



AMEDEO  
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## Health and Safety Policy

### **PURPOSE OF THE HEALTH AND SAFETY POLICY**

The purpose of the policy is for the protection of Health and Safety of staff members, learners and any other person who may be at the school at any given time. The policy provides health and safety guidelines for all persons on the premises and in the classroom and regulations for compliance thereof.

### **AVAILABILITY OF FUNDS**

The Board of Directors make funds available for the implementation of the Health and Safety Policy at the School. The annual school budget will reflect the amount to be spent annually on Health and Safety measures to be implemented at the school. The Health and Safety sub-committee must constantly monitor the implementation of the Policy at the school.

### **VIOLENCE AND DRUG-FREE SCHOOL**

No person may:

- Allow the use of any hazardous object on the school grounds.
- Have any hazardous object on the school grounds.
- Store any hazardous object on the school grounds unless in officially designated places determined by the school principal.
- Have any illegal drugs on the school grounds.
- It is illegal to Vape or smoke on the School grounds, any students involved in such or found to be doing such will face disciplinary action.
- The School is a non-smoking campus - Staff are only allowed to smoke in designated areas at break times.
- Enter the school grounds while under the influence of any illegal drug or alcohol.
- Cause any form of violence or disorder that may have a negative effect on any school activity.
- Knowingly condone, hide, encourage, or instigate the possession of any hazardous object, or refuse, fail or neglect to report the sighting or presence of any hazardous objects on the school grounds to the school management or authorities.
- Cause any direct or indirect harm to anyone who attempts to expose another who tries to frustrate the prevention of hazardous objects or activities.



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A police officer or, in his/her absence, the school principal or member of management may, without a warrant:

- Search the school if he/she reasonably suspects that a hazardous object or illegal drug is present on the school grounds.
- Search any person on the school grounds.
- Confiscate any hazardous object or illegal drug found on the school grounds or a person in contravention of the provisions of this policy.

#### **ACCESS TO THE SCHOOL GROUNDS**

Subject to the constitution and applicable legislation, the school principal may

- Institute such measure as he/she deems necessary in order to secure the school grounds as well as protect the persons on the school grounds.
- Request identification from anyone entering the school grounds.
- Remove any persons from the school grounds in order to protect and ensure the safety of all persons on the school grounds.
- Request proof of the driver's license of any person driving on the school property. All vehicles will only be permitted to park in demarcated areas. All vehicles will be permitted to travel at 10 km per hour on school premises in the demarcated areas.

#### **VISITS BY PARENTS OR OTHER PERSONS**

- Parents or any other stakeholders in the school community are entitled to visit the school but may not disrupt any school activity.
- Any other visitors are required to report to the office on arrival, unless otherwise arranged prior to visit.
- No unauthorized individual may enter the school grounds and trespassers will be prosecuted.
- Right of entry to the school is reserved and any person who is regarded as a disruption or threat shall be immediately removed from the school grounds and may be charged with trespassing.

#### **SCHOOL ACTIVITIES**

- The school shall institute the following steps in order to ensure learners safety during any school activity:
  - Where practically possible, learners shall be supervised by an educator/staff member.
  - Learners will, at all times, be supervised by an educator/staff member when walking outside of the school premises.
  - Information will be provided to parents prior to any activity outside of the school premises with all necessary information.
  - Parents will give written consent prior to any activity outside of the school premises - failure

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to comply will result in the learner not attending.

- First aid boxes will be available at all times.
- Staff will be certified in First Aid.

#### **RESTRICTED AREAS**

- Classroom during breaks unless consent given.
- Staff accommodation.
- Sports field, unless for educational purposes with an educator present.
- Swimming pool and immediate vicinity.

#### **TRANSPORT**

- The school management must ensure that hired transport required for transporting learners to school activities are hired from reputable companies with drivers in possession of the necessary, valid, public drivers' permit. The buses must be roadworthy, and the brakes and tyres must comply with the set standards. The company used must provide the following:
  - Proof of Passenger Liability Insurance
  - Vehicles must be equipped with functioning seatbelts on all seats
- The school principal/supervising educator must intervene if there is any doubt about roadworthiness of the vehicle or competence of the driver.
- When reporting any accident, the school principal/supervising educator must liaise with the vehicle owner and must report the accident within 24 hours should the vehicle owner fail to do so.
- No pupil may be transported to/from a school activity without his/her parents having signed the consent form.

#### **FACILITIES**

Facilities will be regularly checked for compliance with safety and health regulations.

#### **DWELLINGS**

Dwellings on school property will be regularly checked for compliance with the safety and health regulations.

#### **COMPUTERS**

Computers will be serviced by the necessary IT specialist contacted by the school management. Any electrical installations will be carried out by a qualified electrician.

#### **ELECTRICAL FITTINGS**

Electrical fittings, wiring, plugs and light fittings in the building and classrooms will be regularly checked. A qualified electrician will be contracted to do any electrical installations or repairs.

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#### **HYGIENIC CONDITIONS**

Hygienic conditions in the toilets, kitchen, ladies' sanitation bins comply with set standards. These areas will be sanitized and cleaned regularly by cleaning staff under the supervision of the Principal.

#### **SAFETY CONDITIONS**

Safety conditions of the handrails, tiles, gutters, and any other areas will be regularly checked.

#### **SECURITY**

Security of the buildings and perimeter fences will be checked regularly.

#### **WINDOW PANES**

Broken window panes will be replaced promptly to avoid learners and staff incurring any injury.

#### **SAFETY OF LEARNERS PROPERTY**

The safekeeping of the learners' property is the learners' responsibility. Learners are requested not to bring valuable items to school unless deemed necessary.

#### **LABORATORIES AND TECHNOLOGY ROOMS**

- Educators must ensure that all apparatus and substances used for educational purposes and that may pose a danger to learners if used without supervision, are stored safely when not in use.
- Learners may not enter a venue utilized for Technology without a staff member's supervision.

#### **EMERGENCY PROCEDURES**

- The school principal in conjunction with the Safety Committee are responsible for:
- Assessing and managing risks and hazards in the school
- Annually reviewing the emergency plan in consultation with staff and their responsibilities
- Ensuring staff are aware of how to utilize fire extinguishers
- The Safety Committee must ensure the school has an up-to-date evacuation plan. Such plan must stipulate the evacuation procedure, routes, and the location of fire extinguishers. This evacuation plan must be displayed prominently around the school, including in each classroom and administrative offices. Evacuations must be practiced once a term.
- The Safety Committee must ensure the regular servicing of fire extinguishers takes place.
- First Aid
- Training of learners and staff in First Aid is essential. The school management will make funding available to train and upgrade the First Aid qualifications of the staff at the school
- Every classroom is to have a basic First Aid Kit
- It is the educator's responsibility to ensure this stock is replenished when necessary
- Each school property is to have 1 fully stocked First Aid Kit. The Safety Committee are

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responsible for ensuring these are fully stocked and are to check these regularly.

## **EMERGENCY PLAN**

### **EXERCISE PROGRAMME FOR FIRE**

The siren will be sounded briefly five times to indicate a fire. Educators first calm the learners and assist them to move orderly and quickly out of the classroom after the fifth hoot towards the specific exit as indicated on the school plan. (No learner may run.)

- In each class a school plan should be posted indicating the route people in the specific classroom or venue should take.
- The educator leaves the classroom last. They ensure that everyone has left the room. The educator is responsible for ensuring that nobody panics or starts running under any circumstances. The educator must also take the class register.
- The learners move quickly to the assembly point as indicated on the school plan.

#### **Assembly Point**

It is the responsibility of each educator to ensure that everyone in his or her register class is present.

- Roll call will be done to check if everyone is at the assembly place.

### **PROCEDURE IN CASE OF A REAL FIRE**

- The person who discovers the fire ensures process is enacted by informing the office, after which it is investigated.
- The security company, police and fire department are informed regarding the fire and the extent of it.
- The siren will be sounded briefly five times to indicate a fire. Educators first calm the learners and assist them to move orderly and quickly out of the classroom after the fifth hoot towards the specific exit as indicated on the school plan. (No learner may run.)
- In each class a school plan should be posted indicating the route people in the specific classroom or venue should take.
- The educator leaves the classroom last. They ensure that everyone has left the room. The educator is responsible for ensuring that nobody panics or starts running under any circumstances. The educator must also take the class register.
- The learners move quickly to the assembly point as indicated on the school plan.
- Learners receive first aid at the assembly point if necessary.
- All learners stay at the assembly point until the building has been declared safe by the police or the firebrigade.
- General
- Fire extinguishers in administrative block and in every second classroom
- Fire hoses at strategic points



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- Emergency Numbers Should Be Posted at The Following Places:
  - In each venue
  - At the entrance to the administration building
  - At the entrance to the premises

### **BOMB THREAT**

- Actions Of the Person Receiving the Threat:
  - Immediately contact the office.
  - Inform the security company/police immediately.
  - Nobody may investigate a bomb or suspicious package.
  - The person who received the threat should stay as calm as possible and not cause panic amongst the learners or staff.

### **EVACUATION PLAN**

- The siren will be sounded briefly three times.
- When the instruction is given to evacuate, everyone should proceed along the shortest, safest route towards the assembly point.
- Learners are not allowed to run to prevent them from being trampled.
- All possible emergency exits are used.
- First aid is administered if necessary.
- Roll call is done to check that all learners are present.
- Learners are dismissed from the assembly point only once the area is declared safe.

### **SITUATION REQUIRING INVACUATION \*See Addendum A -INVACUATION PLAN**

- The alarm system will be heard / the office will notify all staff.
- Immediately contact the office.
- Inform the security company/police immediately.
- All learners to move as quickly and quietly as possible to the closest area which can be secured (e.g., Bathroom/ passage).
- Learners are not allowed to run to prevent them from being trampled.
- All possible exits are locked or secured.
- Learners and staff are to remain away from windows and to lie on the floor should the situation require this.
- First aid is administered if necessary.
- Roll call is done to check that all learners are present.
- Learners are dismissed only once the area is declared safe.

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### **LIGHTNING PROTOCOL**

Amedeo College has a lightning siren. A siren sounds when the lightning is approximately 10km away.

- When the lightning siren sounds or staff are notified of lightning danger, all persons on the premises are to seek shelter immediately inside a safe venue
- All sports activities (home or away) taking place in external venues are to cease immediately and all persons are to seek appropriate shelter
- Failure to comply may result in disciplinary action
- After all clear is given, outdoor activities may continue
- If for any reason a lightning warning is not available, the 30-30 rule applies:
  - The first '30' represents 30 seconds. If the time between you see the flash and hear the thunder is 30 seconds or less, the lightning is close enough to be considered a danger. Seek shelter immediately. The second '30' stands for 30 minutes. After the flash of lightning, wait 30 minutes before leaving the shelter.

It is understood that lightning is a natural physical phenomenon and whilst Amedeo School has taken this measure to minimize the risk of lightning damage or injury, no guarantees against injury or damage can be given and accordingly the School can carry no liability whatsoever should any person be injured or property damaged.

### **NATURAL DISASTERS**

If a severe weather warning has already been issued by the government, then all staff should monitor the weather conditions both visually, and on any Apps they may have. The Principal should also keep all staff informed throughout the day.

Should there be severe weather such as storms etc. the following will be done

- The principal will inform all staff and learners to take cover
- All individuals will take shelter in the designated Invac areas.
- Carry out a roll call of all students.
- Doors must remain locked to minimize the possibility of them blowing open.

### **ARMED ROBBERY**

- If an armed robbery is taking place, then the low tone alarm will be sounded, and the principal will send a message over WhatsApp.
- All learners and staff follow the Invac procedure and lock themselves in their designated safety areas.
- Carry out a roll call of all students.
- Staff and learners may only leave the designated safety area once the Principal has given the all clear over WhatsApp.





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### MEDICAL EMERGENCIES

- These may occur on the sports field or on the school premises.
- The injured person may not be moved until they are assessed by a staff member qualified in First Aid
- All medical emergencies must be recorded on the official incident report sheet and filed in the learner's personal file.
- If a learner sustains injuries or falls ill and requires medical treatment, the educator must:
  - Take all necessary steps to liaise with the parents to obtain permission
  - Establish whether permission is necessary for such treatment if parents cannot be contacted
- All staff must make certain of the preventative measures in dealing with blood or bodily fluids

### MEDICATION

- Parents are requested to inform the school, in writing, of any medical condition.
- If a learner requires chronic medication, it is the educator's responsibility to ensure the learner has this medication with them when required.
- All chronic medication is to be stored safely and all staff are to be notified regarding the learner's needs.
- Parents are to be informed prior to administering chronic medication.

### HEALTH

Upon admission, parents are requested to provide a copy of the learner's vaccination card.

#### Communicable Diseases

Examples: Meningitis, Influenza A H1N1, Measles, Tuberculosis, Cholera, Food Poisoning, Covid

- Staff and learners are requested to stay home until they have recovered. The school reserves the right to request a doctor's clearance letter.
- The School will inform parents of any outbreaks.
- Parents are requested to inform the school should their child have any contagious disease.
- Children displaying symptoms of any contagious illness are to be isolated away from other learners and parents are to be requested to collect the learner.
- The School will ensure preventative measures are taken to limit the spread of the disease.
- Confidential medical information will always, be treated as such and no learner will be stigmatized.
- \* Please see Standard operating procedure for learners and parents on return to school - COVID-19.
- \* Please see Standard operating procedure for staff on return to school - COVID-19.

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### HIV/AIDS

The basis for advocating the consistent application of universal precautions lies in the assumption that in the situation of potential exposure to HIV, all persons are potential infected, and all blood spills should be treated as such. All blood, open wounds, breaks in the skin grazes and open lesions as well as all bodily fluids and excretions must be treated as potentially infectious.

No learner, educator or staff member is compelled to disclose his or her HIV / AIDS status to the school or institution or employer. Unauthorized disclosure of HIV / AIDS related information about learners, educators or staff could give rise to legal liability.

### SMOKING

See the School's smoking policy

### Health Education

Health Education forms an important part of the Life Skills programme and offers the best opportunity to influence learner's immediate and long-term health behaviour. Health Education and the promotion of health activities shall be integrated within the school curriculum as far as possible.

This policy will be reviewed and updated every two years - updated 22/08/2022.

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