

DUDLEY HIGH SCHOOL
OCCUPATIONAL HEALTH AND SAFETY
POLICY



- ❖ Dudley High School management is very committed to the health and safety of the Dudley High School community (staff, students, workers and visitors) and to this end the management shall
 - Provide and maintain a safe working place
 - Provide and maintain safe educational equipment
 - Provide training in safety procedures to the staff
 - Disseminate information concerning Occupational Health and Safety Act to the Dudley High School community.
 - Inform Dudley High School community on health and safety strategies to be followed in the college and on college business.
 - Provide support and assistance through consultation with all involved in the Dudley High School community.
- ❖ The school management is responsible and accountable that the teachers, students, workers and visitors:
 - Follow all the procedures concerning health and safety
 - Avoid practices and behavior that may result in injury to themselves and others
 - Be responsible and report all potential hazards to their immediate superior or/and to the OHS committee.

This policy covers the school management in all its educational operations. The Management shall consult the OHS inspector, OHS committee and workers to ensure that any change required in the workplace does not affect the health and safety of the Dudley High School community. The management fully supports the OHS committee in executing their responsibilities.

This policy will be reviewed regularly, evaluated and modified whenever and wherever needed

SAFETY PROCEDURES TO BE FOLLOWED BY VISITORS TO DUDLEY HIGH SCHOOL.

- ❖ Visitors are required to go to the School office to obtain necessary information/ permission.
- ❖ Visitors are not permitted to any of the class rooms except on open days and on parents day.
- ❖ Any information or materials to be passed on to the staff or students must be done through the office.
- ❖ Visitors are expected to use the waiting area near the office.
- ❖ Visitors are to park their vehicles in the school compound at their own risk and the school management takes no responsibility for their vehicles.
- ❖ Visitors are not allowed under trees that have fruits/nuts/dry branches. They do this at their own risk.



- ❖ Visitors are expected to keep the school compound clean.
- ❖ Visitors are expected to maintain sufficient silence so that the school activities are not disturbed in any way.



SAFETY PROCEDURES TO BE FOLLOWED BY STUDENTS WHILE IN SCHOOL

- ❖ Students must stay only in the rooms and areas where the classes are conducted for them.
- ❖ Students must not go to other rooms without the permission of the teachers concerned.
- ❖ Students are to enter the specialized rooms only while the teachers are present.
- ❖ Students are not permitted to touch any of the electrical fittings or fixtures in the rooms.
- ❖ Only designated students are to operate the lights and fans in the rooms.
- ❖ Students are to report to the teacher in charge at the moment if they notice anything that can harm or injure a student or teacher (Eg: a broken chair, a chalk- board about to fall off etc.).
- ❖ Students are not permitted to touch any of the installations in the compound.
- ❖ Students are not permitted to run or play along the verandahs, stairs, buildings, class rooms etc.
- ❖ All sports and games must be played only in the areas designated for them and under the supervision of teachers.
- ❖ Students playing during breaks are doing so at their own risk.
- ❖ Students must not do any activity that could cause injury or harm themselves or others. If the student thinks that an activity would injure or harm him/her then it must be reported to the teacher concerned.
- ❖ Students are to come to school and participate in educational activities only if they are medically fit.
- ❖ Students are not permitted to go under trees that have fruits/nuts/dried branches.
- ❖ Students are not permitted to climb trees or go to the roofs of buildings while in school.
- ❖ Students are to exercise extreme caution while handling sharp equipment in class or specialized rooms (Eg: Compass, pen, pencil etc) and are not permitted in any way to touch a fellow student or teacher with them.
- ❖ Students are not permitted to bring any material to school that could cause injury or harm to others.

SAFETY PROCEDURES TO BE FOLLOWED BY THE STAFF

- ❖ All staff must report for duty on or before time.
- ❖ All staff must be in their allotted duty area at the right time and throughout the entire duration.
- ❖ All staff are refrained from engaging students in any educational activity that could harm or injure person(s).



- ❖ All staff members must handle machines etc under their jurisdiction with care and following proper instructions given by the manufactures or/ and their superiors.
- ❖ If any staff member notices anything that could cause injury or harm to any member of the Dudley High School community, he/she must immediately rectify the situation if it can be done without injuring himself/herself. Or else it must be immediately notified to his/her superior.
- ❖ All staff must behave in such a way that he/she does not cause injury or harm to any member of the Dudley High School community

SAFETY PROCEDURES TO BE FOLLOWED BY TEACHERS IN CHARGE OF SPORTS AND GAMES.

- ❖ All sporting activities must be conducted under the supervision of a teacher or qualified coach.
- ❖ The students must have proper warm up before the sporting activity and warm down after the sporting activity.
- ❖ The teacher or coach should provide the students with safe sporting equipment. If an Equipment is not safe, it should not be used. The person concerned should report about the Unsafe equipment to the person's superior.
- ❖ In the course of a sporting activity if any person is hurt then immediately first aid must be provided by the teacher in charge. If the matter needs attention in the hospital, then it must be brought to the notice of the Principal/ VP/Assistant principal and such care should be provided.
- ❖ While playing sports or games if a child is hurt that person must not be allowed to continue the activity until first aid is provided and the person is fit to resume the activity.
- ❖ Teacher must ensure that sporting equipment are taken from and back to the sports room in a safe and responsible manner.
- ❖ While throwing or jumping is in progress the teacher must ensure that the other participants are behind and at a safe distance from the one in action.
- ❖ The throwing fields (Javelin, Discuss and Short Put) are to be clearly marked out and throws are done only at the specified areas and when the area is cleared of students/teachers and others.
- ❖ Only students who are selected are permitted to practice throwing events.
- ❖ After a throw is executed the implement must be carried back to the venue of throw and not thrown back.
- ❖ Throwing events are practiced only during good weather, usually when the ground surface is firm and with sufficient light. No practices should be done where visibility is poor eg. On an overcast afternoon / late in afternoons or during wet weather or when it is raining, or during very windy days.
- ❖ If an outside coach is brought in to coach throwing field events, a school staff is to be available to help supervise the coaching/teaching session until the end of the session.



SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS DURING SPORTS AND GAMES.

- ❖ Students must follow the instructions given by the teachers.
- ❖ Students must warm up before any sporting activity and must warm down after any sporting activity.
- ❖ If an equipment to be used for a sporting activity is defective or unsafe the student should not use it and must report the matter to the teacher in charge.
- ❖ While doing a sporting activity if the student is hurt he/she must stop the activity immediately and report the matter to the teacher. Only after the student is fit to resume the activity he/she may resume.
- ❖ Students should not handle sporting equipment in an irresponsible manner. Throwing implements should not be used on the way to or from the throwing area to the sports room.
- ❖ Throwing field events (Javelin/Short Put/Discus) must be practiced only at the designated area at all times. These areas are declared danger zones while training/competition is in progress and all staff, students and the visitors must take maximum care to prevent accident.
- ❖ While executing a throw the student must ensure that there is no one in the flight path as well as in the landing area. If someone is there, then the throw should not be executed.
- ❖ Throwing events are practiced only during good weather, usually when the ground surface is firm and with sufficient light. No practices should be done where visibility is poor eg. On an overcast afternoon / late in afternoons or during wet weather or when it is raining, or during very windy days.
- ❖ No student under the age of 14 years is to take part in javelin event.
- ❖ While throwing or jumping all except the participant must be behind the throw/jump line.
- ❖ Students are not permitted to enter the sports room without the permission of the teacher concerned.

SAFETY PROCEDURE TO BE FOLLOWED BY TEACHERS IN SEWING ROOM.

- ❖ The students should be supervised all the time while they are in the room.
- ❖ The room should be left clean and tidy after the use.
- ❖ The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If it can be fixed by the teacher without injuring himself/herself then it could be done.
- ❖ The students should be instructed about the appropriate use of the equipment.



- ❖ If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.



SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS IN THE SEWING ROOM

- ❖ The students are to enter the Home Economics room only with permission of the teacher.
- ❖ The students are to use the equipment in such a way that no harm is done to anyone. The equipment must be used in a responsible manner.
- ❖ If any of the equipment is not in proper working order it should not be used and the matter should be reported to the teacher.
- ❖ Students should have their hair tied properly and should wear either shoes or sandals.
- ❖ The room should be left clean and tidy after use. If lace pins and needles have fallen on the ground, they are to be picked up.

Use of sewing machines:

- ❖ Check that the machines are properly oiled and correctly threaded.
- ❖ The covers of hand and treadle machines should be placed on the sides to prevent tripping.
- ❖ For electrical sewing machines make sure that the electrical cords are in good order and attached properly. Once the sewing is completed switch off the power point and unplug the cords.
- ❖ All machines must be covered with the covers as soon as sewing is completed.

Use of iron.

- ❖ Use the iron in such a way that no injury or harm is done to the person using it or to others
- ❖ Make sure the iron does not have frayed cords.
- ❖ Keep the cord away from the hot iron.
- ❖ Turn the power off after using and pull the plug out by holding the plug not the cord

SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS IN HOME ECONOMICS ROOM

- ❖ The students are to enter the Home Economics room only with permission of the teacher.



- ❖ The students are to use the equipment in such a way that no harm is done to anyone. The equipment must be used in a responsible manner.
- ❖ If any of the equipment is not in proper working order it should not be used and the matter should be reported to the teacher.
- ❖ Students should have their hair tied properly and should wear either shoes or sandals.
- ❖ The room should be left clean and tidy after use.



Gas and electrical stove:

- ❖ Before using any stove make sure the electric cord and the gas fittings are in good order and attached properly.
- ❖ Turn on the correct knobs for the respective hot plates and gas rings.
- ❖ Always use matches to light a stove. (Never use paper and run from one stove to another)
- ❖ As soon as you have finished cooking switch off the gas mains and electricity.

Electrical appliances:

- ❖ Do not use faulty cords.
- ❖ Keep cords away from hot appliances.
- ❖ Use dry hands, not wet hands.
- ❖ Pull plug out by holding the plug, not the cord.
- ❖ Turn power off after use.

Cutting and chopping equipment:

- ❖ Make sure the knives are sharp, so that they will cut efficiently.
- ❖ When using a knife, cut away from oneself or on a chopping board.
- ❖ When passing knives and similar items, give the handle to the other person, not the blade.
- ❖ Use equipment properly for its intended use.

General:

- ❖ The handles of the pots when placed on a stove should face towards the wall.
- ❖ Always stay close by when heating fat.
- ❖ Do not leave fat unattended.
- ❖ Use correct pot holders.
- ❖ If oil catches fire, turn the stove off and cover pan with salt or flour (not water). Put a lid on the pan or shut oven or griller door to prevent oxygen getting into the flame.
- ❖ Take lids off saucepans in such a way that the steam is directed away from you.



- ❖ Mop up spills on the floor.
- ❖ Keep curtains away from stoves especially gas stoves.
- ❖ When glass breaks, pick up the tiny bits with a damp paper towel.



SAFETY PROCEDURE TO BE FOLLOWED BY TEACHERS IN HOME ECONOMICS ROOM:

- ❖ The students should be supervised all the time while they are in the room.
- ❖ The room should be left clean and tidy after the use.
- ❖ The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If the teacher without injuring himself/herself can fix it then it could be done.
- ❖ The students should be instructed about the appropriate use of the equipment.
- ❖ If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.
- ❖ Teachers should be familiar with the proper operations of the equipment of the department.
- ❖ If any liquid is spilt on the floor it must be cleared immediately.
- ❖ Teachers must ensure that the rooms under their care are safe eg: no loose pieces of materials lying around, no dangerous projections from the walls etc.
- ❖ Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

SAFETY PROCEDURE TO BE FOLLOWED BY TEACHERS IN INDUSTRIAL ARTS DEPARTMENT.

- ❖ The students should be supervised all the time while they are in the room.
- ❖ The room should be left clean and tidy after the use.
- ❖ The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If it can be fixed by the teacher without injuring himself / herself then it could be done.
- ❖ The students should be instructed about the appropriate use of the equipment.





- ❖ If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.
- ❖ Teachers should be familiar with the proper operations of the equipment of the department.
- ❖ If any liquid is spilt on the floor it must be cleared immediately.
- ❖ Teachers must ensure that the rooms under their care are safe eg: no loose pieces of materials lying around, no dangerous projections from the walls etc.
- ❖ Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS FOR INDUSTRIAL ARTS CLASSES.

- ❖ The students are to enter the industrial arts rooms only with permission of the teacher.
- ❖ The students are to use the equipment in such a way that no harm is done to anyone. The equipment must be used in a responsible manner.
- ❖ If any of the equipment is not in proper working order to should not be used and the matter should be reported to the teacher.
- ❖ Students should have their hair tied properly and should wear either shoes or sandals.
- ❖ The room should be left clean and tidy after use.
- ❖ Students should avoid making hurried or careless movements, which could cause collisions with other students and cause injury.
- ❖ Students' clothing should not be loose while handling machines.
- ❖ Care should be taken while handling hot metal.
- ❖ Students should wear protective shield over the eyes when loose chips of metal or timber are likely to occur.
- ❖ A student should not continue with an activity if he is injured. He should continue only after first aid is obtained and when he is fit to continue.



SAFETY PROCEDURE TO BE FOLLOWED BY TEACHERS IN AGRICULTURAL DEPARTMENT.



- ❖ The students should be supervised all the time while they are in the room and field.
- ❖ The room should be left clean and tidy after the use.
- ❖ The equipment is to be in proper working order and if not, the matter should be reported to the Principal/Vice Principal/Assistant Principal. If the teacher without injuring himself/herself can fix it then it could be done.
- ❖ The students should be instructed about the appropriate use of the equipment.
- ❖ If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.
- ❖ Teachers should be familiar with the proper operations of the equipment of the department.
- ❖ If any liquid is spilt on the floor it must be cleared immediately.
- ❖ Teachers must ensure that the rooms under their care are safe eg: no loose pieces of materials lying around, no dangerous projections from the walls etc.
- ❖ Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS DURING AGRICULTURAL CLASSES.

- ❖ The students are to enter the agricultural science rooms only with permission of the teacher.
- ❖ The students are to use the equipment in such a way that no harm is done to anyone. The equipment must be used in a responsible manner.
- ❖ If any of the equipment is not in proper working order to should not be used and the matter should be reported to the teacher.
- ❖ Students should have their hair tied properly and should wear either shoes or sandals.
- ❖ The room should be left clean and tidy after use.
- ❖ Students should avoid making hurried or careless movements, which could cause collisions with other students and cause injury.
- ❖ Students' clothing should not be loose while handling machines.
- ❖ A student should not continue with an activity if he is injured. He should continue only after first aid is obtained and when he is fit to continue.
- ❖ If possible students should use gum-boots while working in the field.

Use of tools:

- ❖ Use tools only for the purposes they are designed for.
- ❖ Tools should be handled carefully and a safe distance should be maintained between students while using tools.
- ❖ All tools used must be collected and checked before storing.
- ❖ Tools must be stored in a dry place and locked.



Use of chemicals:

- ❖ Care should be taken while handling chemicals. Students must wear hand gloves while handling chemicals.
- ❖ The instructions given on the label of the chemicals should be followed.
- ❖ Students must use safety clothing while spraying chemicals and others must be away at a safe distance.
- ❖ All chemicals should be locked up.



Use of fertilizers:

- ❖ Fertilizers should not be stored with tools.
- ❖ Prepare in advance any work to be carried out so that confusion can be avoided.
- ❖ Students must use hand gloves while mixing or applying fertilizers.

SAFETY PROCEDURE TO BE FOLLOWED BY TEACHERS OF THE SCIENCE DEPARTMENT.

- ❖ The students should be supervised all the time while they are in the rooms of the department.
- ❖ The rooms should be left clean and tidy after the use.
- ❖ The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If the teacher without injuring himself/herself can fix it then it could be done.
- ❖ The students should be instructed about the appropriate use of the equipment.
- ❖ If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.
- ❖ Teachers should be familiar with the proper operations of the equipment of the department.
- ❖ If any liquid is spilt on the floor it must be cleared immediately.
- ❖ Teachers must ensure that the rooms under their care are safe eg: no loose pieces of materials lying around, no dangerous projections from the walls etc.
- ❖ Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.
- ❖ Teachers should know the location and proper operation of fire extinguishers.
- ❖ Labs and storage facilities should be locked when not under the direct supervision of a teacher.



- ❖ Teachers should have a thorough understanding of the potential hazards of all the materials, processes and equipment that will be in the labs.
- ❖ Teachers are to set an example to the students and they must follow all safety regulations and constantly remind students of hazards.



SAFETY PROCEDURE TO BE FOLLOWED BY STUDENTS WHILE IN SCIENCE LABS.

- ❖ Students should not enter the labs unless asked by a teacher.
- ❖ Covered footwear should be worn at all times in the lab.
- ❖ Students are not permitted to eat or drink in the labs.
- ❖ Any accidents even minor ones must be reported to the teacher or the Principal.
- ❖ Chemicals should not be touched with bare hands and a clean spatula should be used.
- ❖ While observing the odor of substances do not hold your face directly over the container. Waft a small amount of vapor towards you by sweeping your hand over the top of the container.
- ❖ If an acid or any other chemical is spilt on the skin or clothing wash it off immediately with plenty of running water.
- ❖ When heating a test-tube always direct the mouth away from yourself and other members of the class. Hold the test-tube with a holder, at an angle, and on the side close to the bottom.
- ❖ Allow ample time for hot glassware to cool. Remember hot glassware looks like cool glassware. Bathe skin burns in cool water.
- ❖ When a small quantity of solution is to be boiled it should be done in a large test-tube containing pieces of porcelain. This prevents hasty heating causing 'bumping' of the liquid and there is less chance of liquid spurting out of the tube.
- ❖ When using a concentrated acid always add with constant stirring the acid to water or to an aqueous solution.
- ❖ Never place your thumb or finger over the end of a test-tube when shaking. Stopper the tube with a cork or bung.
- ❖ When a gas is collected over water, remove the delivery tube from water before heating is stopped. This prevents sucking back of water into the hot apparatus and a possible explosion.



- ❖ Unused chemicals should not be returned to the stock bottle. If the quantity is large, and could be used again, then it should be stored in a separate labeled bottle.
- ❖ Always handle flammable liquid, such as ethanol with great care and keep them away from naked flames.
- ❖ Always check the name of a bottle is exactly that of the chemical you require.
- ❖ Always wash your hands after practical work.
- ❖ Never put your head or clothes near a Bunsen flame. Long hair should be tied back. Some hair preparation (eg: wet-look, gel etc) make the hair more flammable than usual and should be avoided. Adjust the Bunsen to give a luminous flame when not in use.
- ❖ Never taste anything unless instructed to do so.
- ❖ Students should know the location and proper operation of fire extinguishers.
- ❖ At the end of practical work, power, gas and water should be turned off, and the apparatus and benches left clean and tidy for the next class.



SAFETY DURING MAINTENANCE WORK

- ❖ The caretaker, while mowing lawn either using brush cutter or using lawn mower, must use safety equipment such as gumboots, goggles, helmet etc for his personal safety.
- ❖ Lawn mower or brush cutter should not be used where students and teachers move about.
- ❖ Students and teachers are to keep safe distance from lawn mowers and brush cutters.

SAFETY DURING SCHOOL EXCURSIONS, FIELD TRIPS & EXPEDITIONS.

- ❖ Teachers in charge must:
 - ❖ Obtain written parental consent
 - ❖ Inform parents of details of the excursion, including date & time of departure, mode of transport, names of teachers accompanying, nature of activity, places visiting and the time of arrival.
 - ❖ Ensure there is no overloading of vehicles.
 - ❖ Ensure that the driver has a valid license
 - ❖ Ensure teachers are given a thorough prior briefing on matters relating to safety, control and behavior of the students.
 - ❖ Ensure that head count is taken before departure at every stage of the journey.





SAFETY WHILE CONSTRUCTING SHED

While constructing shed to shelter students during sports, camps etc teachers in charge must ensure that the post is buried at least 18 inches deep and all necessary precautions taken to prevent the shed from collapsing on students due to strong wind, normal physical contact with the shed etc.

SAFETY WHILE PRACTICING FOR DANCE, CHEERING SQUAD ETC

- ❖ Students must use only good extension cords.
- ❖ Acrobatics, pyramid formation etc to be practiced and performed only with prior permission from the teacher in charge and under strict supervision of teachers only.

SAFETY IN THE SCHOOL BUS & ON THE ROAD

Students and teachers must follow all road safety rules in the school bus, and on the road & footpath at all times.

