

# HOËRSKOOI NOORDERLAND

Through Education we conquer

## SAFETY POLICY

### 1. RIGHT OF ADMISSION TO THE PREMISES

1.1 Right of admission is reserved.

1.2 Only the following persons are allowed on the premises:

- 1.2.1 Learners of Noorderland Hoërskool
- 1.2.2 Teaching staff of Noorderland Hoërskool
- 1.2.3 Administrative Staff of Noorderland Hoërskool
- 1.2.4 General Assistants of Noorderland Hoërskool
- 1.2.5 Private persons renting flats in the hostels
- 1.2.6 School Governing Body members

1.3 Any other person (visitors and parents) must have permission from the office.

### 2. FIRE AND BOMB THREATS

2.1 Places, apparatus and situations which can cause a fire must be avoided and must be reported immediately.

2.2 When a fire breaks out, every one must immediately leave the terrain or building.

2.3 Do not panic or cause others to panic.

2.4 Move quickly but do not run and start pushing against other learners.

2.5 Follow the shortest route to the outside if a building is on fire.

2.6 Take only the necessary belongings and do not waste time.

### 3. ELECTRICITY

3.1 All electrical apparatus and sockets like light switches and wall sockets must be handled with care and respect.

3.2 Stay away from any transformers and rooms that supply electricity to the school.

3.3 No learner has the right to open a switch board or to switch on or off any switches.

3.4 Do not use water near any electrical apparatus or sockets.

3.5 All electrical apparatus must be serviced once a year to ensure that it is saved to be used.

3.6 Any fault or defect on any apparatus, sockets or switches must be reported immediately.

### 4. SAFETY IN CLASSROOMS

4.1 In each class a set of SAFETY RULES should be visible on the notice board, that is applicable to that subject and classroom.

### 5. PROHIBITED AREAS

5.1 The following places can only be visited under the supervision of a teacher or responsible person: Compos heaps; Store rooms; General assistants terrain; Car park areas; Hostels

### 6. SAFETY MEASUREMENTS ON THE TERRAIN FOR LEARNERS

6.1 General Assistants are not allowed to leave lawn movers unattended and should be very careful when moving lawn when learners are present.

6.2 Learners are allowed to play games on the school premises but the type of game should not cause any bodily harm, or be destructive to the environment or buildings, or be dangerous to learners in the vicinity.

6.3 Stormwater drainage pipes should at all times be a voided.

6.4 Manholes should always be covered, be avoided and never be opened.

## 7. FIRE ARMS AND DANGEROUS WEAPONS

7.1 No fire arms or ammunition or any form of dangerous weapon are allowed on the school grounds.

7.2 No learners are allowed to carry a weapon for self protection.

## 8. WILD ANIMALS

8.1 Sometimes wild animals like snakes, wild cats, mongooses, etc. can visit the school grounds.

8.2 Do not try to kill any animal and they must be avoided and reported immediately to the staff on play ground duty.

8.3 Bee swarms on the school premisses must be reported immediately and avoided.

## 9. INJURIES AND SICKNESSES

9.1 When this occur the learner must come immediately to the office or reported to the staff of play ground duty or the office.

## 10. ASTHMA, ALLERGIES, EPILEPSY, DIABETES, ETC.

10.1Learners must wear some identification on them and have their medicine always ready if they have one of the above problems.

## 11. FIRST AID AND MEDICINE

11.1Nobody should apply any first aid if not proper trained to do so. First aid will be done by the office and the parents will be immediately informed.

11.2No staff member of the school are allowed to give any form of medicine to any learner.

## 12. SEARCHING AND CONFISCATING OF PROPERTY

12.1Definition of Searching:

To search a learner is any action that the school may take to come in possession of any unauthorized item that may be in the possession of a learner that is not visible for the public and in a place or inside something that may be considered as private.

12.2S 10 (Human dignity) and S 14 (Right of Privacy) in chapter 2 of the Bill of Human Rights must always be taken into account.

12.3In the guidelines for the consideration of SGB's in the adoption of a Code of Conduct for learners (Notice 776 of 1998) number 3.8 make provision for searching and confiscating.

"The principal or an educator, upon reasonable suspicion (sufficient information), has the legal authority to conduct a search of any learner or property in possession of the learner for 'n dangerous weapon, firearm, drugs, or harmful dangerous substance, stolen property, or pornographic material brought on to the school property. (A search may be performed in terms of the following Acts of general application:

Control of Access to Public Premises an Vehicles Act, 1 985, Act 53 of 1985;  
Drugs and Drug Trafficking Act 140 of 1992;  
Arms and Ammunition Act, 1 969, Act 75 of 1969.)

During a search human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferable in the presence of at least one other person. A record must be kept of the search proceedings and the outcome."

- 12.4 Performance of a Search (Van Dyke and Sakurai (1996:4-1 – 4 – 22)
- 12.4.1 Make sure the school's Code of Conduct includes a policy on searching and confiscating.
  - 12.4.2 The learners who are to be searched must be notified of the school's intention and aim of carrying out a search. The learners must also be informed about the infringement if they are found guilty. The learners must also be informed of the procedures that will be followed. This information session must be short.
  - 12.4.3 Prevent invasion of the learners's privacy. The official who is doing the search must notify the learner what he/she is looking for and must be given a chance to give it to the official or indicate where it can be found.
  - 12.4.4 First start searching the areas or objects that are suspected to contain the unauthorized items.
  - 12.4.5 The official doing the search must prevent any damages to property.
  - 12.4.6 Do not prolong the search.
  - 12.4.7 Avoid "body search" as far as possible. Do firstly a visual search and let the learner empty his/her own pockets, suitcase, etc. Officials doing a body search must be of the same gender and a third official must be present as witness.
  - 12.4.8 "Strip searches" must rather be done by the police.
  - 12.4.9 A complete record must be held of the search.

### 13. GUILLOTINE

- 13.1 NO learner is allowed to use the guillotine.

### 14. POISONOUS PLANTS

- 14.1 Learner should be made aware of poisonous plants and that they must avoid it at all cost. E.g. *Datura stramonium* (Stinkblaar); *Ricinus communis* (Caster oil plant); *Nerium oleander* (Selons roos); *Adenia digitata* ((wild granadilla); *Melia azedarach* (maksering); *Encephalartos spp* (Cycad kernels); *Solanum spp* (gifappeltjies); Elephant's ear; Dieffenbachia;

### 15. FENCES AND GATES

- 15.1 During school hours the palisade fence around the school buildings is the border and no learner is allowed outside the fence without permission.
- 15.2 No learner is allowed to climb over the fence. Only the gates should be used to enter and leave the school grounds.

### 16. GLASS

- 16.1 If any window is broken, it must be reported immediately.
- 16.2 Be very cautious with the opening and closing of windows. Make sure the learners do not press against the glass with their hands to close a window.
- 16.3 Make sure the window latches are working properly.

### 17. SPORT EVENTS

- 17.1 For any sport event First Aid must be provided.
- 17.2 Trained first aid officials must be present during matches to give aid during injuries.
- 17.3 The officials must also be in contact with an ambulance to provide transport to a hospital if necessary.

### 18. SOCIAL/CULTURAL EVENTS

- 18.1 For all social and cultural events at the school, enough security guards must be organised.
- 18.2 Proper supervision must be provided.
- 18.3 A teacher from the school must be present.
- 18.4 The security guards must do searches at the gate to prevent any learner from bringing in alcohol or other illegal substances.

## 19. LOST CONTROL

- 19.1 Staff must take notice that parking their cars on the premises are at their own risk. Any damages to a car will be for the owners own account. The school can not be held responsible for any damages caused by any learner or object.
- 19.2 Any other personal belongings of learners and staff, like money, cell phones, etc. must be kept in a safe place and never be left alone. The school can not be held responsible for any loss.

## 20. NEGLIGENCE AND REASONABLENESS

- 20.1 Negligence can be defined as the failure to practice an acceptable measure of care and safety on some one else.
- 20.2 Negligence can be the failure to act or when acted wrongly.
- 20.3 Examples of negligence:
  - 20.3.1 Negligence to provide proper, satisfactory and organized supervision.
  - 20.3.2 Negligence to help an injured or sick learner.
  - 20.3.3 To allow learners to play dangerous games.
  - 20.3.4 Negligence to provide enough information with regards to safety situations and contingencies.
  - 20.3.5 To take unreasonable risks.
  - 20.3.6 Poor organised tours.
  - 20.3.7 Vehicles that are not road worthy and poor status of apparatus.
- 20.4 A reasonable person is an average person that have certain basic knowledge and mental abilities and is capable to distinguish potential dangerous situations, actions and conduct.
- 20.5 The test for Reasonableness
  - 20.5.1 Reasonable foresee ability – to distinguish potential danger.
  - 20.5.2 Reasonable preventability – to take the necessary steps to prevent accidents.