

Hugo Lambrechts

Music Centre • Musieksentrum
Iziko Lomculo

Health and Safety Policy

1. Introduction

This document constitutes the health, safety and security policy of the Hugo Lambrechts Music Centre as approved by the governing body. The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Music Centres Act, Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Music Centres (Government Gazette 22754/2001: Notice 1040); the National Department of Health's Music Centre Health Policy ("National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub-Directorate: Child Health National Music Centre Health Policy and Implementation Guidelines June 2002") and other applicable legislation.

In accordance with the Regulations for Safety Measures at Public Music Centres, the Hugo Lambrechts Music Centre is a violence and drug-free Music Centre. This policy aims to give practical effect to this statement and to protect the well-being of the Music Centre's staff, learners and visitors. The policy has been drafted to create a healthy Music Centre atmosphere necessary for excellent education.

2. Definitions

'Hazardous object' means:

- (a) any explosive substance or device;
- (b) any firearm or gas weapon;
- (c) any item, object or instrument that may be used to cause physical harm to a person or damage to property, or temporary paralysis or loss of consciousness; or
- (d) any object that the Minister has declared a hazardous object for the purposes of SASA by way of notice in the Government Gazette, unless such object is used for educational purposes.

'Illegal drug' means any illegal substance with an intoxicating effect.

'Public Music Centre grounds' include any building, structure, hall, room, office, recreational area, land or demarcated area under the Music Centre's control, and to which a member of the public has the right of access.

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'Music Centre activity' means any official educational, cultural, recreational or social activity of the Music Centre, either at or away from the Music Centre premises.

'Music Centre principal' means the principal of the Music Centre, who acts by the authority of the governing body.

'Supervision' means the management and control of learners at the Music Centre and during Music Centre activities.

Other terms used in this policy shall be interpreted in accordance with the meaning attached to them in SASA.

3. Violence and drug-free Music Centre

3.1 No person may:

- (a) allow the use of any hazardous object on the Music Centre grounds;
- (b) have any hazardous object on the Music Centre grounds;
- (c) store any hazardous object on the Music Centre grounds, unless in officially designated places determined by the Music Centre principal;
- (d) have any illegal drugs on the Music Centre grounds;
- (e) enter the Music Centre grounds while under the influence of any illegal drug or alcohol;
- (f) cause any form of violence or disorder that may have a negative effect on any Music Centre activity;
- (g) knowingly condone, close his/her eyes to, hide, encourage or instigate the possession of any hazardous object, or refuse, fail or neglect to report the sighting or presence of any hazardous object on the Music Centre grounds to the departmental authorities or the police as soon as possible; and
- (h) cause any direct or indirect harm to anyone who attempts to expose another who tries to frustrate the prevention of hazardous objects and activities.

3.2 A police officer or, in his/her absence, the Music Centre principal or his/her nominee may, without a warrant:

- (a) search the Music Centre if he/she reasonably suspects that a hazardous object or illegal drug is present on the Music Centre grounds;
- (b) search any person on the Music Centre grounds; and
- (c) confiscate any hazardous object or illegal drug that is found on the Music Centre grounds or a person in contravention of the provisions of this policy

3.3 During a Music Centre activity, no staff member, parent, learner or any other person may be in possession of or use any:

- (a) alcohol;
- (b) illegal drugs;
- (c) illegal substances; or
- (d) hazardous objects.

4. Access to Music Centre grounds

4.1 Subject to the Constitution, applicable legislation and national and provincial policy, the Music Centre principal may:

- (a) institute such measures as he/she deems necessary to secure the Music Centre grounds as well as protect the persons on the Music Centre grounds; and
- (b) order that the Music Centre grounds may be entered only in accordance with provision.

4.2 With regard to any order issued in terms of provision 4.1(b), no person shall enter the Music Centre grounds without the principal's permission. For the purposes of such permission, the Music Centre principal may request the person concerned to:

- (a) furnish his/her name, address and any other relevant particulars that may be required;
- (b) prove his/her identity;
- (c) disclose whether he/she has any hazardous object or illegal drugs in his/her possession or under his/her control;
- (d) disclose and uncover the contents of his/her vehicle, case, handbag, envelope, file or any other type of container in his/her possession or under his/her control;
- (e) subject him/herself or any object in his/her possession or under his/her control to a search by a person of the same sex, an electronic device, sniffer dogs or other devices in order to determine the presence of any hazardous objects or illegal drugs; and
- (f) hand to the Music Centre principal anything in his/her possession or under his/her control for searching or safekeeping until he/she leaves the premises.

4.3 Subject to the provisions of the Trespass Act (Act 6 of 1959), the Music Centre principal may at any stage remove any person from the Music Centre grounds if:

- (a) the person enters the Music Centre grounds without the permission contemplated in provision 4.2;

- (b) the person refuses or fails to adhere to any step contemplated in provision 4(1)(a); or
- (c) the Music Centre principal deems it necessary in order to secure the Music Centre grounds or protect the persons on the Music Centre grounds.
- (d) Parking is limited to:
 - (i) Motor vehicles may park on designated areas, visitors parking, drop-off zones or wheelchair parking only.
 - (ii) Busses must load/unload park on marked areas outside the premises.

4.4 Should it be impractical to search or keep any item or object on the Music Centre grounds that may be searched or kept in terms of provision 4.2, it may be moved to an appropriate location.

5. Exemption of certain persons

The provisions of clause 4 do not apply to any member of a police service or contracted armed response security provider constituted in terms of any legislation, a member of the South African Defence Force, the Minister of Education, the Member of the Executive Council tasked with education in the province, or an official of the City of Cape Town or the national or provincial education department who, in terms of discharging his/her duties, is expected to enter the Music Centre grounds and who delivers sufficient proof of identity to the Music Centre principal.

6. Music Centre visits by public officials and political office bearers

- 6.1 Subject to paragraph 7 below, members of the public, political office bearers, public representatives and the media are entitled to visit the Music Centre in the interest of public accountability. This right shall apply, provided that no such visit shall disrupt the Music Centre and that no politicking shall be permitted. It is furthermore subject to reasonable control to ensure that education functions properly.
- 6.2 If such visit is required, the prospective visitor shall request permission from the Music Centre principal in writing. The request must be submitted at least thirty (30) days prior to the envisaged visit, unless a shorter notice period is justifiable. The request must clearly stipulate the date and time of the visit, the reason for the visit, the names of the persons who will participate in the visit, as well as the aspects that will be examined. The Music Centre principal will not refuse reasonable entry to a person who submits such written request.
- 6.3 Should the Head of Department grant written permission; the Head of Department must first consult the Music Centre principal to establish whether such visit is feasible and will not have any major impact on the Music Centre programme.

7. Visits by parents or other persons

- 7.1 Parents or any other stakeholders in the Music Centre community are entitled to visit the Music Centre, but such visits may not disrupt any Music Centre activity.

- 7.2 Apart from parents or other persons who are deemed bona fide visitors to cultural or social activities of the Music Centre, visitors must schedule an appointment with the Music Centre principal prior to the planned visit and stipulate the reasons for, and participants in, the visit.
- 7.3 Visitors are subject to the provisions of clause 4.
- 7.4 All visitors must report to the administrative secretary in the administration block of the Music Centre and must complete the guest book. Visitors are issued with I.D. cards when they enter the Music Centre so that everybody is aware the person is a signed in visitor.
- 7.5 No unauthorised individual may enter the Music Centre's teaching venues, parking areas or the Music Centre grounds, and trespassers will be prosecuted.
- 7.6 The drivers of vehicles that are allowed entry to the Music Centre grounds must complete the security register at the gates and may be requested to subject their vehicles to a security search.
- 7.7 No person may drive a vehicle on the Music Centre premises without a valid driver's licence.
- 7.7 Right of entry to the Music Centre is reserved, and any person who is regarded a disruption or threat shall be immediately removed from the Music Centre grounds and may be charged with trespassing.

8. Music Centre activities

- 8.1 The Music Centre shall institute the following steps to ensure learners' safety during any Music Centre activity:
- (a) Pending the availability of funds, the purchasing of insurance against potential accidents, casualties, injuries, general medical costs, hospitalisation, and theft that are not covered by section 60 of SASA.
 - (b) Where practically possible, ensuring that learners are always supervised by an educator.
 - (c) Request parents or other adults to assist with learner supervision.
 - (d) Ensuring that the supervisor-learner ratio is at least one educator, parent or other adult for every 20 learners in primary school, and one educator, parent or other adult for every 30 learners in high school, and that gender is taken into account in establishing the supervisor-learner ratio.
 - (e) Educators must record and report incidents relating to interpersonal violence such as bullying, verbal abuse, physical violence and discrimination.
 - (f) Staff and learners must report threats and safety incidents to the Safe School's Call Centre.

- (g) Music Centre grounds must be fenced at all times and gates must be secured and locked after-hours.
- (h) All areas of Music Centre building and grounds are accessible to patrolling by security vehicles
- (i) Broken window panes will be replaced as soon as possible as a matter of safety.

8.2 The following information must be provided in writing to parents or learners who participate in Music Centre activities:

- (a) The objective of the Music Centre activity;
- (b) The nature of the proceedings that will take place during the Music Centre activity;
- (c) The full itinerary/agenda of the Music Centre activity, including the contact details of the hosts and supervising educators;
- (d) The transport, accommodation and catering arrangements;
- (e) That learners will require travel documents and immunisation certificates, where applicable, and the institutions where these may be obtained;
- (f) That travel documents must be obtained at least seven (7) days prior to the date of departure;
- (g) Other relevant information.

8.3 The supervising educator must submit a report to the Music Centre principal immediately, following the return from a Music Centre activity during which any of the following has occurred:

- (ii) An accident
- (ii) The injury of a learner, educator, driver or any other person
- (iii) Any misconduct by a learner, educator, driver or any other person.

The report must contain the following information:

- (i) The nature of the incident
- (ii) The nature of the injury, if applicable
- (iii) The time, date and location of the incident
- (iv) The procedures followed in dealing with the incident
- (v) The name of the supervising educator.

The Music Centre principal must submit the report to the official who approved the Music Centre activity, as well as to the governing body.

8.4 Parents must give written consent for learners to participate in a cultural, recreational or social activity. No learner may participate in such activity without parental consent.

- (a) No learner may be permitted to participate in physical activities or games if:
 - (i) the Music Centre principal has reason to believe that such activity may put the learner's health at risk; or
 - (ii) the parent has reason to believe that such activity may put the learner's health at risk.
- (b) The Music Centre principal must ensure that learners are informed of the hazards and safety measures regarding water.
- (c) The safety measures regarding water in terms of 8.4(b) apply to any swimming or water sports activity at:
 - (i) a swimming pool;
 - (ii) a river;
 - (iii) a dam; or
 - (iv) the ocean.

8.5 During any swimming activity that forms part of visits to the ocean, rivers, dams or swimming pools, as well as when learners participate in water activities, the Music Centre principal must ensure proper supervision.

9. Restricted areas

9.1 The following areas are off-limits for learners:

- (i) Staff room and Library
- (ii) Grounds staff block
- (iii) Kitchen
- (iv) Admin offices
- (v) Storerooms
- (vi) Auditorium (Only with educator supervision), engine rooms and service gulleys.
- (vii) Rehearsal / Examination rooms (Only with educator supervision)

- 9.2 No learner may enter any of the abovementioned areas without the permission of the Music Centre principal or any other staff member of the Music Centre. Trespassers will be prosecuted in terms of the Code of Conduct.
- 9.3 The Music Centre accepts no liability for any damage or loss that learners and/or their parents may incur because of the trespassing of this clause.
- 9.4 Unused areas/venues of the Music Centre must be closed off during after hours activities.
- 9.5 If a classroom/rehearsal room is vacant, pupils are restricted from entering the room alone or in groups without the permission of the teacher concerned.
- 9.6 The Foreman must check that all doors are secure and all windows are closed, inside and outside the Music Centre, when not in use.
- 9.7 Educators are required to close windows and lock classrooms upon leaving rooms after lessons.
- 9.8 All Music Centre files and records must be kept in locked cupboards and/or in the safe.

10. Transport

- 10.1 If a Music Centre activity entails learner transport, the Music Centre must complete and submit the application form in schedule 1 to the Regulations according to the prescripts (Annexure A).
- 10.2 If the Music Centre uses its own vehicle to transport learners:
 - (a) the vehicle must be insured and have a certificate of roadworthiness; and
 - (b) the driver of the vehicle must have a valid driver's licence and professional driving permit.
- 10.3 If the Music Centre uses a company or private persons' vehicles to transport learners, the company or owner of the vehicles must provide the following:
 - (a) Proof of insurance and certificates of roadworthiness for each vehicle
 - (b) Passenger liability insurance
 - (c) A valid driver's licence and professional driving permit for each driver.
- 10.4 The transport company or the owner of the vehicle must provide a substitute driver, a transport support system as well as an alternative route.
- 10.5 Each vehicle that is used for learner transport must be equipped with a fire extinguisher.

- 10.6 The Music Centre principal, supervising educator or member of the governing body must intervene if there is any doubt about the roadworthiness of the vehicle or the competence of the driver.
- 10.7 With regard to the reporting of any accident to the police, the Music Centre principal, supervising educator or member of the governing body must liaise with the vehicle driver or owner, and must report the accident him/herself within 48 hours if the vehicle driver or owner fails to do so.
- 10.8 No learner may be transported to and/or from a Music Centre activity without his/her parents having signed the required consent form.

11. Emergency and/or fire procedures

11.1 Safety Committee

- (a) Responsibilities and roles of the Safety Committee and written appointments of the School Safety Officer, Health and Safety Representatives, First Aiders and Fire Marshalls must be in place.
- (b) The coordinating structure for Music Centre safety must include a Music Centre Safety Officer and a safety team who coordinate the Music Centre safety programs, such as campaigns and safety signs.
- (c) The role and responsibilities of the principal as the appointed Safety Officer and SGB representative on the safety committee must be defined.
- (d) All appointees must be trained on safety policy and procedures.
- (e) All Music Centre Staff must read and sign the Health and Safety Policy.
- (f) All Music Centre staff are trained on the use of fire extinguishers and provided with a map of each fire extinguisher location.
- (g) A record of fire inspections by the local fire department is maintained.
- (h) Hallways and stairwells are properly lighted for safety.
- (i) Daily checks that toilet walls are free of graffiti are made.
- (j) Exit signs are clearly visible and signage indicate the direction of evacuation.
- (k) All electrical switches and controls are properly located and protected and access to electrical panels is restricted.

11.2 The Music Centre principal's checklist

- (a) Assess and manage risks and hazards on the Music Centre grounds (Annexure B)

- (b) Appoint a nominee in case the Music Centre principal is absent.
- (c) Establish relations with the local police and fire brigade.
- (d) Annually review the emergency plan in consultation with the police and fire brigade.
- (e) Annually review the emergency plan in consultation with staff, including their responsibilities.

11.3 Emergency information sheets

- (a) Enlarged copies of the information sheet with the contact details of the relevant emergency and security services must be displayed prominently in each classroom on the Music Centre grounds (Annexure C)
- (b) This sheet must include the contact details of the following services: the gate security (Goodwood Protection Services), armed response, (Goodwood Armed Response), the South African Police Service, the fire brigade, the ambulance services, the nearest hospital or clinic, water and sanitation services, electricity services, security providers, VRCID and Law Enforcement.

11.3 Emergency evacuation

- (a) The Safety Committee must ensure that the Music Centre has an up-to-date evacuation plan.

Such evacuation plan must stipulate the evacuation procedure, evacuation routes and a drawing of the Music Centre plan, which also indicates the location of the fire extinguishers. This evacuation plan must be displayed prominently on the Music Centre grounds, including in each office and classroom (Annexure D). Evacuation must be practised at least once a year.
- (b) If possible, the local fire chief must assess the fire evacuation procedure every year.
- (c) The Safety Committee must ensure that the Music Centre is equipped with fire extinguishers, which must be regularly serviced. Fire alarms must be audible across the Music Centre grounds. The Music Centre principal must ensure that staff members are trained in the use of fire extinguishers.
- (d) The medical/health officer must ensure that the Music Centre has a full first-aid kit. The kit must be regularly checked and replenished. Medication may be administered only according to clause 13 (Annexure E).
- (e) The governing body must issue an annual circular on the Music Centre's emergency procedures. The circular must contain instructions on what parents should and should not do. Parents should be requested to undergo voluntary first-aid training and to encourage their children to follow suit.
- (f) The following is some basic guidelines should learners, staff or visitors be required to evacuate:

A manual continuous alarm system will be used for any emergency.

- Evacuate by briskly walking or slowly driving away from the Music Centre grounds.
- Use the primary evacuation routes indicated on the emergency plan.
- Keep emergency vehicle routes unobstructed.
- Stay calm, and calm down those around you.
- Check that everyone is present and report any missing persons to the Music Centre principal.

In case of crimes committed on the Music Centre grounds:

- Immediately inform the police and security providers.
- Take care of victims as far as practically possible.
- Identify the parties involved.
- Identify eyewitnesses, if any.
- Restrict access to the crime scene until the police officers arrive.
- Should an individual be armed, do not try to take possession of the firearm yourself.

In case of fire (long continuous manual alarm):

- The Music Centre principal or his/her nominee must inform the fire brigade.
- Swiftly evacuate.
- Learners must close all windows.
- Evacuate the Music Centre via the primary evacuation routes on the emergency plan.
- Confirm that all learners, staff and visitors have evacuated the building.
- Staff must control learners by keeping them at a safe distance from the scene of the fire and from fire-fighting equipment.
- Check that everyone is present and report any missing persons to the Music Centre principal or fire brigade.
- No-one should enter the building until the fire brigade declares it safe to do so.

In case of threatening individual response if a violent or armed person threatens the safety of learners, educators or visitors (no alarm)

- No evacuation takes place.
- The person in charge must instruct all persons involved to lie down flat; do not start running.
- Lock the doors and close windows and curtains to eliminate outside activities.
- The Music Centre principal or his/her nominee must contact the police.
- Do not try to gain possession of any weapon.
- The person in charge must remain with the learners until the situation has been defused.

In case of bomb scares (short, fast manual alarm):

- Should the Music Centre receive a bomb threat, the Music Centre principal must inform the police.
- The suspicious-looking object or anything relating to the bomb scare must be left untouched.
- If the alarm goes, swift evacuation is required.
- Learners must open all windows, gather their belongings, and move to the Assembly Point via the prescribed route indicated on the emergency plan.
- No-one should take along any item that does not belong to him/her.

In case of medical emergencies (no alarm):

- These emergencies may occur anywhere on the Music Centre premises.
- Senior learners must assist in informing the office if no staff member is around and must also help with crowd control.
- The injured person may not be moved until a medical officer's permission has been obtained.

(g) The medical/health officer must keep proper record of all medical emergencies (Annexure F).

12. Safety of learners' property

The safekeeping of learners' property is each learner's responsibility. Learners are requested not to leave their instruments, bookcases and other valuable items unattended.

13. Medication

13.1 Parents are requested to inform the Music Centre in writing of any medical condition that a learner may have (Annexure G).

- 13.2 If a learner takes medicine and will need it during a Music Centre activity, the parent(s) must see to it that the learner has enough of the medication with him/her for the duration of the Music Centre activity.
- 13.3 If parents require the Music Centre to administer certain medicine to their child, they must sign the appropriate consent form (Annexure H).
- 13.4 Parents will be informed in detail of any trip to or through a high-risk disease area for the purpose of a Music Centre activity.
- 13.5 If learners sustain injuries or fall ill during a Music Centre activity and need medical treatment, the supervising educator must:
- (a) take all necessary steps to liaise with the parents concerned to obtain permission for such medical treatment.
 - (b) establish whether permission is needed for such medical treatment if the parents cannot be contacted.
- 13.6 All staff must make certain of the standard preventative measures in dealing with blood or body fluids (Annexure I).

14. Health

- 14.1 The following procedures serve as guidelines in co-ordinating applicable responses to manage reported cases of confirmed (according to laboratory tests) and / or suspected cases of communicable (transmittable) diseases, such as meningitis, influenza A H1N1 (swine flu), measles, tuberculosis, cholera and food poisoning among staff, educators, and learners:
- (a) Ongoing counselling on basic hygiene must occur, such as holding one's hand in front of your mouth when coughing/sneezing, regularly washing your hands, avoiding close contact with infected persons, wearing a mask when showing symptoms of ill-health, etc.
 - (b) All learners and staff are requested to stay home until they have recovered. Should they develop any worrying symptoms, such as breathing difficulties, serious dizziness, or paleness, they must consult a doctor immediately.
- 14.2 Reporting confirmed or suspected cases.
- (a) Parents must inform the Music Centre principal of any chronic medical condition of which their children may suffer and that may increase the children's risk should they contract a communicable disease.
 - (b) Parents must report to the Music Centre principal any communicable disease with which their child is diagnosed.
 - (c) Parents are requested to keep ill children at home until they have recovered.

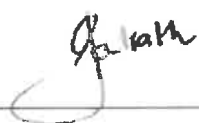
- (d) The Music Centre principal must report any confirmed or suspected cases of communicable diseases to the district office.
- (e) Confidential medical information will always be treated as such, and no learner shall be stigmatised.
- (f) The Music Centre principal must monitor abnormal Music Centre absenteeism or any sign of escalated symptoms of communicable diseases among staff and learners.

14.3 After having consulted the relevant provincial and/or district officials, the Music Centre principal may issue a notice to inform parents of the outbreak of a disease at the Music Centre, as well as the steps already taken to prevent its further spread.

14.4 Smoking: See the Music Centre's Smoking policy

15. Any person who contravenes this policy may be removed from the Music Centre grounds.

SIGNED AT Parow.....ON THIS5..... DAY OFFebruary 2025.....



Governing Body Chairperson
Ms C Goliath



Music Centre Principal
Dr SM Voges



Western Cape Government

Education

APPLICATION FOR PERMISSION TO UNDERTAKE A MUSIC CENTRE ACTIVITY THAT INVOLVES LEARNER TRANSPORT

This form is to be completed by the educator who is making the application and signed by the principal of the Music Centre.

1. Music Centre details

1.1	Province	
1.2	District or region	
1.3	Name of Music Centre	
1.4	EMIS number of Music Centre	
1.5	Name of Music Centre principal	

2. Governing body contact details

	Governing body official	Full names	ID number	Contact telephone number	Expiry of term of office
2.1	Chairperson				
2.2	Secretary				
2.3	Treasurer				

3. Objective of Music Centre activity

Objective:	
Link with curriculum:	
Overnight or day visit:	Number of days:
If overnight, type of accommodation:	
Catering arrangements:	

4. Proceedings during Music Centre activity

5. Composition of participants in Music Centre activity

Number of learners		Total	Number of educators		Total	Number of parents or other adults		Total
Boys	Girls		Male	Female		Male	Female	

6. Names of educators and parents or other adults who will accompany learners

7. Details of how Music Centre activity will be funded

Cost of Music Centre activity, per person:
Support strategy for learners whose parents cannot afford to pay for their participation in the Music Centre activity:

8. Transport details

8.1 Name of transport company or vehicle owner:

8.2 Address:

8.3 Certificate of roadworthiness: Date issued and Expiry date

8.4 Details of driver:

Name:

Driver's licence and code:

Expiry date:

Expiry date of professional driving permit:

Company or owner's insurance (name and policy number):

8.5 Details of substitute driver:

Name:

Driver's licence and code:

Expiry date:

Expiry date of professional driving permit:

Company or owner's insurance (name and policy number):

8.6 Details of transport support system and alternative route:

9. Accommodation

Type of accommodation:

Number of persons per room:

10. Documents to be included in application

Copies of the following:

10.1 Full route and itinerary

10.2 If a Music Centre activity takes place by invitation, a letter confirming such invitation

10.3 Any other documents to support the application

11. Date and signature

Music Centre Principal _____	Signature: _____	Date: _____
Governing Body Chairperson _____	Signature: _____	Date: _____

For official use:

Tour approved	Yes	No
Provincial Head of Education or his/her nominee		
Name..... Signature:.....		
Date		



Hugo Lambrechts

Music Centre • Musieksentrum
Iziko Lomculo

SECURITY CHECKLIST

The following document is intended to assist the Music Centre principal and the foreman in implementing sound risk management practices to protect the Music Centre, its assets, and resources. The checklist is provided purely as a prompt for the Music Centre principal or their nominees. The frequency noted below is set at a minimum; more frequent checks are at the Music Centre's discretion.

Daily checks to include the following:

Activity
Inspect premises to check that all external doors, windows and gates are locked, and other security measures are fully operational and activated.
Check that all internal doors are closed and locked (whenever possible). This provides additional security and helps contain both fires and associated smoke damage.
Check that all blinds are closed in computer rooms or where theft-targeted equipment or assets are kept.
Check that all theft-targeted equipment and assets, including master keys, are stored securely and concealed from view.
Remove all old, excess furniture, cardboard, paper, packing cases, crates and other flammable material from the site. Do not store such material under demountable's, in stairwells, hallways, under crofts or anywhere else on Music Centre grounds. All rubbish bins, plastic crates and other external combustible materials are to be secured well away from the Music Centre buildings.
All security lighting is to be fully operational and activated.
Check that all plant and equipment are turned off, including at the mains, if appropriate. All non-essential lighting and power circuits and outlets should be turned off.
Sensitive documents are to be securely stored out of sight.
Check that all flammable liquids, including glue and paints, are appropriately stored and secured at all times.
Remove all lost property and other loose items, and securely store out of sight.
Check that mobiles, charts, decorations, room dividers, etc. do not obstruct electronic security detectors, which must have a clear, unobstructed view of the protection area at all times.

- Check that all external fire hydrant and hose enclosures are securely locked.
- Check that all garden hoses are removed and stored securely.

Weekly checks to include the following:

Activity
• Check that all the Music Centre boundary fences are in good order, the boundary is well defined, and the mechanisms of all gate locks are fully operational.
• Check that all visual deterrents, such as window blinds and curtains are installed and operating effectively.
• Confirm that an adequate housekeeping regime is in place to ensure that materials or projectiles are not readily available to vandals.

As-required checks to include the following:

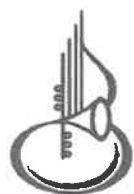
Activity
• Report any faults to Building Management and Works for immediate repair. Remember to: ○ get a timeframe for the completion of work. ○ follow up and arrange repair during vacation, if necessary.
• Check that all computers and other theft-targeted equipment carry appropriate security markings, including the Music Centre name and code number, and are securely tied down, if practicable.

End-of-term checks to include the following:

Activity
• Inspect all light fittings, fixtures, switches and lighting elements, and check that all are in good order and operable.
• Inspect all doors, windows, closing mechanisms, locking mechanisms, bars, grilles, gates, roller shutters, etc., and ensure all are in a good operable condition.
• Spray insect surface spray around all security detectors (not onto security detectors).
• Confirm that the after-hours and key-holder lists are current (keys to be recalled from key holders who leave the Music Centre or who no longer use the Music Centre facilities).
• Identify staff or community users likely to access the Music Centre during the vacation period or after Music Centre hours, and: ○ re-establish their responsibilities in relation to Music Centre security. ○ verify that their knowledge of the electronic security operation is current; and ○ confirm that all keys held by others are returned (confirmation to be obtained from external users).
• Check that all Music Centre watch and trespass signage is installed in appropriate locations on the Music Centre boundary fence, and that signage is in good order.

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|---|
| <ul style="list-style-type: none">• Check that gardens around buildings are cut back and not overgrown to the extent that they provide shelter to persons or pose additional risk (e.g. fire, overflowing gutters). |
| <ul style="list-style-type: none">• Check that all benches and movable bicycle racks are removed and secured together, away from the Music Centre buildings. |

1. The principal must ensure that adequate first-aid services are available for the immediate treatment or care of a student, staff member or visitor who is injured or falls ill at the Music Centre or during Music Centre organised activities.
2. The principal must also ensure that:
 - (a) first-aid plans and procedures are developed and implemented.
These are to be based on an assessment of:
 - the hazards at the Music Centre or during a Music Centre-organised activity;
 - the risk of injury as a result of those hazards;
 - the size and layout of the Music Centre or activity;
 - the distance to the nearest medical or ambulance service; and
 - the number of people at the Music Centre or participants in the Music Centre-organised activity.
 - (b) procedures for a medical emergency are understood by all staff.
 - (c) there are suitable first-aid facilities and equipment available wherever a Music Centre-organised activity is taking place;
 - (d) a staff member is identified to be in charge of first aid and is provided with the relevant training.
(The person in charge of first aid must act in this role voluntarily).
 - (e) suitably stocked first-aid kits are available and their locations known to all staff; and
 - (f) all injuries are recorded, and written reports maintained. Significant injuries must be investigated as soon as possible.



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Annexure C

EMERGENCY CONTACT NUMBERS

Goodwood Armed Response	021 592 2295
Gabriel Protection Services	021 592 3152
Jacques Wolhüter (GPS)	071 187 3854
VRCID	072 792 7168
Law Enforcement Parow	021 480 7700
SANTAM Emergency	086 0505 911
Fire Control	021 590 1900
Disaster Management	021 400 3635
Parow Police	021 929 7000 / 7037
Metro Police	086 076 5423
Ambulance	10177
ER24	083 414 5680/082 911
Medicross	021 936 7300
N1 City Hospital	021 590 4444
Panorama Hospital	021 938 2111
Tygerberg Hospital	021 938 4911
Poison Hotline	080 033 3444
City Fault reporting	086 010 3089
water@capetown.gov.za	SMS 31373
power@capetown.gov.za	SMS 31220
accounts@capetown.gov.za	
CT Weather office	021 934 0749/0831
AIDS Help line	080 001 2322
Alcohol & Drug Help 24/7	080 043 5748
Childline	080 005 5555
Public Transport	080 065 6463
Traffic Enquiries	021 590 1900



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EVACUATION PLAN

Description of Premises

Building Location	Hugo Lambrechts Music Centre
Building Principal	Dr Arisa Voges
Building Construction	Bricks and Asbestos tile roof
Floor Area	Classrooms and Orchestra rooms
Safety Committee Chair	Mr L Burden
Fire Team Leader	Mr F February
First Aid Leader	Ms C Byker
Designated Control Point	Front Lawn
Designated Assembly Area	Front Lawn

1. Emergency Evacuation Plan

On discovery of fire sound Emergency Alarm, initiate emergency evacuation of affected area.

After the affected area has been evacuated all other areas must be evacuated starting at the closest to the affected area.

All people must be moved to designated assembly area as detailed above.

Injured person/s to be evacuated to first aid team at Control Point.

During the evacuations process the emergency services must be contacted and informed of the exact emergency occurring.

Emergency numbers will be placed conspicuously around the workplace.

2. Fire

2.1 Close all windows and doors while exiting.

2.2 Turn off all electronic equipment.

2.3 Do not run while exiting.

2.4 Leave all personal belongings.

2.5 Report any suspected persons at assembly point.

2.6 Report location, size and if possible type of fire, electrical etc.

2.7 **NOTES AND PRECAUTIONS:**

Small fires can be extinguished **only if you are trained to use a fire extinguisher.** However, an immediate readiness to evacuate is essential. Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

2.8 Do not return into the building until declared safe to do so by Emergency Services Senior Officer on Scene.

2.9 Once the emergency services has completed on scene, do not disturb affected area and cordon off so that area can be investigated by incident investigator, South African Police Services and Fire and Rescue Services.



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ANNEXURE E

SUGGESTED EQUIPMENT FOR FIRST-AID

Room B2 serves as the first-aid room. The room has adequate ventilation and lighting and provides easy access to toilets and first-aid kits.

Suggested contents for a first-aid kit

The following kit is based on minimum contents to cater for up to 50 people.

Qty	Item	Qty	Item
1	adhesive shapes assorted 50 pkt	6	non-adherent pad 20 cm x 7,5 cm
2	adhesive tape (zinc oxide) 2,5 cm x 5 m	20	gauze swabs 10 cm x 10 cm x 5 cm
1	hypoallergenic tape 5 cm	1	antiseptic liquid 250 ml
6	conforming bandage 2,5 cm	1	antiseptic soap
3	conforming bandage 5 cm	4	saline irrigation – 30 ml steritube
6	conforming bandage 7,5 cm	2	paracetamol tablets x 24 pkt (for adults only)
2	conforming bandage 10 cm	1	instant cold pack
2	conforming bandage 15 cm	1	pocket mask
1	heavy crepe bandage 5 cm	1	safety pins in bag x 10
1	heavy crepe bandage 10 cm	1	scissors stainless steel
1	hospital crepe bandage 5 cm	1	forceps stainless steel
1	hospital crepe bandage 7,5 cm	2	forceps plastic
3	triangular bandage 110 cm x 110 cm x 155 cm	1	splinter probe disposable (pack of five)
1	finger bandage and applicator	1	kidney dish – plastic
1	finger stall leatherette	1	galipot 150 ml
1	flexible dressing 3,8 cm	1	nail brush
1	flexible dressing 8 cm	1	towels disposable in bag of six
1	universal dressing – large	1	gloves disposable in bag of 12
10	eye pad – large	6	cups disposable
6	combine pad 9 cm x 10 cm	1	plastic bags – resealable – small
1	combine pad 9 cm x 20 cm	1	plastic bags – resealable – medium
3	combine pad 20 cm x 20 cm	1	notepad and pencil
2	burns dressing – small	1	set worksheet
1	burns dressing – large	1	first-aid book
1	Burnaid gel 25 g		
12	non-adherent pad 10 cm x 7,5 cm		

All items should be contained in a suitably labelled, dustproof metal box with a list of contents.

The contents must be checked by the trained first aider/medical officer at regular intervals.

Location of kits: Ms Byker (Room C8), Mr George (Room A12), Auditorium kitchen



ANNEXURE F

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FIRST-AID INJURY REPORT FORM

Date of accident: _____ Time of accident: _____ AM/PM

Name of person(s) injured/involved:.....

In the accident/incident at:.....

Address:.....

.....

Cause of the accident:.....

.....

.....

Name of person(s) witness to the accident:.....

Address:.....

Name of person(s) witness to the accident:

Address:.....

.....

Nature of the injuries:.....

.....

Subsequent action and treatment:.....

.....

Parent advised: Yes/no

Method of advice:.....

Signed by:..... Date:.....



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FORM 1 – LEARNER HEALTH CARE SUMMARY

ANNEXURE G

SECTION A

Music Centre:	Year: Form: Teacher:
Learner's name:	Date of birth:
Address:	Gender: Male/female

FAMILY CONTACT DETAILS

MEDICAL DETAILS

Name:	Medical practice:
Relationship to learner:	Doctor 1: Telephone:
Address:	Doctor 2: Telephone:
Telephone: (W)	I give permission for the Music Centre to seek medical attention for my child from the above medical centre, as required. Yes ☐ No ☐
(H)	Do you have ambulance cover? Yes ☐ No ☐
(M)	If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.
Name:	List any essential information about your child that we should be aware of in an emergency, e.g. allergy to penicillin.
Relationship to learner:	
Address:	Health care card: Yes ☐ No ☐
Telephone: (W)	Medicare number (If required – for children requiring regular emergency care):
(H)	
(M)	

ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at the Music Centre

Long-term medication – Complete the *Medication* section of the relevant health care plan – see below.

Short-term medication – Request an *Administration of Medication* form to complete, and return to the principal or class teacher.

INFORMED CONSENT

Your child's health care information will be shared with staff on a 'need to know' basis, unless otherwise stated.

Do you give permission for the Music Centre to share your child's health care information? Yes ☐ No ☐

If no, and the information is to be restricted, who can be informed of your child's health care information? _____

Does your child have one or more health condition(s) that will **require support** from the Music Centre staff?

No ☐ - Sign below and return section A of this form to the Music Centre office. If your child's requirements change, please notify the Music Centre.

Signature: _____ Date: _____

Yes ☐ - Complete the remainder of this form and return to the Music Centre office.

List your child's health condition(s): _____

SECTION B – IN THE FOLLOWING TABLE, PLEASE INDICATE YOUR CHILD'S CONDITION(S) THAT MAY REQUIRE THE SUPPORT OF MUSIC CENTRE STAFF

Health conditions	Tick health condition	Will Music Centre staff require specific training to support your child?
Severe allergies/anaphylaxis	☐	YES ☐ NO ☐
Minor and moderate allergies	☐	YES ☐ NO ☐
Diabetes	☐	YES ☐ NO ☐
Seizures	☐	YES ☐ NO ☐
Asthma	☐	YES ☐ NO ☐
Activities of daily living	☐	YES ☐ NO ☐

Other conditions or needs (please specify)

_____ YES ☐ NO ☐

_____ YES ☐ NO ☐

Has your child's medical practitioner provided a health care plan to assist the Music Centre to manage the condition? YES ☐ NO ☐

If yes, advise the principal.

If you have ticked "Yes" for specific staff training, please discuss the type of training needed with the principal.

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition that may give rise to an emergency, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's 'medical details and photo' to be on view for staff. Yes ☐ No ☐

If yes, please attach photo to the relevant health care plan(s).

Signatures:

Parent/carer signature: _____ Date: _____

Parent/carer name: _____

Office use only

Does the child have an allergy that needs to be flagged Yes ☐ No ☐ Date: _____

Have relevant health care plans been issued to the parent? Yes ☐ No ☐ Date: _____

Has the principal been informed if:

• specific training is required to support the learner? Yes ☐ No ☐

• the learner's health care information is to be restricted. Yes ☐ No ☐



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LETTER TO PARENTS WITH REGARD TO THE ADMINISTRATION OF MEDICATION

Dear Parent/Carer

I would like to seek your assistance in establishing a process for managing the administration of medication to learners when they are in the Music Centre's care. Except in an extreme emergency, such as unexpected anaphylaxis, medication may be administered by Music Centre staff only if appropriate documentation has been completed by parents/carers. This applies to both prescribed and non-prescribed medication.

Short-term use of medication (up to two weeks)

For the administration of medication, such as a course of antibiotics, our Music Centre requires written authority from parents/carers. This authority can be provided by completing an ***Administration of Medication (consent attached) form***.

Note:

- The medication must be clearly labelled with the child's name and provided to the Music Centre in the pharmacy or manufacturer's packaging.
- A certified copy of the doctor's prescription must accompany the medication.
- Documentation must be signed and dated by a parent or carer and provided to the Music Centre with the medication.

Yours faithfully

.....
Principal
Dr SM Voges

REQUEST TO ADMINISTER MEDICATION TO MY CHILD WHILE IN THE CARE OF THE MUSIC CENTRE	
LEARNER'S NAME: Date of birth: CLASS:	
NAME OF MEDICATION:	
DOSE/FREQUENCY (MAY BE AS PER PHARMACIST'S LABEL)	
ROUTE OF ADMINISTRATION (E.G. ORAL)	
EXPIRY DATE OF MEDICATION:	
DATES OF ADMINISTRATION:	FROM: / / 20__ TO: / / 20__
STORAGE REQUIREMENTS: (E.G. REFRIGERATOR)	
NAME OF ADMINISTRATOR:	
PARENT/CARER'S SIGNATURE:	DATE:

If you require the Music Centre to administer medication to your child for a period of more than two weeks, you may need to complete a *Learner Health Care Summary* for your child's particular health needs if you have not already done so. In most instances, this documentation would have been completed when you enrolled your child or as part of the Music Centre's process of updating learner health care records. If this is not the case, please discuss the matter with the principal.

Thank you for your help.

Yours sincerely.

.....

PRINCIPAL
DR SM Voges



RECORD OF HEALTH CARE SUPPORT/ADMINISTRATION OF MEDICATION

Teacher:

RECORD OF HEALTH CARE SUPPORT/ADMINISTRATION OF MEDICATION

Date: / /



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Standard precautions for staff dealing with blood or body fluids.

To minimise the risk of acquiring blood-borne viruses and other infections, the standard precautions to be adopted are as follows:

- When appropriate, encourage children, young people and adults to perform their own first aid if they are capable. Depending upon the severity of the injury and the age of the injured, supervision during this procedure may be necessary.
- Wash hands thoroughly (at least 15 seconds) with soap and water before and after any procedure involving first aid and after cleaning/removing blood and body fluids from any surfaces. Encourage learners or others who have come into contact with blood or body fluids to do the same.
- Always use the recommended protective equipment (e.g. gloves, safety goggles) as necessary to prevent skin and mucous-membrane exposure (e.g. eyes) when contact with blood or body fluids is anticipated. Wear eye or face mask protection when conducting procedures that may result in the generation of droplets or the splashing of blood or body fluids.
- Wear gloves wherever there is a potential risk of exposure to a blood-borne virus or when performing first aid on a bleeding casualty, and wash hands with soap and water after removing the gloves (ensure a readily available supply of gloves). An alcohol-based hand rub may be used when hand-washing facilities are limited or unavailable, but every effort must be made to wash hands with soap and water as soon as practicable.
- Cover cuts and abrasions with waterproof dressings and wash any blood or body fluids from skin surfaces using soap and water. Soap and water are predominantly recommended for cleaning. Soap is a better wetting agent and cleans more thoroughly than hypochlorite (commonly found in household bleach), overuse of which is not recommended. Viruses do not live on dry surfaces; therefore, drying with a paper towel is recommended.
- If staff or learners are exposed to blood splashes onto a broken skin surface or mucous membrane, wash the area with soap and water, and report the matter to the principal or line manager. Seek medical attention.
- Use standard cleaning equipment (mop, bucket and disposable cloth with detergent and water) for cleaning up spills of blood or body fluids. Wipe the area with a paper towel, and allow the surface to dry. If the soiled surface is porous and difficult to clean, a solution of 0,5% sodium hypochlorite must

be applied after cleaning. Soaking a paper towel in the sodium hypochlorite solution and leaving it in place for 10 minutes may achieve this. A number of household bleaches contain sodium hypochlorite and can be diluted to the required strength. Gloves must be worn.

- Seal soiled cloths, paper towels, gloves and dressings in a strong plastic bag before disposal into the domestic garbage.
- Clothing contaminated with blood or body fluids should be removed as soon as practicable and contaminated items placed in a sealed bag until laundered. Care must be taken if sharp objects are removed from the environment. Dispose of all sharp objects in a puncture-resistant container.