

# TAFELBERG SCHOOL



## SAFETY AND SECURITY POLICY

Implementation Date: This policy is implemented on 1 January 2011.

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Mr L. Benecke  
Principal

## **1. Introduction**

Tafelberg prides itself in the standard of education and quality of interventions provided to our learners. We wish to maintain and improve in the holistic development of our learners and their well-being and create a safe educational environment.

## **2. Aim and Objective**

- To ensure fast and well co-ordinated action in an emergency situation.
- To assess the type of emergency that may be required to be dealt with.
- To outline the procedures adopted to cope with fire, bomb threat, civil unrest and any other emergency which may arise and to instill confidence in those carrying out this task thus avoiding panic.

## **3. Command and Control**

At all times during an emergency or an exercise the Emergency Controller (normally the Principal and/or Vice Principal) will be in absolute control and will:

- Issue directives relating to the incident;
- Co-ordinate actions as laid down in this plan;
- Liaise with the emergency / essential services;
- Set an example by remaining calm and in control of the situation.

## **4. Control Centre**

The reception office would act as the control centre for an emergency. Information incoming or outgoing relating to the incident must be recorded and passed through this centre. This office must be equipped with the necessary telephone and warning equipment as well as a list of the relevant emergency and essential service telephone numbers<sup>1</sup>

## **5. Safety Committee<sup>2</sup>**

The Safety Committee is responsible for:

- 5.1. Identify the school's security problems<sup>3</sup>
- 5.2. Revise the Safety & Security Policy yearly;
- 5.3. Overseeing and monitoring the implementation of the Safety & Security Policy;
- 5.4. Ensure regular Evacuation Drills for learners and staff;
- 5.5. Regularly check emergency sirens, fire extinguishers, first aid boxes.
- 5.6. Assist Emergency Controller during evacuation and or emergency situations.
- 5.7. The Fire Fighting team<sup>4</sup> must receive training.
- 5.8. The Fire Fighting team is responsible to assist the Fire department in the case of a fire.

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<sup>1</sup> Annexure A: Essential Service Contact number

<sup>2</sup> Annexure B: Names of Safety Committee members

<sup>3</sup> Annexure C: Safety & Security Audit checklist

<sup>4</sup> Annexure B: Names of Fire Fighting team

## **SECTION A:**

### **6. Dangerous Weapons, Substances and Practices**

- 6.1. In accordance with the school Code of Conduct, Discipline and Drug Policies no learner, educator, other employee, parent or visitor to the school may bring any of the following on to the school premises:
  - 6.1.1. Offensive material or literature e.g. pornography.
  - 6.1.2. Undesirable substances i.e. cigarettes, alcohol, etc.
  - 6.1.3. Any form of illegal substances e.g. drugs etc.
  - 6.1.4. Sharp instruments or other weapons of any kind or any object which may be used as a weapon (including toy replicas).
- 6.2. In accordance with the South African Schools Act 84 of 1996: Regulations for Safety Measures at Public School, Paragraph 4(3), a police official or, in his absence, the principal or delegate may, without warrant :
  - 6.2.1. search any public school premises if he or she has a reasonable suspicion that a dangerous object or illegal drugs may be present on the public school premises in contravention of the regulations;
  - 6.2.2. search any person present on the public school premises; and
  - 6.2.3. seize any dangerous object or illegal drugs present on public school premises or on the person in contravention of these regulations.
- 6.3. Cleaning and maintenance staff may under no circumstances:
  - 6.3.1. leave dangerous or poisonous substances and objects e.g. paint, cleaning materials, chemicals, garden tools, power tools lying unattended on the school premises;
  - 6.3.2. operate lawn mowers, power tools, weed eaters, motorised vehicles or any other machinery which might constitute a danger, near learners, educators, spectators or visitors to the school, and without wearing the proper protective gear.

### **7. Dangerous Practices taking place in the school grounds or while not under the supervision of an educator**

The following practices are prohibited in the school grounds unless they take place under the direct supervision of an educator. These include:

- 7.1. The use of athletics and other sports equipment;
- 7.2. The playing of dangerous games and activities;
- 7.3. Climbing onto roofs, fences, gates, trees or vehicles;
- 7.4. Riding of bicycles, scooters and motorbikes in the school grounds;
- 7.5. Exceeding the speed limit of 10km/h with a motor vehicle;
- 7.6. The use of rollerblades, skateboards or similar devices in the school grounds (if permission is granted, the person must wear the appropriate protective gear).

## **8. Areas with extra safety precautions**

In certain areas of the school special care needs to be taken by the educators when in charge of activities in these areas. Regulations apply in the following areas:

### **8.1. Art Room**

- 8.1.1. No learners are allowed in the art room, unless an educator is present.
- 8.1.2. No learners are allowed in the store room, unless instructed by an educator.
- 8.1.3. The storeroom must be locked at all times.
- 8.1.4. Learners may not use sharp or cutting objects without the supervision of an educator.
- 8.1.5. All equipment must be put away at the end of each lesson and the room must be tidy and uncluttered.
- 8.1.6. All regulations mentioned in 8.2. apply for the Art Room.

### **8.2. Classrooms**

- 8.2.1. No climbing on the shelves, desks, chairs or any other furniture.
- 8.2.2. No running about, playing etc. is allowed.
- 8.2.3. Learners may not touch or operate any technological equipment (e.g. PC, projector, Smartboards, TV etc.) unless instructed by the educator.
- 8.2.4. Learners may not touch the power points/ wall sockets.
- 8.2.5. Learners may not use sharp or cutting objects without the supervision of an educator.
- 8.2.6. All medication and valuables must be locked away.

### **8.3. Consumer Study Room**

- 8.3.1. No learners are allowed in the consumer study room, unless an educator is present.
- 8.3.2. No learners are allowed in the store room, unless instructed by an educator.
- 8.3.3. The storeroom must be locked at all times.
- 8.3.4. No learners are allowed to use the stoves or any other kitchen appliances without supervision of an educator.
- 8.3.5. All equipment must be put away at the end of each lesson and the room must be tidy and uncluttered.
- 8.3.6. All regulations mentioned in 8.2. apply for the Consumer Study Room.

### **8.4. Technology & Machine Room**

- 8.4.1. The Technology & Machine Room must be locked when not in use.
- 8.4.2. An educator must be present at all times during a lesson.
- 8.4.3. No learners are allowed inside the technology and or machine room unless an educator is present.
- 8.4.4. The educator must maintain strict discipline and ensure that equipment and materials are used correctly.
- 8.4.5. Learners must use equipment with extreme care.
- 8.4.6. Learners must wear the appropriate safety gear when operating machinery.
- 8.4.7. Broken or malfunctioning tools must be handed to the educator.
- 8.4.8. No learners may use any of the electric machinery or equipment unless instructed.

- 8.4.9. Learners must be instructed in the safe use of machinery before they are allowed to use it.
- 8.4.10. The educator is to ensure that all machines are safe and that high safety standards are maintained.
- 8.4.11. Electric equipment must be unplugged from the wall sockets when not in use.
- 8.4.12. All equipment must be put away at the end of each lesson and the room must be tidy and uncluttered.
- 8.4.13. All regulations mentioned in 8.2. apply for the Technology & Machine Room.
- 8.4.14. Refer to OSA with regard to working with all machinery.

## **8.5. Machinery and Occupational Safety Act (Act No. 6, 1983)**

- 8.5.1. Every employer or user of machinery is required by law to provide safety equipment in connection with machinery, and it's an offence for any person to fail to use such equipment properly or to interfere with them.
- 8.5.2. No person working in close proximity to moving machinery shall wear loosely fitting outer clothing, any jewellery, any watch or key chain, any long loose-hanging hair or anything which may be caught up in the moving parts of such machinery.
- 8.5.3. Machinery in motion shall not be cleared, repaired, adjusted or oiled, unless by a competent person when it is impracticable to stop such machinery.
- 8.5.4. No person under the influence of alcohol or drugs shall enter premises where machinery is used.
- 8.5.5. Any accident or other incident which threatens or is likely to threaten the safety of employees must report it to the estate manager and or Vice Principal immediately.

## **9. Procedures**

- 9.1. It is the responsibility of anyone becoming aware of a breach in regulations to report occurrence to the educator supervising the activity.
- 9.2. If able, the educator must remedy the situation immediately and take measures to prevent a reoccurrence.
- 9.3. If the educator is unable to deal with the situation or cannot be located the incident must be reported to the Secretary immediately.
- 9.4. Learners should be encouraged to report any potentially hazardous objects e.g. cracked mirrors, broken windows etc.

## **SECTION B: ACCESS**

### **10. Access to the school: General**

- 10.1. All educators, support staff and general workers are responsible for monitoring the presence of strangers on the school property.
- 10.2. Visitors must use the intercom by the main gate to identify themselves, before getting permission to enter the school grounds.
- 10.3. Visitors must park in the designated parking area.
- 10.4. Visitors must report to reception once they have entered the school grounds.
- 10.5. Visitors will receive a distinctive visitor's badge that must be worn at all times in a place that is visible.
- 10.6. Visitors must report back to reception before they leave.
- 10.7. If entry is gained to the school by other means or visitors do not comply with the above, the Principal/ Secretary/ Vice Principal must be contacted immediately. SAPS / District Watch must be called if necessary.

- 10.8. Visiting groups (sport etc.), speakers must be met and welcomed and showed around by the appropriate staff member.

#### **11. Access to the school: Parents**

- 11.1. The school encourages regular meetings with parents.
- 11.2. Parents must make an appointment to see any staff members.
- 11.3. Parents must make use of the main school gate, and not the learners gate, and report to reception as stipulated in 10.2. – 10.5.

#### **12. Access to the school: Learners**

- 12.1. Learners may only enter and exit the school ground via the learner gate;
- 12.2. The learner gate will be open from 7:00 – 8:05 in the morning;
- 12.3. Learners arriving after 8:05 in the morning must make use of the main gate and report to reception;
- 12.4. The learner gate must be locked during the day and will be opened 5 minutes before home time for learners;
- 12.5. The learners gate will be locked by a designated general worker before 15H00 in the afternoon.

#### **13. Access to the school: Functions**

- 13.1. Security guards for the gate and premises must be arranged for any after hour functions (school or private).
- 13.2. The estate manager and or a designated staff member must be responsible for opening and locking up the school buildings.

### **SECTION C: FIRST AID**

Refer to the TAFELBERG SCHOOL FIRST AID POLICY

### **SECTION D: EVACUATION PROCEDURE**

#### **14. Fire**

##### **14.1. Reporting**

- 14.1.1. A fire discovered by a learner must be reported to the nearest educator;
- 14.1.2. The educator must report the incident to reception immediately;
- 14.1.3. Educators must keep learners away from immediate danger;
- 14.1.4. Learners may under no circumstances, help fight the fire.

##### **14.2. Reception**

- 14.2.1. On receipt of fire notification, reception must notify the Emergency Controller (Principal/ Vice Principal) immediately;
- 14.2.2. On instruction of the Emergency Controller, notifies the Fire Department;
- 14.2.3. Be prepared to handle calls from parents;
- 14.2.4. Stand by for further instructions

### **14.3. Emergency Controller**

On receiving the call will:

- 14.3.1. Quickly assess the situation;
- 14.3.2. Instruct reception to contact the Fire Department;
- 14.3.3. If necessary, issue instructions to evacuate or partially evacuate parts of the school<sup>5</sup>
- 14.3.4. Fire fighting team (See Annexure B) to conduct a tour of the premises to ensure all staff and learners are safely out;
- 14.3.5. Liaise with the Fire Department<sup>6</sup>

### **14.4. Evacuation Procedure**

On hearing the Emergency Warning Siren, all educators must:

- 14.4.1. Line learners up at the door;
- 14.4.2. Take pen/pencil and usher learners out in single file;
- 14.4.3. Leave the class last and close the door behind them;
- 14.4.4. Do not lock the door, leave all bags, books & cell phones.
- 14.4.5. Proceed along pre-determined route to the sport field;
- 14.4.6. A roll call must be taken once learners are seated on the sport field;
- 14.4.7. Return the roll call list to assigned staff member, report missing learners
- 14.4.8. Remain with learners until further instructions are given;
- 14.4.9. The educators' main responsibility is the safety of the learners and they are not to get involved in the fire fighting.

## **15. Bomb Threats**

### **15.1. Reception/Secretary/Person taking the call**

- 15.1.1. Obtain as much information as possible for assessment by the Emergency controller or SAPS;
- 15.1.2. Complete the Bomb Threat guidelines<sup>7</sup>
- 15.1.3. Inform the Emergency Controller.

### **15.2. Emergency Controller**

- 15.2.1. Inform SAPS;
- 15.2.2. Issue instructions to evacuate of the school (See Annexure B for Emergency Warning System);
- 15.2.3. Liaise with SAPS.

### **15.3. Evacuation Procedure**

- 15.3.1. On hearing the Emergency Warning Siren follow the Evacuation Procedure stipulated in 14.4.

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<sup>5</sup> Annexure D: Emergency Warning Sirens

<sup>6</sup> Annexure G: Map indicating Fire extinguishers & fire hoses

<sup>7</sup> Annexure F: Bomb Threat Guidelines

## **16. Civil Unrest/ Shooting/ Attack**

### **16.1. Possible Threats**

The Emergency Controller must in the event of rumours and/or possible threats to the school do the following:

- 16.1.1. Evaluate the source of information;
- 16.1.2. Confirm and substantiate position with the SAPS;
- 16.1.3. Call briefing session with SMT;
- 16.1.4. Reassure parents via SMS service that the situation is safe and under control and field all phone calls.

### **16.2. Actual Involvement**

In the event of the school being involved in an actual unrest situation the following procedures are to be implemented:

#### **16.2.1. Emergency Controller**

- 16.2.1.1. Inform the SAPS of the situation and request advise;
- 16.2.1.2. The Emergency Controller should only act on factual evidence and be careful not to over-react;
- 16.2.1.3. Issue instructions for evacuation of the school.

#### **16.2.2. Reception/Secretary**

- 16.2.2.1. Handle all calls from parents;
- 16.2.2.2. Stand by for further instructions from the Emergency Controller.

#### **16.2.3. Teachers**

- 16.2.3.1. Bring learners who may be outside, into the buildings;
- 16.2.3.2. A role call must be taken to ensure all learners are in the class;
- 16.2.3.3. Close doors and windows, stay clear from doors and windows;
- 16.2.3.4. Safety committee to conduct a tour of the premises to ensure all staff and learners are safe.



## Annexure A: Emergency Contact Details

1. **Installation of alarm:**  
Silent Night  
083 500 0909
  
2. **Armed Response and Monitoring Company:**  
District Watch Administration  
072 787 7555 (Conrad) 021 559 3024  
  
Emergency / Control  
021 559 4111
  
3. **School lockup, activation of alarm, key holders linked to armed response unit:**  
Clifford La Cock Lionel Benecke  
[REDACTED]  
  
Juanie Lundie Wesley Smith  
[REDACTED]
  
4. **School key holders:**  
**School Strong Room & School Safe**  
Lionel Benecke Juanie Lundie  
[REDACTED]  
  
**School Building**  
Lionel Benecke Juanie Lundie  
[REDACTED]  
  
Clifford La Cock Chris Eloff  
[REDACTED]
  
5. **Essential Services:**  
  

<b>Ward Councillor</b> Helen Carstens 021 590 1680	<b>Health Department</b> 021 483 3764
<b>Hospital</b> Milnerton Medi Clinic 021 529 9299	N1 City 021 590 4448
<b>Police: Flying Squad</b> 10 111	<b>Police: Bomb Unit</b> 10 111
<b>Police: Bothasig</b> 021 559 9400	<b>Fire Department</b> 021 5901701 (Goodwood) 021 552 2222 (Milnerton)
<b>Ambulance (24 hours)</b> <b>10177</b> 084 124 (ER 24)	<b>Poison Information</b> <b>Tygerburg Hospital</b> 021 931 6219

**Electricity (24 hours)**  
086 012 5011

**Disaster Risk Management**  
080 911 4357

**Water Interruption (a/h)**  
086 010 3054

**Metro Emergency services**  
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## **Annexure B: Safety Committee**

### **Emergency Controller:**

Juanie Lundie / Lionel Benecke/Lee-Anne Benecke

### **First Aid:**

Rene Jonkers

### **Fire Extinguishers/ Emergency Siren/ Signage**

Brian Chaston

Clifford La Cock

### **Evacuation Assistance**

Senior Section check	Woods
Junior Section check	Abrahams
Therapy Section check	De Kock
Admin section check	Lundie
Maintenance & tuck shop check	La Cock
Roll-call Educators	Helm
Roll-call learners	McGee
Roll-call admin & general workers	Chaston
Roll-call visitors	Cloete
1 <sup>st</sup> aid kit	Jonkers
Evacuation file & visitors book	Chetty
<b>Keys for gates:</b>	
Jnr front gate:	McGee
Jnr back gate:	Johns
Snr front gate:	Open
Snr back gate:	Marx
Class list in file updated	Cloete/Chetty
Staff list in file updated	Cloete/Chetty

### **Fire fighting Team**

Clifford La Cock

Derek McCulloch

Mark Williams

Anthony Abrahams

## Annexure C: Safety & Security Audit Checklist

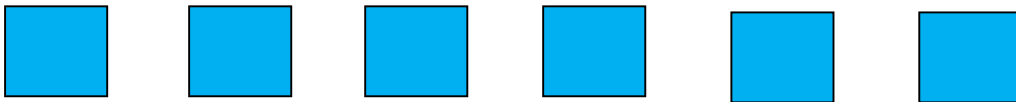
(Taken from the Whole School Evaluation Documents)

<b>Indicate whether the following is true about your school</b>					
The school has a school safety committee in place that oversees safety and security policies and issues and reports to the principal and SGB accordingly.					
Safety and security regulations, policies and practice are prominently displayed in appropriate places.					
The school keeps detailed records of all safety and security incidents.					
The school has a first aid kit.					
Emergency equipment in place (e.g. fire hydrants, sand buckets) and checked regularly.					
The school has an emergency plan and procedures in place (e.g. fire, natural disasters, etc.)					
Regulations for the transporting and supervision of learners on school trips/outings are in place.					
Procedures are in place to effectively deal with teachers abusing or having inappropriate relationships with learners.					
<b>Indicate to what extent you agree with the following statements</b>	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Staff members and learners know how to react in instances of emergency and disaster, including transport arrangements (e.g. emergency practice drills are held regularly).					
Classes and laboratories are safe and secure.					
The school grounds (e.g. playgrounds) are safe and secure.					
The school ensures that learners and staff on school premises are safe from outside dangers e.g. potentially violent criminals.					
The school safety policy indicates clear ways of dealing with drugs and weapons.					
The local community contributes towards the safe keeping of the schools premises.					
The school has good relationships with local police, traffic department and fire brigade.					
All staff members relate positively to the learners (e.g. there is no verbal or physical abuse of learners)					
Educators and learners are not threatened by each other or their peers but work together in a caring environment.					

## Annexure D: Emergency Warning Sirens

To be placed in all classrooms & offices

1. **Short consecutive sirens** - **ATTACK/SHOOTING**  
Stay in building  
Lay on floor  
Wait for further instructions



2. **Long Continuous siren** - **FIRE/BOMB**  
Line-up  
Follow pre-described route to exit  
**DO NOT RUN**  
Line-up on the sport fields  
building



## **Annexure E: Emergency Exit Route**

Please see attached maps for different Emergency Exit Routes  
To be placed in all classrooms & offices, behind the door.

## **Annexure F: Bomb Threat Guidelines**

The following procedure should be used in the event of a telephone bomb threat. It is essential that as much information as possible be gathered before the caller hangs up.

### **STEP 1**

Ask the caller to IDENTIFY himself.  
Keep him on the line for as long as possible.

### **STEP 2**

Ask for the MESSAGE TO BE REPEATED, and WHAT TIME the bomb is set to explode.

### **STEP 3**

If the caller does not reveal the LOCATION of the bomb, ASK for it.

### **STEP 4**

Try to DETER the caller by impressing the fact that the buildings are occupied and the explosion may cause death or injury to innocent persons.

### **STEP 5**

TAKE NOTE WHILST SPEAKING, listen for:

- Unusual background noises, machinery, music, voices so as to obtain a clue to locate the call.
- Pay attention to voice quality, accent, impediment, etc.
- Pay attention to tone of voice for indication whether caller is serious or otherwise.

### **STEP 6**

Once the caller has hung up, call the POLICE and EMERGENCY CONTROLLER immediately.