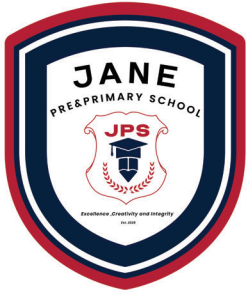


Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.



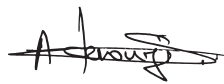
HEALTH AND SAFETY POLICY

	Document Type	Policy and Procedure		
	Document Title	Health and Safety Policy		
	Applicable To	All staff		
	Document Owner	Board of Director		
Doc No: JPS -25-0001	Effective from 12 Feb 2025	Page 1 of 3	Version:0001	Author: Director

A AMMENDMENT HISTORY:

Amendment Date	Version	Amendment Date	Final Approval Level

B. APPROVAL

Title	Name	Date	Signature
Director	O.D Adewuyi	12 Feb,2025	

Disclaimer	It is the responsibility of the user to ensure that the printed document corresponds with original master copy available at the school.
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1. Purpose

To ensure a safe and healthy environment for all learners, staff, parents, and visitors at Jane Pre – Primary School, promoting the wellbeing of everyone on the school premises.

2. Scope

This policy applies to:

- All learners (Grade RR–7)
- All teaching and non-teaching staff
- Visitors, contractors, and volunteers

3. Legal Framework

- Occupational Health and Safety Act (OHSA) No. 85 of 1993
- South African Schools Act (SASA) No. 84 of 1996
- Child Care Act
- COVID-19 Disaster Management Regulations (if applicable)

4. Responsibilities

4.1 Principal

- Overall responsible person for health and safety at the school.
- Ensure compliance with laws and regulations.
- Report incidents to the Department of Education where necessary.

4.2 School Governing Body (SGB)

- Oversee and support implementation of health and safety measures.
- Review health and safety reports regularly.

4.3 Staff

- Actively promote safe practices.
- Report hazards and incidents immediately.
- Supervise learners carefully during all activities.

4.4 Learners

- Follow all school safety rules.
- Report unsafe conditions or incidents to staff immediately.

5. Risk Management

- Regular risk assessments must be conducted (at least annually).
- Safety audits must cover:
 - Buildings and infrastructure
 - Classrooms and playgrounds
 - Laboratories (if applicable)
 - School transport
 - Kitchen and food preparation areas

6. First Aid and Medical Emergencies

- At least two staff members must be First Aid certified.
- Fully stocked First Aid kits must be kept:
 - In the administration block
 - On playgrounds
 - In school transport vehicles
- Emergency numbers must be displayed clearly.
- Parents must provide up-to-date medical information for their children.

7. Fire Safety and Evacuation

- Fire extinguishers must be serviced annually.
- Fire drills must be conducted once per term.
- Clear evacuation procedures must be displayed in all classrooms.

8. Accident and Incident Reporting

- All accidents must be recorded in an Incident Register.
- Serious incidents must be reported to the Department of Education immediately.
- Investigation must follow every major incident to prevent recurrence.

9. Hygiene and Infection Control

- Regular cleaning and sanitization of all areas.
- Adequate toilet and handwashing facilities for learners.
- Procedures in place for managing infectious diseases (e.g., flu, COVID-19).
- Promote personal hygiene among learners (handwashing campaigns, etc.).

10. Safety of School Grounds

- Playgrounds and sports fields must be regularly inspected.
- Equipment must be safe, age-appropriate, and properly maintained.
- Dangerous areas (e.g., construction zones) must be fenced off and marked.

11. School Transport Safety

- Only licensed, roadworthy vehicles must transport learners.
- Seatbelts must be used where available.
- Drivers must have valid professional driving permits.

12. Emergency Preparedness

- Emergency plans for:
 - Fire

- Severe weather
 - Accidents and injuries
 - Intruder/lockdown situations
- Staff and learners must be trained in emergency procedures.

13. Bullying and Abuse Prevention

- Anti-bullying strategies must be implemented.
- All suspected abuse (physical, emotional, sexual) must be reported according to law.

14. Monitoring and Review

- The Principal must submit a termly Health and Safety Report to the SGB.
- This policy must be reviewed **annually** or when major changes occur.

Related Documents

- Health and Safety Incident Register
- Emergency Evacuation Plan
- First Aid Kit Checklist
- Risk Assessment Form

Health & Safety Incident Register Template

Jane Pre - Primary School - Incident Register

Date of Incident	Time	Location	Description of Incident	Persons Involved	Immediate Action Taken	Reported to (Principal/SGB)	Follow-up Action
2025/04/15	10:30	Playground	Learner fell from jungle gym	John M. (Gr. 3)	First Aid applied, parent notified	Principal	Playground equipment inspected

✓ Notes:

- Use black ink and record facts only (no opinions).
- Incidents must be signed off by the Principal.

Fire Drill Checklist and Evacuation Plan Template

Jane Pre - Primary School - Fire Drill Checklist

Item	Completed (Yes/No)	Notes/Issues
Fire alarm sounded clearly		
All classes evacuated promptly		
Staff accounted for all learners		
Fire exits used correctly		

Emergency services contacted (if real		
Evacuation time recorded		
Meeting point procedures followed		
Debrief held with staff and learners		

✓ **Evacuation Assembly Point:**

- [Insert location — e.g., Soccer field]

✓ **Person in Charge during Drill:**

- [Usually the Principal or appointed Health and Safety Officer]

Basic Evacuation Plan

When you hear the fire alarm:

1. **Stop what you are doing immediately.**
2. **Line up quietly at the door.**
3. **Follow your teacher quickly and quietly to the nearest exit.**
4. **DO NOT run or push.**
5. **Teachers must carry the class attendance register.**
6. **Proceed to the Assembly Point (e.g., Soccer Field).**
7. **Teachers to call the roll immediately.**
8. **Report missing learners or staff to the Principal immediately.**
9. **Wait for the all-clear signal before returning to class.**