



# RADFORD HOUSE

Pre-Primary, Primary and High School

*The School of Thought*

224 & 225 Cornelis Street, FAIRLAND, 2195  
Tel 011 478-1864 • 011 431 3199 • Fax 0866 202 490 • P. O. Box 73732, FAIRLAND, 2030  
[www.radfordhouse.co.za](http://www.radfordhouse.co.za)

## General Health and Safety Policy

### 1. Introduction

- 1.1. The school regards the safety and health of its pupils and staff members as a vitally important aspect of the school's functioning.
- 1.2. The school complies with the provincial and local authority legislation with regard to requirements for health and safety, including aspects of design, space and maintenance.

### 2. General admission

- 2.1. The principal reserves the right to take any steps he deems necessary to safeguard the school premises, including denying admission to a member of the public.
- 2.2. Parents may visit the school at any time, yet such visits may not disrupt school activities.

### 3. Enrolments

- 3.1. Upon enrolment the following information is obtained from the parent/ guardian of the child:
  - 3.1.1. Information regarding allergies and health concerns for the child
  - 3.1.2. Emergency contact information
  - 3.1.3. Signed consent (in the school contract) from the parents/guardians for transporting the child, first aid, transport and treatment in the case of an emergency, and authorisation for another adult to act in the interests of the parents in the event that parents are unreachable.
- 3.2. Any allergies noted in the child's enrolment information is transferred onto an easily legible poster and hung in the school kitchen/ after care centre and in the office near the first aid cupboard. This information is also given to the child's teacher. Information is updated annually.

### 4. Enrolment of pupils with special health needs

- 4.1. The school accepts enrolments of learners with special health needs provided that the school has the capacity to provide supportive care in a safe environment, to meet the child's individual needs in a developmentally appropriate way.

### 5. Water for drinking

- 5.1. The school does not use tap water from a source other than the municipal supply for drinking and hand washing purposes. Borehole water is used to fill toilet bowls.

## **6. Hand washing**

- 6.1. Staff, volunteers and learners must wash their hands...
  - 6.1.1. before preparing, eating or touching food
  - 6.1.2. after preparing, eating or touching food
  - 6.1.3. after visiting the toilet or helping a child with toileting
  - 6.1.4. after touching body fluids or items contaminated with these
  - 6.1.5. after wiping noses, faces or buttocks
  - 6.1.6. after cleaning injuries or sores
  - 6.1.7. whenever visibly dirty
- 6.2. Staff, volunteers and learners are encouraged to wash their hands in clean running water. It is the responsibility of each class teacher to instruct the preschool and Grade 1 pupils to do so, within the first month of each school year. Hand washing includes washing up to the wrists and under the fingernails.

## **7. Glove policy**

- 7.1. Waterproof gloves must be used and carefully disposed of after the following:
  - 7.1.1. In the event of contact with blood or any blood-stained body fluids
  - 7.1.2. When changing a child's soiled underclothing
  - 7.1.3. When cleaning surfaces contaminated with blood or blood-stained fluids
  - 7.1.4. When cleaning an area contaminated with body fluids e.g. vomit
- 7.2. Gloves are readily available in the office and staff members must have at least one pair available at all times.

## **8. Toilets**

- 8.1. Toilets are cleaned regularly and are located separate from play areas
- 8.2. The school cleaners inspect, and if necessary, clean the toilets at least twice daily
- 8.3. Toilet bowls are thoroughly cleaned and disinfected daily and are washed down with a bleach-sanitising solution
- 8.4. Toilet facilities have sufficient toilet paper and soap, easily available and in easy reach for all. This is the responsibility of the cleaners to maintain.

## **9. Maintenance of school in terms of safety**

- 9.1. The management and procedure of general maintenance is the responsibility of the school principal.
- 9.2. All painting is done with standard non-toxic lead-free paint.
- 9.3. General maintenance is conducted during school hours in a way that neither threatens the safety nor health of any learner or staff member e.g. welding.
- 9.4. Grass on the playgrounds is regularly mowed.
- 9.5. Chemicals, insecticides, paints and petrol products are locked away in the maintenance room.

- 9.6. The school buildings and grounds are maintained in such a way that the health and safety of the learners and staff are not jeopardised.
- 9.7. Each classroom has a dustbin, emptied daily by the cleaners.
- 9.8. There are at least three large dustbins available for garbage disposal on each playground. The emptying of these dustbins is the responsibility of the school groundsmen on a regular basis.

## **10. Cleaning routine for school**

- 10.1. Routine cleaning of the school (by cleaners) is supervised by the principal according to the schedules and procedures set up by the principal.
- 10.2. Areas soiled by body fluids or potentially infectious material is first cleaned with water and soap. All organic or soiled matter is removed. The area is then disinfected with a bleach and water solution. Staff members are to make the area inaccessible to children and then delegate the cleaning of these areas to a school cleaner. This not only includes any areas within the staff member's usual field of concern (e.g. classroom or outside passage), but to any soiled area on the school grounds brought to the attention of the staff member.
- 10.3. Care is taken when cleaning with dangerous or poisonous chemicals or substances. Cleaning with these substances is only permitted when children are not directly present.

## **11. Fire extinguishers**

- 11.1. The school meets all the basic requirements set out by the local authority building legislation in the use and maintenance of fire extinguishers
- 11.2. Fire extinguishers are kept on all levels of the school building and are easily accessible
- 11.3. Fire extinguishers are properly labelled as such
- 11.4. The principal arranges for the inspection and re-filling of fire extinguishers annually

## **12. Pets**

- 12.1. The school allows staff members to keep appropriate pets in their classes. The following criteria need to be met:
  - 12.1.1. The staff member remains responsible for pets and maintains this responsibility through weekends and holidays
  - 12.1.2. No children have allergic reactions to pets kept in the class. If so, pets are removed at once.
  - 12.1.3. The staff member ensures that the pet has all necessary veterinary care and that the pets are dewormed and injected as per a schedule proposed by a vet.
  - 12.1.4. Pets are enclosed in cages and separated from the learners except when learners are permitted to handle pets under supervision.
  - 12.1.5. All learners and staff follow a hand-washing procedure after handling pets.
  - 12.1.6. Pets are never kissed and children are never to put their hands to their mouths after touching one.
  - 12.1.7. In the event of an animal biting or scratching a child, the staff member must ensure that the necessary first aid is applied and the parents of the child are notified. Pets who persistently bite or scratch (i.e. more than one incident in the span of 3 months) are not permitted at the school.

### **13. Plants**

- 13.1. Each staff member is responsible for plant care within his/her classroom (e.g. watering and dusting)
- 13.2. Staff members are responsible for ensuring that classroom plants are non-toxic.
- 13.3. If children experience plant poisoning by eating plants from the surrounding environment, immediate action is taken through contacting medical institutions.

### **14. Toys**

- 14.1. Cleaning of dirty toys and sorting of toys is the responsibility of the class teacher. Inspecting toys, educational equipment and teaching resources for general maintenance is the responsibility of each classroom teacher and should be undertaken at least once a month.
- 14.2. All class toys are washed or thoroughly wiped regularly. This is recommended in the school holidays, and is the responsibility of the class teacher.
- 14.3. Any toys that have been “mouthed” by learners are kept aside and disinfected before making them available to the learners again.
- 14.4. The following criteria is met for toy and furniture selection:
  - 14.4.1. There are no loose parts that can be broken off and accidentally swallowed.
  - 14.4.2. Fabric items should be washable and flame retardant or non-flammable.
  - 14.4.3. Toys that have electrical parts or can be propelled through the air should be avoided.
  - 14.4.4. Toy chests should be easy to open from the outside and inside (no padlocks or self-locking chests).
  - 14.4.5. No toys should have strings or thin ropes longer than 20 cm to avoid strangulation. The exception to this are strings and shoelaces used for sewing and educational purposes. Teachers keep vigilant care over children when handling these items.
  - 14.4.6. Wooden equipment must have no splintered or jagged edging.
  - 14.4.7. Bolts, nails and screws are hidden and unable to cause injury.
  - 14.4.8. Movable or retractable parts of toys should not be able to catch or pinch skin or clothing.
  - 14.4.9. Broken toys and equipment are removed from classrooms immediately and placed in the school workshop for repairs. The school maintenance department is responsible for repair operations and repaired toys and equipment are inspected by the class teacher before being returned to the classroom.

### **15. Exposure to blood, blood-stained or other potentially infected body fluids**

- 15.1. All blood, blood products and blood-stained body fluids are regarded as potentially infectious
- 15.2. All persons in the school must use every possible method to prevent contact with blood, blood products and blood-stained body fluids. The use of waterproof gloves when coming into contact with the abovementioned is compulsory. In addition to this, any person with injuries on their hands covers these injuries with waterproof plasters when at school.
- 15.3. Staff should wear gloves when cleaning up spills
- 15.4. Staff must wash hands thoroughly after gloves are removed or in the event of accidental blood contact.

- 15.5. Blood-stained spills are cleaned with soap and water and then disinfected with a bleach and water solution.
- 15.6. Used gloves are disposed of in a safe way so that children do not have access to soiled gloves.

## **16. Pest control**

- 16.1. The control of unwanted pests is handled by a professional pest control company or the school groundsman. Caution is taken that this never occurs when children are present, and if toxic substances are used, these are only ever used over a holiday period or weekends.
- 16.2. Staff may not use poisons or leave poisons lying in any part of the school building e.g. moth balls.

## **17. Non-smoking policy**

- 17.1. Smoking by staff, parents and visitors is only allowed in the designated smoker areas located in the teachers' parking lots.
- 17.2. Learners are not permitted to smoke on the premises and are subject to strict disciplinary action if found doing so.

## **18. Suitable and safe outdoor playground areas**

- 18.1. The following criteria are adhered to in the purchasing of playground equipment and establishing of any new playground areas:
  - 18.1.1. Play equipment has no broken or rusty parts, missing pieces, splinters, sharp edges, or frayed ropes.
  - 18.1.2. Play equipment is age-appropriate and able to support the weight and height of a Grade 7 pupil.
  - 18.1.3. Large pieces of equipment are stable and anchored in the ground.
  - 18.1.4. Equipment is placed sufficiently far apart to allow a smooth flow of traffic and adequate supervision.
- 18.2. Chemicals, insecticides, paints and petrol products are stored away from play areas and pupil access in the maintenance room.
- 18.3. Grounds are maintained on a regular basis and are free from debris; grass is mowed.
- 18.4. No equipment catches rainwater in a way that it can become contaminated.
- 18.5. Sand in open sandpits or sand-tables is salted every 6 months.
- 18.6. The outdoor playgrounds are inspected regularly by the school maintenance team. The following factors are considered in the inspection:
  - 18.6.1. There are no sharp objects, large sticks or rocks lying on the playground that could cause accident or injury
  - 18.6.2. All equipment is in good repair and undamaged
  - 18.6.3. There are no pools of undrained rainwater
  - 18.6.4. All equipment is safely anchored and secure
  - 18.6.5. There are no splintered or rough finishes that can cause injuries

Should any problems be detected the area is marked off with chevron tape and repair work made a top priority for the day (assuming that repair work does not in any way threaten the health or safety of staff or learners during normal school hours).

Children are closely supervised and warned not to play in demarcated areas until repair work is complete.

## **19. Rules for safe playground equipment use**

The following specific rules are enforced:

- 19.1. Children are to hold onto swings with both hands
- 19.2. Children are seated on swings
- 19.3. Children are not permitted to jump off high playground equipment
- 19.4. Children may not do handstands on or near moving playground equipment
- 19.5. Children are not permitted to shake or deliberately push anchored playground equipment
- 19.6. The teacher on duty must use her discretion in allowing a limited number of children simultaneously on the jungle gyms or large playground equipment.
- 19.7. Children may not throw or kick sand, sticks, stones or refuse for any reason whatsoever.
- 19.8. Swing poles are not jumped from - leaving the swing handle to swing freely.
- 19.9. Children only use their hands when playing on swing poles (not legs through handles).
- 19.10. Children waiting for a turn on the swing poles do so at a safe distance.
- 19.11. Children may not play behind bathrooms or inside bathrooms at any time.
- 19.12. Children may not play inside classes or on corridors during outdoor play time without the permission of the teacher.
- 19.13. Teachers leaving their classrooms unattended should lock their classrooms during break times.

## **20. Indoor safety**

- 20.1. Classrooms have good ventilation, either through windows or doors that can open and which are in working order
- 20.2. Rooms are well lit
- 20.3. Glass doors and low windows are constructed with safety glass
- 20.4. Tables and chairs are the correct size for the person using them. Eg: child-sized in the lower grades
- 20.5. Furniture, activities and equipment are set up so that doorways and pathways are kept clear

- 20.6. Cleaners, chemicals and other poisonous substances are locked away
- 20.7. Stairs are kept free of toys and clutter
- 20.8. Stairs are well lit
- 20.9. Toilets and washbasins are in working order
- 20.10. Water cannot scald children as no heated water runs through bathroom taps
- 20.11. All indoor areas are free from rodents and/or undesirable insects
- 20.12. Children may not run indoors

## **21. Supervision during outdoor play**

- 21.1. Children are thoroughly supervised when indoors and outdoors. A copy of the staff playground supervision roster is posted in the staff room and on-duty staff members ensure that they are present on the relevant playgrounds from the time that outdoor play begins until it is finished.
- 21.3. All play areas are closely supervised, particularly areas containing large playground equipment.
- 21.4. Staff on duty are to report any broken or unsafe playground equipment

## **22. Supervision during indoor activities**

- 22.1. All classes are supervised by a teacher or competent adult. Unless unavoidable, a teacher may not leave her classroom unless a substitute teacher has been arranged.
- 22.2. In the event of a classroom emergency requiring the teacher's absence, the entire learner group is sent to the adjacent classroom and placed under the supervision of the adjacent teacher, until such time as the teacher involved in the emergency is able to supervise her learners again.

## **23. Procedure for managing children who become sick while at the school**

- 23.1. Any symptoms are evaluated by both the class teacher and a first aider. All symptoms listed under the "exclusion guidelines" are considered reason for the child's exclusion from further participation in regular school activities.
- 23.2. As a routine, any child complaining of an illness has their temperature checked and are given a brief external examination by a first aider.
- 23.3. If a child becomes ill during the day, the school informs the parent.
- 23.4. The child rests on a sick bed under the supervision of a first aider until the parent fetches the child.
- 23.5. In the event of a child needing urgent medical assistance, the school acts in the best interests of the child and first aid transport is arranged to take the child to a medical facility. A staff member accompanies the child at all times until the parent's arrival.

## **24. Exclusion guidelines**

24.1. Children are excluded from school if the following symptoms are noted:

- 24.1.1. Uncontrolled diarrhoea or vomiting more than once in a 24-hour period.
- 24.1.2. Mouth sores with drooling, unless a health professional determines that the child's illness is not communicable.
- 24.1.3. A skin rash with a fever unless a health professional has approved that the child may be at school.
- 24.1.4. Conjunctivitis (pink eye) with a discharge until all symptoms have cleared.
- 24.1.5. Scabies or head lice until all nits and lice are completely removed.
- 24.1.6. Any contagious diseases until a health professional gives permission to return (e.g. TB, mumps, impetigo, hepatitis A, chicken pox, measles, whooping cough, rubella, shingles, or streptococcal throat infections).
- 24.1.7. A fever over 38 degrees with other behavioural signs of illness (e.g. crying, drowsiness, wheezing, coughing).
- 24.1.8. Ring worm

24.2. Children are also excluded from school in the following circumstances:

- 24.2.1. Illness or injury preventing the child from participation in normal activities.
- 24.2.2. Illness or injury requiring more care from staff than they can provide without neglecting other children.
- 24.2.3. Keeping the child at the school poses a risk to those who might make contact with him/her.

## **25. Medication policy**

- 25.1. If medication is sent to school, the school administers the necessary medication if the parents have given their written consent for the school to do so.
- 25.2. All medication is labelled with clear instructions including the following: child's name, the dosage, the time and frequency of dosage and special storage instructions.
- 25.4. Medication is handed in personally, by the parent or legal guardian, to the school office.
- 25.5. Medication that needs refrigeration is stored in the school fridge - an area restricted to children.

## **26. First Aid procedure/ accident procedures**

- 26.1. Every two years (or when the certification needs to be renewed), eight or more staff members are selected to attend an accredited first aid course.
- 26.2. A staff member must remain with a child who requires first aid intervention, at all times.
- 26.3. Persons requiring first aid intervention are only moved if it has been established with absolute certainty that no back or neck injuries have been sustained. Children may not be moved if there is the danger of additional harm.
- 26.4. In the event of an emergency, the staff member present begins immediately with appropriate emergency care procedures and sends for help from another staff member.
- 26.5. The principal or person appointed by the principal is responsible for contacting the parents/emergency guardians in the event of an accident or injury requiring first aid.
- 26.6. The principal or person appointed by the principal advises parents if emergency medical

assistance/paramedic intervention is required.

- 26.7. In the event of the parents/emergency substitutes being unavailable or unwilling, the school acts in the best interests of the child and first aid transport is arranged to take the child to a medical facility. The principal makes the necessary arrangements in this regard.
- 26.8. If the child is transported by a medical facility before parents arrive, a staff member accompanies the child and remains with the child until the parents arrive.
- 26.9. Copies of all emergency numbers are kept clearly visible in a laminated poster-format near the school telephone.
- 26.10. The school secretary is responsible for completing an accident and illness register every time a parent is contacted for these issues.

## **27. First Aid Kits**

- 27.1. A comprehensive first aid kit is available in the school office.
- 27.2. It is recommended that staff keep their own small first-aid kit with them on break duties for minor scrapes and injuries.
- 27.3. The abovementioned basic first aid kits/ small first aid kit requires latex/ waterproof gloves, antiseptic ointment, cotton wool swabs and band aids. First aid kits are easy to locate and well-labelled with the universal first aid symbol.
- 27.4. The contents of the comprehensive first aid kits are inspected termly by a registered company who issues an annual compliance safety certificate to the school. Any expired contents are discarded and replaced.

## **28. Injury and illness register**

- 28.1. In the event of a child's parents being contacted for an injury or illness, a register is completed by the staff member who telephones the parents.
- 28.2. The register keeps record of the staff member who was on duty, the time parents were called and the time the child was collected (if necessary).
- 28.3. The register is reviewed by the principal from time-to-time to analyse any areas of concern or trends that need addressing.

## **29. Drop off and collection of children**

- 29.1. Once children have entered the school gate they are not permitted to leave except under the supervision of their teacher / parent/ legal guardian or standard transport/ usual taxi driver.
- 29.2. In the event of a parent/ guardian wanting to collect/ drop off a child outside of normal school hours this is done through the school office.
- 29.3. Parents of children collected outside of normal school hours are expected to sign the child out in the office.
- 29.4. Children are not permitted to have visits from friends or family members on the school property during school hours, unless parental/legal permission has been granted, and the visit has been approved by the school principal.

- 29.5. Children may not be collected from the school at irregular hours by adults other than parents/legal guardians unless written or telephonic consent to do so has been established by the parent/legal guardian.
- 29.6. Children may only be collected during normal school collection hours by parents/legal guardians or transports that have been previously confirmed by the parents. Irregularities in this regard are noted and the staff member on gate duty may not allow the child to leave the premises unless consent is obtained from the parent/legal guardian.
- 29.7. Children may only walk or cycle home once this has been established as permissible by their parents/legal guardians
- 29.8. After normal school hours (from 14h00 to 17h30) children collected are signed out by after care. Parents / legal guardians complete a collection form and record the time of collecting their children. Irregularities in the persons collecting the child are handled in the same way as irregularities during normal school hours.

### **30. Food policy**

- 30.1. Children bring their own lunch from home or purchase lunch from the tuckshop. The tuckshop providers are independent businesses.
- 30.2. Lunch is also provided by the aftercare providers. The aftercare providers are independent businesses and should have their own indemnity forms and records of allergies etc.

### **31. Disposing of sanitary towels and tampons**

- 31.1. Female learners are educated from Grade 5 about the necessity of personal hygiene and the safe disposal of sanitary towels and tampons.
- 31.2. Appropriately designed dustbins are placed in bathroom cubicles which are used for the disposal of these personal items.
- 31.3. The school employs a hygiene and contract cleaning service company to empty the sanitary bins and dispose of the contents.

### **32. School policy regarding HIV/AIDS**

- 32.1. HIV testing is not a pre-requisite for employment or enrolment in the school.
- 32.2. Educators living with HIV/AIDS:
  - 32.2.1. Have the same rights as all other educators in areas pertaining to sick leave and compassionate leave.
  - 32.2.2. Have the same responsibilities and obligations as all other educators with regards to meeting attendance, maintenance of education standards, break duties etc.
  - 32.2.3. 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.
  - 32.2.4. Are not be denied promotion, training or holding of senior positions.
  - 32.2.5. Are protected from discrimination, harassment or victimisation regarding their HIV/AIDS status
- 32.3. No educator, staff member or learner is required to disclose his or her HIV status.

#### 32.4. Learners living with HIV/AIDS should:

- 32.4.1. Attend regular classes as their health permits them to do so.
  - 32.4.2. 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.
  - 32.4.3. Not be excluded from any disciplinary procedures in the event of misbehaviour.
  - 32.4.4. Be protected from discrimination, harassment or victimisation regarding their HIV/AIDS status and be provided with support, empathy and compassion.
  - 32.4.5. 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).
- 32.5. 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.
- 32.6. No educator or learner may refuse to work with a colleague or teach a learner, based on their HIV status. No learner may refuse the teaching of an educator or refuse to study with a fellow learner based on their HIV status
- 32.7. Universal precautions are maintained in the school to keep a safe and healthy work environment
- 32.8. All educators and learners are appropriately educated regarding precautionary behaviours and measures are taken to maintain a safe and healthy working environment

### **33. School drug and violence policy**

- 33.1. The school is a drug-free and dangerous-object-free zone. No person may be in possession of dangerous objects or drugs on the school premises.
- 33.2. 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
- 33.3. 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 (Government GAZETTE NO. 2663 NO 975, 20 August 2004)
- 33.4. 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, immediate dismissal from the school.

### **34. Health and Safety Policy Review**

- 34.1. This health and safety policy is available for all staff on request.
- 34.2. Staff members acknowledge that they have read the policy and give any feedback.
- 34.3. The policy is reassessed annually by the principal after staff comments have been processed.
- 34.4. In the event of more than four similar accidents or injuries occurring within the span of one month, the policy is also reviewed by the abovementioned parties and necessary amendments made.