.4.4 Do not lock the door, leave all bags, books & cell phones;

18.4.4.5 Proceed along pre-determined route to the assembly areas;

18.4.4.6 A roll call must be taken once learners are seated at the assembly areas;

18.4.4.7 Return the roll call list to assigned staff member, report missing learners

18.4.4.8 Remain with learners until further instructions are given;

18.4.4.9 The educators' main responsibility is the safety of the learners and they are not to get involved in the fire fighting.

18.4.4.10 Educators on duty outside during breaks and or lessons outside the buildings must always have a phone and gate remote with them.

18.5   BOMB THREATS

18.5.1   Reception/Secretary/Person taking the call

18.5.1.1   Obtain as much information as possible for assessment by the Emergency controller or SAPS;

18.5.1.2   Complete the Bomb Threat guidelines[5]

18.5.1.3   Inform the Emergency Controller.

18.5.2   Emergency Controller

18.5.2.1   Inform SAPS;

18.5.2.2   Issue instructions to evacuate of the school
(See Annexure D for Emergency Warning System);

18.5.2.3   Liaise with SAPS.

18.5.3   Evacuation Procedure

On hearing the Emergency Warning Siren follow the Evacuation Procedure stipulated in *18.4.4*

18.6   THREATS OF CIVIL UNREST/ SHOOTING/ ATTACK

The Emergency Controller must in the event of rumours and/or possible threats to the school do the following:

18.6.1   Evaluate the source of information;

18.6.2   Confirm and substantiate position with the SAPS;

18.6.3   Call briefing session with SMT;

18.6.4   Reassure parents via SMS service that the situation is safe and under control and field all phone calls.

---

[5] Annexure F: Bomb Threat Guidelines

18.7   ACTUAL INVOLVEMENT IN CIVIL UNREST/ SHOOTING/ ATTACK

In the event of the school being involved in an actual unrest/shooting or attack situation the following procedures are to be implemented:

18.7.1   Emergency Controller
18.7.1.1   Inform the SAPS of the situation and request advice;
18.7.1.2   The Emergency Controller should only act on factual evidence and be
              careful not to over-react;
18.7.1.3   Issue instructions for evacuation of the school.

18.7.2   Reception/Secretary
18.7.2.1   Handle all calls from parents;
18.7.2.2   Stand by for further instructions from the Emergency Controller.

18.7.3   Teachers
18.7.3.1   Learners outside, must exit the school gates and move towards SAPS/clubhouse;
18.7.3.2   A role call must be taken to ensure all learners are in the class;
18.7.3.3   Close doors and windows, stay clear from doors and windows;
18.7.3.4   Safety committee to conduct a tour of the premises to ensure all staff and learners are
              safe.

18.8   DEALING WITH "ACTS OF GOD" AND WEATHER HAZARDS

18.8.1   Flooding
18.8.1.1   **Risk Assessment and Monitoring:**
            The school regularly assesses the risk of flooding, especially during rainy seasons. Weather
            reports are monitored closely, and early warnings are communicated to staff and learners.

18.8.1.2   **Evacuation Routes:**
            Designated evacuation routes are established to guide learners and staff to higher ground in
            the event of flooding. These routes are clearly marked and regularly practiced during drills.

18.8.1.3   **Safe Assembly Areas:**
            Safe assembly areas are identified on higher ground away from potential flood zones.
            These areas are easily accessible and have the capacity to accommodate all individuals on
            campus.

18.8.1.4   **Waterproofing and Drainage:**
            The school's infrastructure is maintained with effective drainage systems and waterproofing
            to minimize flood damage. Regular inspections ensure that these systems remain functional.

18.8.1.5   **Communication:**
            In the event of imminent flooding, timely communication is made to all stakeholders, including
            parents, through various channels such as SMS, email, and Dojo app notifications.

18.8.2 Electrical Storms

18.8.2.1 **Indoor Safety:**

During electrical storms, all outdoor activities are suspended, and learners and staff are instructed to remain indoors. Metal objects, electrical appliances, and plumbing fixtures should not be touched during a storm.

18.8.2.2 **Unplugging Electronics:**

All non-essential electronic equipment is unplugged to prevent damage from power surges caused by lightning strikes.

18.8.2.3 **Lightning Protection:**

The school is equipped with lightning protection systems on all buildings to reduce the risk of lightning strikes and ensure the safety of occupants.

19. PROTOCOLS, PROCEDURES & RECORDS

19.1 Vetting of staff before employment

19.1.1 Check backgrounds and criminal records.

19.1.2 Ensure clearance to work with children.

19.1.3 Confirm professional standing.

19.1.4 Interview for safety commitment.

19.1.5 Monitor new hires during probation.

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

19.2.1 Report: Notify the designated staff immediately.

19.2.2 Document: Record all details of the incident.

19.2.3 Respond: Address the issue promptly.

19.2.4 Investigate: Find out what caused the incident.

19.2.5 Discipline: Apply appropriate consequences according to the Code of Conduct.

19.2.6 Follow-up: Ensure the issue is resolved and no further risks are present.

19.3 Incident procedures and records

19.3.1 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.

19.3.2 The incident must be reported to Safety officer and Head of Phase on duty as soon as possible after its occurrence. The incident register (kept in Edupac) must be completed, and incident statements collected from the person reporting the incident and all witnesses within twenty-four hours of the incident.

19.3.3 In the case of a serious incident after hours, inform the principal immediately.

19.3.4 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.

19.3.5 Depending on the nature of the incident other school procedures will be followed, for example, disciplinary action or insurance claim.

19.4   Accident procedures and records

19.4.1 An <u>accident</u> 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.

19.4.2 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:

19.4.2.1   Remove the person from immediate danger if absolutely necessary (e.g. an imminent fire).

19.4.2.2   Check breathing and where relevant restore an airway and.

19.4.2.3   Check circulation for dangerous bleeding.

19.4.2.4   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.

19.4.2.5   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.

19.4.2.6   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.

19.4.2.7   The accident must be reported, as soon as possible after its occurrence. The <u>accident register</u> must be completed, and statements collected from the person reporting the accident and all witness, within twenty-four hours of the accident.

19.4.2.8   In the case of a serious accident after hours, inform the principal immediately.

19.4.2.9   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.

19.4.2.10   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.

19.4.2.11   See Annexure A for emergency contact numbers and school accident insurance policy details.

19.5   Management of serious crimes and records

19.5.1 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 sound the nearest panic button and 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.

19.5.2 The procedures for managing an incident/accident as described above must be followed

19.5.3 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 above must be followed.

19.5.4 In all cases if the person committing the offence is a member of staff (if a state-employed staff member, first observe provincial education procedure) 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 the parent of the learner.

20. COMMUNICATION OF THE HSSP TO THE SCHOOL

The SGB and SMT will Identify strategies for informing the school community of the contents of the policy and any changes that are made from time-to-time.

21. SHORT TITLE

This policy shall be known as the **HEALTH, SAFETY AND SECURITY POLICY**

22. AMENDMENTS

The school governing body may from time to time amend, supplement, modify or alter this policy.

23. APPROVAL

This Policy for Tafelberg School was adopted by the Governing Body of Tafelberg School at a meeting held at the school on 16 September 2024.

TITLE OF POLICY	Tafelberg School Health, Safety & Security Policy
POLICY NUMBER	#TBS009
DATE APPROVED BY SGB	2024/09/16
EFFECTIVE DATE	2024/09/16
EXPIRY DATE	This School Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	*The SGB will review this policy at least once during its term of office*
AMENDMENT HISTORY	

Annexure A: Emergency Contact Details

1.   Installation of alarm:
Wesley Smith
072 310 1142

2.   Armed Response and Monitoring Company:

District Watch   Administration
072 787 7555 (Conrad)   021 559 3024

Emergency / Control
021 559 4111

3.   School lockup, activation of alarm, key holders linked to armed response   unit:

Clifford La Cock   Lionel Benecke
██████████   ██████████

Juanie Lundie   Wesley Smith
██████████   ██████████

4.   School key holders:

School Strong Room & School Safe
Lionel Benecke   Juanie Lundie
██████████   ██████████

School Building
Lionel Benecke   Juanie Lundie
██████████   ██████████

Clifford La Cock
██████████

5.   Insurance Details:

Santam
████████████

6.   Essential Services:

Ward Councillor   **Health Department**
Miquette Temlett   021 483 3764
060 520 1044
Miquette.Temlett@capetown.gov.za

Hospital
Milnerton Medi Clinic
021 529 9299

N1 City Netcare
021 590 4448

Police: Flying Squad
10 111

Police: Bomb Unit
10 111

Police:Bothasig
021 559 9400

Fire Department
021 5901701 (Goodwood)
021 552 2222 (Milnerton)

Ambulance (24 hours)
10177
084 124 (ER 24)

Poison Information
Tygerburg Hospital
021 931 6219

Electricity (24 hours)
086 012 5011

Disaster Risk Management
080 911 4357

Water Interruption (a/h)
086 010 3054

Metro Emergency services
107

Snake Bites & Stings
Accidental Poisoning & Overdosing
Cape Town Poison Centre
021 938 5300

Allergic Reactions
Dr. H.J. de Villiers
021 788 2625

Hazardous Substances
Occupational Health Services
021 447 7172

Annexure B: Safety Committee

Emergency Controller: Wesley Abrahams / Lionel Benecke	Fire Extinguishers/ Emergency Siren/ Signage Brian Chaston Clifford La Cock
First Aid: Rene Jonkers	Firefighting Team Clifford La Cock Mark Gibbs Mark Williams

Evacuation Assistance		Checked	Comment
Maps in all rooms			
Siren codes in all rooms			
Evacuation Assistance:			
Senior Section check	Woods		
Junior Section check	Abrahams		
Therapy Section check	Jonker		
Admin section check	Lundie		
Maintenance & tuck shop check	La Cock		
Roll-call Educators	LA Benecke		
Roll-call learners	McGee		
Roll-call admin & general workers	Chaston		
Roll-call visitors	Cloete		
1st aid kit	Jonkers		
Evacuation file & visitors book	Chetty		
Keys for gates:			
Jnr front gate:	R Romanes		
Jnr back gate:	Edwards		
Snr front gate:	Open		
Snr back gate:	Marx		
Class list in file updated	Cloete/Chetty		
Staff list in file updated	Cloete/Chetty		

Annexure C: Safety & Security Audit Checklist
(Taken from the Whole School Evaluation Documents)

Indicate whether the following is true about your school	
The school has a school safety committee in place that oversees safety and security policies and issues and reports to the principal and SGB accordingly.	
Safety and security regulations, policies and practice are prominently displayed in appropriate places.	
The school keeps detailed records of all safety and security incidents.	
The school has a first aid kit.	
Emergency equipment in place (e.g. fire hydrants, sand buckets) and checked regularly.	
The school has an emergency plan and procedures in place (e.g. fire, natural disasters, etc.)	
Regulations for the transporting and supervision of learners on school trips/outings are in place.	
Procedures are in place to effectively deal with teachers abusing or having inappropriate relationships with learners.	

Indicate to what extent you agree with the following statements	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Staff members and learners know how to react in instances of emergency and disaster, including transport arrangements (e.g. emergency practice drills are held regularly).					
Classes and laboratories are safe and secure.					
The school grounds (e.g. playgrounds) are safe and secure.					
The school ensures that learners and staff on school premises are safe from outside dangers e.g. potentially violent criminals.					
The school safety policy indicates clear ways of dealing with drugs and weapons.					
The local community contributes towards the safe keeping of the schools premises.					
The school has good relationships with local police, traffic department and fire brigade.					
All staff members relate positively to the learners (e.g. there is no verbal or physical abuse of learners)					
Educators and learners are not threatened by each other or their peers but work together in a caring environment.					

Annexure D: Emergency Warning Sirens

To be placed in all classrooms & offices

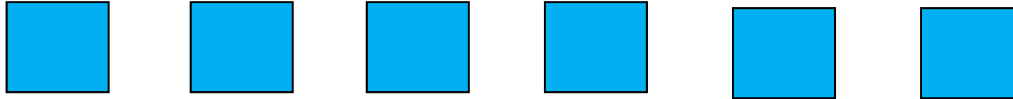**1. Short consecutive sirens**   -   **ATTACK/SHOOTING**
Stay in building
Lay on floor
Wait for further instructions

2. Long Continuous siren   -   **FIRE/BOMB**
Line-up
Follow pre-described route to exit building
DO NOT RUN
Line-up on the assembly area

Annexure E: Emergency Exit Route

Please see attached maps for different Emergency Exit Routes
To be placed in all classrooms & offices, behind the door.

Annexure F: Bomb Threat Guidelines

The following procedure should be used in the event of a telephone bomb threat. It is essential that as much information as possible be gathered before the caller hangs up.

STEP 1

Ask the caller to IDENTIFY himself.
Keep him on the line for as long as possible.

STEP 2

Ask for the MESSAGE TO BE REPEATED, and WHAT TIME the bomb is set to explode.

STEP 3

If the caller does not reveal the LOCATION of the bomb, ASK for it.

STEP 4

Try to DETER the caller by impressing the fact that the buildings are occupied and the explosion may cause death or injury to innocent persons.

STEP 5

TAKE NOTE WHILST SPEAKING, listen for:

- Unusual background noises, machinery, music, voices so as to obtain a clue to locate the call.
- Pay attention to voice quality, accent, impediment, etc.
- Pay attention to tone of voice for indication whether caller is serious or otherwise.

STEP 6

Once the caller has hung up, call the POLICE and EMERGENCY CONTROLLER immediately.

Annexure G: Map indicating Fire extinguishers & fire hoses

◯ Fire hoses   △ Fire extinguishers

⚓

PARKING

Admin Offices & Staffroom	Admin	Foyer Admin	Hall	Maintenance & Garage		Maintenance & Garage
Jnr Computer Lab		Library	Consumer Studies	Design	Technology	S15

J1	J2		J7	J8	Conference Room	Scribing Room	Document Centre	Snr Comp Room	S10	S9		S2	S1
J3	J4		J9	J10	Therapy		Therapy		S12	S11		S4	S3
J5	J6		J11	J12					S14	S13		S6	S5
												S8	S7