



Cedarwood School

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CEDARWOOD SCHOOL OCCUPATIONAL HEALTH AND SAFETY POLICY

This policy must be read in conjunction with the POPIA Manual

Purpose of this Policy

Provides a statement of the roles and responsibilities of all people within the work environment. Endorses the need for genuine consultation over health and safety; and is the foundation for the on-going development and implementation of procedures designed to create a safe and healthy working environment. Supporting Legislation: Occupational Health and Safety Act, No. 85 of 1993.

POLICY OVERVIEW

The health and well-being of Cedarwood School employees, contractors, pupils and visitors are of prime importance. We believe that all occupational illnesses, workplace injuries and environmental incidents are preventable and will therefore never compromise Health and Safety standards and procedures.

All other members of the community or other contractors that utilize Cedarwood School's Premises must comply with this policy, and with regulations, standards and procedures relating to health and safety.

Definitions:

Staff members include all full-time and part-time employees.

A hazard is a situation, factor or agent that could cause harm to a person.

An accident is any unplanned event that causes or contributes to a personal injury or damage to property.

A near miss is any set of circumstances which has the potential to cause or contribute to a personal injury, even though an injury did not occur on the occasion being reported.

A health & safety representative is the person elected by the staff, and who represents the health and safety of the school.

OHS: Occupational Health and Safety

Company - Cedarwood School

Policy Statement:

The Health and Safety Act of 1993 and subsequent regulations encompass all work situations and involve all the members of Cedarwood School and must maintain a working environment that is free from hazards and risks. It is the requirement of the Occupational Health and Safety Act that employees receive enough health and safety information, instruction and training. Cedarwood School will always disseminate relevant information relating to health and safety to staff, pupils, visitors, contractors and others who use the premises.

Strategy (Aims and objectives)

The purpose of the policy will be achieved through the implementation of the following strategies:

1. To integrate health and safety responsibilities into everyday working practices and managerial responsibilities;
2. To assess work activities by identifying hazards and evaluating risks;
3. To reduce risks through the regular assessment of risks and subsequent provision and maintenance of safe machinery, buildings, facilities, equipment and systems of work;
4. To minimise unavoidable risks using physical control measures including provision of personal protective equipment;
5. To provide necessary information, instruction, training and supervision to ensure the health and safety of staff and others;
6. To allocate resources such as time, money and equipment to facilitate health and safety policy implementation;
7. To keep staff conscious of the problems of health and safety and of their responsibilities for the health and safety of those who work with or study under them;
8. To set objectives for the management of Health and Safety Programmes throughout Cedarwood School;
9. To keep under constant review the measures taken to ensure the health and safety at work of the employees and make recommendations to Management as delegated by the Headmaster for such action as necessary;
10. Development of an overall strategy to promote a positive health and safety culture;
11. To maintain a watching brief on health and safety legislation and monitor the implementation of health and safety procedures in cooperation with the health and safety representatives and health consultants;
12. To receive reports from the school's health and safety committee.
13. To report regularly to Management on matters of the safety and health of the school;
14. To receive reports on accidents, dangerous occurrences and modifiable diseases and to consider and propose risk reduction strategies as appropriate;
15. To monitor the effectiveness of health and safety management, occupational and environmental health arrangements and compliance with the School's health and safety policy through consideration of reports and statistics relating to health and safety;
16. To promote cooperation and communication between the School and its staff and pupils in all matters relating to health and safety at work and to assist in the development of guidelines and safety systems for each department;
17. To monitor the adequacy of health and safety communication, publicity and training and development in support of the health and safety policy of the school;
18. To review the membership and operation of the Health and Safety committee from time to time.

RESPONSIBILITIES

Management of Health and Safety can make a significant contribution to the performance of Cedarwood School by reducing injuries and ill health and helping minimise losses and liabilities.

Safety matters are the responsibilities of managers(16/1) as well as the individuals(16/2) at the school. All departments must therefore ensure that safe procedures and practices are established and followed for their specific areas. Employees must receive competent Health and Safety instructions and training in accordance with legal requirements. Nominated Health and Safety Coordinators should receive training over and above the minimum.

Employees are expected to assist management in accident prevention, maintaining hygienic conditions and health promotion activities. Therefore, unsafe, unhygienic and health threatening conditions must be reported immediately.

Every injury at school, even if it is deemed to be minor, must be reported to the Health and Safety Officer as soon as possible.

Management Committee

Management will ensure that:

A full risk assessment is done twice a year.

1. Before schools starts in January
 2. Mid-year
 3. At any other time when natural disasters risk may exist E.g. After flooding or earthquakes.
1. Health and safety targets are set, and their performance is monitored;
 2. Safe working environment and safe systems of work are provided, so far as is reasonably practicable;
 3. Health & safety policies, procedures and systems are developed and implemented according to Acts and Regulations governing Occupational Health and Safety (OH&S) and Workers Compensation and Rehabilitation;
 4. Management must endorse that equipment, substances and appliances are safe and fit for the purposes for which they are intended to be used;
 5. Sufficient resources are allocated to implement the Health and Safety policy procedures and ensure that appropriate measures are in place to assist members with limited English language or literacy levels.

Responsible Officer:

The School Principals, as the Responsible Officers(16/1), have the overall responsibility to provide a healthy and safe workplace for Cedarwood School staff and pupils and visitors and will ensure adequate resources to implement strategies to meet the health and safety objectives.

In particular, the Principals will ensure that:

1. Appropriate Health and Safety policies and procedures are developed and implemented to enable the effective management of risks to health and safety;
2. Mechanisms are provided for effective consultation by members or their representatives on proposals for or changes to the workplace, work practices, policies of procedures which affect the health and safety of Cedarwood School staff, pupils and visitors;
3. Managers have the necessary knowledge to effectively carry out their responsibilities;
4. Health and safety performance is an integral part of Cedarwood School's business.
5. Mechanisms are provided to monitor and report on Health and Safety performance; and
6. Corporate strategic plans and targets are set for Health and Safety and their performance is monitored.

Managers

Senior Managers and members of the Health and Safety Committee have a delegated responsibility for the health & safety of members in their area and are responsible for:

1. Implementing Occupational Health and Safety policies, procedures and programs and allocate the required resources in their area;
2. Identify, assess and control hazards in their work area and ensure hazard registers are maintained;

3. Ensure that Occupational Health and Safety training, in an appropriate form or language is provided to all staff, so that Cedarwood School staff members may carry out their health & safety responsibilities;
Investigate accidents/incidents and ensure that appropriate control measures are put in place to prevent a recurrence;
4. Ensure the Department of Labour is notified immediately of any notifiable injuries and dangerous occurrences;
5. Ensure that the Department of Health is notified immediately of any notifiable disease;
6. Consult staff members on any proposals for any changes to the workplace, work practices, policies or procedures which may affect their health and safety;
7. Inform Cedarwood School staff and pupils of relevant Occupational Health and Safety matters;
8. Ensure contractors and visitors adhere to Cedarwood School Occupational Health and Safety policies and procedures.

Occupational Health & Safety Supervisor:

The Occupational Health & Safety Supervisor is responsible for coordinating the health and safety matters on the behalf of Cedarwood School management. The Occupational Health and Safety Supervisor is responsible for:

1. Assisting managers, in the identification, assessment and selection of measures to control hazards and risks to health & safety;
2. Assisting Cedarwood School staff members in identifying, developing and providing appropriate health and safety related information, instruction and training in an appropriate form and language;
3. Monitoring and advising on legislative and technical changes relating to health and safety;
4. Ensure that identified problems are rectified;
5. Monitoring and providing regular reports on risk control measures to Management on Cedarwood School's Occupational Health and Safety performance;
6. Supporting members and the Health & Safety Representative in following policies and safe work procedures;
7. Providing technical advice and acting as a resource on Occupational Health and safety matters;
8. Developing and implementing plans and coordinating and managing programs to achieve continuous improvement of Occupational Health and Safety management; and
9. Assisting Cedarwood School as a whole, to meet the standard requirements.
10. Prominently display evacuation routes in case of an emergency;
11. Inform all staff and pupils what to do in case of an emergency;
12. Have at least two fire/emergency drills per year;
13. Ensure that all fire extinguishers are regularly checked;
14. Establish a Health and Safety Committee which needs to meet once a term;
15. Chair the Health and Safety Committee;
16. Appoint not less than two member of staff as a Health and Safety Representative;

Cedarwood School Staff Members

Are responsible for:

1. Taking reasonable care to protect their own safety and that of others at work;
2. Reporting any accident, incident, hazard or injury which arises in the course of their duties, immediately or as soon as practicable to their manager;
3. Using provided personal protective equipment correctly (if applicable) and according to health and safety procedures;

4. Obeying any reasonable instruction from their managers in relation to Health and Safety at work;
5. Complying with the approved health, safety welfare policies and procedures;
6. Not performing hazardous work unless they have received appropriate training and instruction;
7. Raising any unresolved health or safety issue with the Health and Safety Representative;
8. Keeping work areas in a safe condition;
9. Ensuring that they are not, by the consumption of alcohol or any other drug, in such a state as to endanger their safety or that of others;
10. Participating in Occupational Health and Safety discussions and supporting appropriate consultative mechanisms;
11. Actively participating in planning and implementing any rehabilitation program if injured; and
12. Abiding by any agreed medical treatment.

Cedarwood School Health and Safety Committee

1. Sections 19 and 20 of the Act describe the establishment and duties of the Occupational Health and Safety Committee respectively.
2. The main duty of the Committee is to monitor and review all health and safety arrangements within the Company.
3. The Committee is the consultative and advisory body for matters of occupational health and safety affecting staff, pupils and visitors of the Company.
4. The committee will consist of the following representatives:
 - a) Headmaster (Occupational Health and Safety Coordinator)
 - b) Health and Safety representative from the School
 - c) Evacuation Officer
 - d) First Aiders

The committee will meet 3 times per year. The Health and Safety Supervisor Assistant must file all minutes of meetings with signed registers.

Health and Safety Representatives

Health and Safety Representatives have the following responsibilities and functions within their work group:

1. Representing the health and safety interests of all staff members and pupils;
2. Inspecting any workplace area at any time after giving reasonable notice;
3. Inspecting any workplace immediately if there is an accident, dangerous occurrence, imminent danger or risk to the health, safety and welfare of any staff member or pupil;
4. Accompanying an inspector from the Department of Labour during an inspection of any workplace;
5. Being consulted about the proposed changes to the work place that may affect staff members' and/or pupils' health and safety;
6. Having access to information about the health and safety of members with that particular member's/pupil's consent;
7. Being consulted about policies, practices and procedures on health and safety and on any proposed changes to these;
8. Investigating complaints relating to health and safety made;
9. Making representation to management on any matter related to health and safety;
10. Have access to any information about risks to health and safety that may arise at the workplace;

11. Being present at an interview between management and a member/pupil or an inspector and a member concerning occupational health and safety if the member/pupil requests it;
12. Issuing default notices requiring unsafe situations to be corrected within specified time limits after taking reasonable steps through appropriate consultation to resolve that situation;
13. Directing where an immediate threat to health and safety exists, and if warranted by the nature of the threat and degree of risk, that work ceases, until adequate measures are taken to protect the members/pupils;
14. Being provided with facilities and assistance to perform their functions under the Occupational Health and Safety Act No. 85 of 1993; and
15. Attending accredited training to the equivalent of 5 days per year whenever possible.

First Aider

A first aid boxes consisting of the necessary items required to assist an injured person, will be stored on the premise. This box will be kept in a safe place and the responsibility of storing, updating and utilising the box will be given to the Assistant Supervisor. First Aiders would be trained on how to administer assistance to both staff and pupils in the event of an incident. The treatment will be free of charge. The person being treated will have to sign an agreement form.

Staff members are not allowed to dispense any form of medication (e.g. Panado's or aspirins) to pupils/staff (due to unknown allergies). (Parents to sign consent form to give Panado. To be kept in the learner's file). Administering of medication will be done at Reception with the consent of the Parents.

Visitors and Contractors

People other than Cedarwood School staff members are also required to comply with all instructions provided and directions issued to them on health and safety issues from time to time.

RISK ASSESSMENT AND CONTROL

A Risk assessment tool is completed as signed off after assessment is done.

Subject to the General Safety Regulations applicable under the Occupational Health and Safety Act, 1993, every employer shall make an evaluation of the risk attached to any condition or situation which may arise and to which persons at the workplace are exposed and he/she shall take such steps as may under the circumstances necessary to make such a condition or situation safe.

Additional risks that should be mentioned as required:

1. **Substance abuse:** To ensure and promote a safe and healthy environment, Cedarwood School does not permit the use of alcohol or drugs by any member of staff, contractors or pupils on Cedarwood School premises during official working hours.
2. **Accident/Incident Reporting:** All accidents, incidents and near misses occurring on the premises or whilst undertaking tasks related to employment with Cedarwood School, regardless of location, must be reported in fulfilment of the statutory requirements as well as to preventing re-occurrence. This also applies to visitors. The report must be detailed and must include the measures taken to prevent re-occurrence. All incidents must be reported without delay and recorded in a register called "Accidents on Duty" readily available for inspection by any staff member and Inspector by the Department of Labour.
3. **Full functionality:** Information on the effectiveness of each site's Health and Safety performance should be made available every 6 months to the Board.

EMERGENCY DRILLS

2 Drills a year.

2 Types of Sirens.

Long Siren- Follow exit procedures below

PROCEDURE TO EVACUATE THE SCHOOL BUILDINGS

1. The school Headmaster/ Deputy/ HOP or receptionist sounds the megaphone siren.
1. Pupils and staff should leave the building in an orderly fashion using the primary or alternate fire routes shown on the evacuation charts displayed in each venue. Each teacher must take their red file containing registers for all the classes that they teach along with them. Teachers must adhere strictly to this procedure for evacuation.
2. All classes with their register teacher must line up on the far side of the soccer field. Pupils must line up in grade order and roll call must be taken immediately.
3. Teachers need to be aware of which pupils are absent for the day as per their daily registers. Any pupils who are not accounted for should be reported to the Headmaster and the Health and Safety committee immediately. Strict supervision should always be maintained.
4. The school receptionist should do roll call on staff and apply the same procedure as for the previous point.
5. The Evacuation Officers must ensure where possible that the fire is contained and that the fire department is contacted immediately.
6. The school receptionist must exit the building with the medical box, staff attendance register, phone list.
7. The Headmaster or designated person phones the fire brigade/police/ emergency services.
8. Pupils must remain on the field (supervised) until feedback is received from the Evacuation Officers after which the Headmaster will give further instructions.

Short blasts = **“Stop and Drop”**- remain in class until the Headmaster gives the **“all clear”**

PROCEDURE FOR SHORT BLASTS

1. Make sure all learners are under the desk. Staff under their tables.
2. Make sure all doors are locked.
3. Make sure all windows are closed.
4. Wait for the ALL CLEAR from the Headmaster.

2. Procedure for bus emergency evacuation.

1. Full bus check (using bus checklist) must be completed before every departure.
2. An accompanying staff member must inform pupils of reasonable procedures when a bus emergency takes place.

POLICY MAINTENANCE

Policy review / Continuous improvement

An annual review will be done of the policy and procedures stated herein by the General Managers, and recommendations to the Academic Board will be reviewed, documented and implemented.

Non-conformance

The following actions will be regarded as non-conformance:

1. Not following the set procedure
2. Disregard of the evidence requirements

Cedarwood School management will do its best to assist and advise sites where possible to achieve the expected standards. However, continuous non-compliance with this policy will result in action taken as outlined in the school's Disciplinary Code.



RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22 Aug and 1 Sept 16	None	D van Wyk
7 June 17	Adding of Evacuation Procedures and Emergency Drills	H Muller
Sept 18	Grammar	H Muller
Sept 19	Adding of Risk Assessments, Bus Evacuation procedures	P Kotze
11/09/20	POPIA	Management
11/09/21	Supervisor / Assisting Supervisor / First Aid boxes	Management
11/11/2022	2 Drills changed to 3 Drills	Management