



RUTH PROWSE

SCHOOL OF ART

HEALTH, WELLNESS AND SAFETY: POLICY AND PROCEDURES

Ruth Prowse School of Art NPC strives to support staff and students regarding their health, wellness and safety whilst on the property and involved within the institution. The institution regards the staff and students as essential and therefore endeavours to take responsibility where possible, for promoting the health, wellness and safety of all registered students and contracted staff.

The purpose of this policy is:

- To make explicit the role and practices of the Ruth Prowse School of Art with regards to health, wellness and safety.
- To define the parameters regarding and in relation to health, wellness and safety.
- To clarify the responsibilities and roles of the institution, staff and students regarding health, wellness and safety.

Definitions

‘Health’ is understood within this context as the physical, mental and spiritual wellbeing of staff and students directly registered or contracted to the Ruth Prowse School of Art. In the context of a policy, the aim is to achieve an educational context ‘free’ from illness or injury.

‘Wellness’ is defined as the active pursuing of good health and, within the institutional context, refers to the progressive approach taken towards promoting wellness through professional interactions, successful lines of communication and an educational environment which values health and wellness for all who engage within it.

‘Safety’ is concerned with the physical attributes and workings of the institution. These include the functionality of the building, materials and consumables used on the premises and the actions of staff and students in a manner which is compliant to the highest health and safety standards. The ultimate outcome is to maintain the institution as an incident free zone. Within the safety procedures, the processes of how to minimise incidents is highlighted by offering detailed safety practices.

Health practices and procedures

In order to promote the health and wellness the Ruth Prowse School of Art has practices and procedures aimed at the physical, mental and spiritual wellbeing of staff and students the institution.

Promotion of health and wellness

The institution invites professionals and trusted groups who introduce, promote and specialise in areas of health and wellness. In a South African context, particular topics are addressed by



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professionals who understand the age group, socio-cultural and economic aspects of the registered students. The talks are free of charge to students and are offered at times to not to limit attendance. Advertising for each talk is always promoted in advance in order to allow for planning and informed attendance. These can be in person to smaller groups and via ZOOM to larger groups. All talks are open to staff and students.

Visits by professionals include topics of:

HIV TB

Sexually transmitted diseases

Drug counselling

Depression

Any relevant topic as is deemed necessary such as racism, sexual harassment and self defence

Professionals are also invited to staff development sessions where processes for early detection of health and wellness issues such as depression and drug addiction are understood. Staff are informed of support systems which they can make use of when passing students onto professionals. Staff are also educated where the institutions responsibility lays with regards to health and wellness, and the steps to take when issues arise.

It is highlighted that when a student's education is being affected by issues of health and wellness then the responsibility falls on both the staff and students to follow specific procedures in order to promote student success. The procedures include:

Reporting issues of concern to the required person (s) through the correct channels

Submission of any/ all medical documents which detail the professional suggestions of steps to be taken with regards to the specific student

Sexual harassment

Racism

Belief systems

Health and Safety practices and procedures

The School endeavours to comply with the Health and Safety Regulations as set out by the Occupational Health and Safety Act with particular regulations pertaining to:

- Occupational Health and Safety
- General Administration Regulations
- General Safety Regulations



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- Electrical Installation Regulations
- General Machinery Regulations
- Environmental Regulations
- Electrical Machinery Regulations
- Facilities Regulations

The Department of Higher Education and Training requires the School to employ an external accredited company to undertake an annual assessment pertaining to the compliance of the School regarding the above mentioned regulations. This audit is performed annually in October with the compliance audit being thorough. The annual audit encourages consistency regarding compliance which allows the School to uphold its mandate to comply with the above mentioned Regulations.

The School appoints a Health and Safety Representative on an annual basis. The duties and responsibilities of the officer are to oversee the maintaining of the standards as set out in the Act. These standards are achieved by assigning various duties to those who specialise in each field of practice.

Occupational Health and Safety

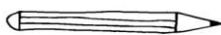
A fire drill is performed once a year to practice and create awareness regarding safe escape routes and fire drill protocol. The fire drills are overseen by the Fire Marshal who is appointed on an annual basis. Each Course Co-ordinators is designated as the overseer of their own department regarding occupants and evacuation routes. In the event that the Course Co-ordinators is not present then the lecturer who is presenting the lecture will be responsible for the procedures. All routes are displayed throughout the School.

The Fire Marshal and the Health and Safety representative are responsible for the overseeing of the annual fire extinguisher maintenance. This is done by an outsourced company who a specialist in the field. Every two years the company is requested to perform an interactive demonstration regarding the use of fire hydrants. The fire hydrants are allocated for site specific areas with electrical fires and carbon fires being allocated to the correct areas within the School.

A certified pest control company is hired to bi-annually to fumigate the School to prevent any infestation by cockroaches and fleas. The company provides a certificate upon completion. The fumigation is always scheduled on a Friday during School vacation.

General Administration Regulations

Incident forms which include near misses, accidents and suggestions are available to staff and



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students in the administration office. The forms allow for the reporting and following up of issues pertaining to health, safety and the building. The forms are used for informing the Health and Safety Representative regarding issues such as breakages within the building which need to be repaired. As the repairs are all performed by different people the form allows for reporting and following up of relevant issues. The forms also act as documentation regarding injuries and near misses.

A suggestion box is situated outside the administration office for students and staff to request or suggest anything relating to the School that may not come via the SRC or staff channels. The box is cleared out by the Executive Head and the School is responsible for following up the suggestions received. Response may go through official staff channels or the SRC.

The School has a fully functioning burglar alarm system with smoke sensors. The school has an electrical fence that wraps around the entire perimeter except for the section in front of the historic Manor House facade. This section is well lit and visible. The electrical fence is on 24 hours. All systems are serviced regularly by the installation company to ensure its optimum functionality.

An on-site security officer patrols the premises and signs in all visitors during School time. The security officer is qualified for the specialised job. Additional security officers are employed through an accredited security company for events held at the School.

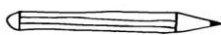
The School has a contract with a Security and Armed Response Company to ensure additional support in the event of any incidences during the day and to ensure safety after hours.

General Safety Regulations

The School has 4 first aiders who have completed the Medical Education's first aid course which accounts for a first aider to a preferred student ratio of 1:25. The first aiders must redo their certification every 3 years. There are 3 first aid boxes in the School namely the administration office, jewellery department and fine art department. Students have access to the boxes with the permission and assistance of the officers in charge. The Course Co-ordinators's act as health and safety representatives by overseeing the students and the section of the building in which they give lectures. In the event of an incident the line of communication is for the Course Co-ordinators to communicate with the relevant first aider who will assist the staff or student.

Electrical Installation Regulations

Electrical compliance is consistent with a preferred company servicing the School's electrical needs. Students and staff are not permitted to fix any appliances or lights. Should a student require any



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electrical installation or elements as part of the creative body of work, this is also vetted by the electrical company. This allows therefore for the company to electrically certify the School.

General Machinery Regulations

All machinery used at the School is used either under supervision of the senior student, teaching assistant or lecturer. Staff and students are made aware of specific health and safety practices by means of demonstrations which may include notes regarding the use of specific materials or machinery. Students are taught the theoretical foundation of the chemicals and processes which pertain to their professional prior to the practical actual use.

Mercury Regulations

Mercury is used only in thermometers within the institution. All thermometers are held in safe storage by the lecturers concerned. Students are taught the health and safety precautions prior to using a thermometer.

In the case of mercury spill, the mercury spill kit must be used which is housed in the administration office. The pointers to remember are:

- NEVER use a vacuum cleaner, mop or broom to clean up a mercury spill.
- NEVER use a washer or dryer to clean contaminated clothing. It is preferable to dispose of in a plastic bag as hazardous waste.
- Phone a professional for help before attempting to clean up large spills. For spills from a thermometer follow the instructions on the mercury spill kit.

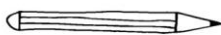
Environmental Regulations

Recycling is an initiative which the School participates in. As the School uses a large amount of paper this forms the majority of the recycling. The recyclable materials are taken from the School to the depot by a member of staff or student as communicated by those involved. Recycling is done monthly and includes paper and other materials such as plastic and metal.

The School encourages students and staff to turn off lights when a classroom is not in use. The conserving of water is also encouraged. The garden has been filled with water wise plants as an initiative to contribute in this regard.

Facilities Regulations

Aids and TB awareness program can include visits from the Wynberg Clinic which is a government organisation. They present a short talk to staff and students after which they offer free HIV testing and counselling. The group also supply free condoms for both men and woman.



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It is hoped that condom dispensers will be made available in the main bathrooms in the School. This is an initiative which aims at awareness and prevention.

Students who contract TB are requested to allow a letter to be given to their classmates disclosing the illness and suggesting that if a student displays any of the known symptoms, that the student should consult a Doctor.

A designated smoking area exists under the big tree in the garden. Smoking of tobacco products and Vaping products is only permitted in this designated area. This area is within the Health and Safety Acts acceptable zoning.

HEALTH AND SAFETY

1. Due to health and safety regulations no first years may work unsupervised or after hours on the School premises. When evening part-time classes are held final years may work in their home studios until 7:30 pm with prior notification to the school.
2. The use of toxic art materials or chemicals needs to be authorised by the lecturer concerned and used according to strict health and safety regulations. This includes solvents, fixatives, turpentine, resin etc.
3. Students are to wear protective clothing where necessary and as required.
4. Students who use personal electrical or dangerous tools are required to sign indemnity forms.
5. No electrical equipment or power tools may be used without authorisation.
6. A first aid box is available in the administration office. Immediate first aid can be sought from members of staff who are qualified first aiders. No medication will be dispensed by the School to students.
7. Students with pre-existing medical conditions, as well as students with a medical aid or hospital plan are advised to submit significant information so that appropriate medical attention may be given should this be required. Prescribed medicine may be given to the COURSE CO-ORDINATORS to be kept on the premises in the case of an emergency.
8. No pets are allowed on the premises.
9. Personal hygiene is encouraged.
10. Students with a contagious diseases must refrain from attending class (with permission from the lecturer concerned) in order to contain infection.

IN THE CASE OF AN EMERGENCY

1. If the fire alarm sounds, close all gas levers, close all windows, switch off lights and stoves and do so QUICKLY! Leave the building IMMEDIATELY through the nearest exit. Do NOT take personal belongings with you. You need to save your life first.
2. There is a First Aid box in the administration office. It is equipped with basic utensils to cope



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with EMERGENCIES on a primary level. The contents of these boxes are NOT intended for daily minor cuts and bruises.

3. Any major safety queries, issues and accidents MUST be reported to a staff member immediately.

WHAT TO BEAR IN MIND IN AN EMERGENCY SITUATION

1. Make sure you know who are trained First Aid Helpers, and where to find them. They should be able to help you through the situation.
2. A private ambulance/ambulance from a private hospital WILL ONLY help you if you can supply them with the valid medical aid number of the victim.
3. There are different types of ambulances with different equipment. The MORE accurate information you can give about the incident and the victim(s), the better the chances that an adequately equipped ambulance will arrive.
4. Every call for an ambulance should be answered by a trained paramedic. This person rates your emergency situation according to the information you provide. If you do NOT give sufficient information about the number of victims, the history of the incident, the extent of injuries, etc., your situation might be rated somewhere at the bottom of the list instead of at the top. The longer you have to wait, the longer you will have to handle the situation. BUT NEVER LIE ABOUT THE SEVERITY OF THE SITUATION – you might endanger somebody else's life.
5. If you are in Woodstock and you need urgent medical help, call the local fire brigade and ask for paramedics to come out. The fire brigade always has paramedics on shift, and the Salt River Fire Brigade apparently has a very good track record when it comes to training and speed. They will charge you a nominal fee and will stay with you on the scene until the ambulance arrives.
6. When you call for help for a poisoning incident, have the information on the label of the bottle, container, etc. handy. You will need to give details on ingredients, etc. before you can be helped effectively.
7. When you make an emergency call, NEVER put the phone down first. You might have forgotten to provide some vital information, such as your physical address, for which you will be asked.
8. Try NOT to transport a victim yourself, and especially not on your own. You never know what situation might arise from the extent of the injuries of the victim, and you will be held accountable if something goes wrong.

COVID:

All staff and students are required to follow the health and safety protocols related to Covid-19.

As Health and Safety is a critical concern, the following must be adhered to:

Date: December 2014

Board approval date: January 2015

Revision Date: 2022

2020

March 2018



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1. You must agree to follow all health and safety protocols whilst on campus.
2. You must consent to undergo a Covid screening each time that you come on campus. Your temperature will be taken and a series of questions will be asked. You must sanitise your hands prior to entering.
3. All students must wear a mask at all times over the mouth and nose. Failure to do so will have disciplinary consequences. We suggest that you have 2 (two) masks- one to wear and one to wash in boiling water.
4. There are sanitisers all over the school. You are required to sanitise your hands on a regular basis.
5. You will be restricted to specified spaces and though you may wish to explore the studios and campus, you may not do so in order to minimise potential risk.
6. RPSA has generous space which allows for safe physical distancing.
7. Please also apply minimum physical distancing in the garden.
8. You are advised to stay home if you have flu-like symptoms- any sore throat, cough, headache, fever. Contact your medical practitioner for advice.
9. You are required to self-isolate for 7 days if you have come into contact with a Covid positive individual or if you have tested positive whether you have symptoms or not. We will assist to you redress academically.
10. You are required to notify us immediately of any concerns or adverse health conditions to the dedicated C19 e-mail address- covid@ruthprowse.co.za
11. We suggest that you practice due diligence, not only on campus but off campus and keep to your safe social bubble.

NUMBERS TO REMEMBER IN AN EMERGENCY:

Emergency Coordination Centre (Cape Town): **107** (ONLY for calls made from landlines)

Emergency Coordination Centre (anywhere in RSA): **112** (ONLY for calls made from cell phones)

State ambulance (anywhere in RSA): **10177**

Poison Centre: **0800 333 444**