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| **Portfolio:** | Safety and Security Manager |
| **Subject:** | *First Term Report* |
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# Constitutional Responsibilities

*The first term of the University calendar has been an interesting one. I was appointed as the Safety and Security manager for the SRC on the 5th of March 2020. Thereafter, I submitted my portfolio year planning to the secretary of the SRC on the 8th of March 2020. My first official week of duties at the SRC office began in the week of the 9th to the 13th of March, whereby I assisted students in need of assistance. The last week of the term was unexpected and therefore, my duty as the Safety manager was interrupted. The SRC will be hosting an online Microsoft meeting call on the 20th of March at 2pm and I will be in attendance of this meeting. I have recruited team members to assist in improving the safety on campus.*

# Portfolio Overview

*SRC:*

*The Safety and Security managers portfolio aims to assist the SRC in any capacity with regards to the safety on campus as well as inform the SRC of any feedback obtained by the students. This portfolio aims to attend as many meetings as possible and provide solutions to any problems encountered. The manager will partake in the weekly duties at the SRC office. Meeting held with Mr Como will be relayed to the SRC and the information given during this time.*

*Stellenbosch University and South Africa*

***This portfolio deals with issues of safety and security on campus. This includes:***

1. *Informing students with regards to obtaining emergency numbers and making these emergency numbers accessible to them (via posters, emails or social media platforms)*
2. *Hosting events (talks on safety, self-defence classes, First Aid/emergency training) on campus*
3. *Ensuring that the campus is safe and accessible for all students – catering for students with disabilities*
4. *Ensuring that all emergency exit doors are seen to and work by the person in charge of facilities on campus*
5. *Considering hygiene safety on campus (approaching potential sponsors for hand sanitisers)*
6. *Informing students on how to be vigilant on campus and how to report any suspicious cases (such as assault)*
7. *Approaching ‘Die Matie’ to put a ‘safety’ section in their newspaper, such as hygiene tips or self-defence tips*
8. *Drop of points to put lost and found items*
9. *Putting a suggestion box in the Nellie as an opportunity to listen to the student’s concerns on safety*
10. *Ensuring that campus is neat and accessible*
11. *Meeting with the security officials*

# Committees / Task Teams

The vision for the Safety and Security Committee would be to improve the current safety protocols on campus and to ensure that no harm comes to any student or staff member. The mission of the Safety and Security committee is to ensure that all Maties have access to a safe and secure environment whereby they can excel academically and prosper in all aspects of life. Our mission is to provide an inclusive environment for all students, irrespective of their race, language, culture, religion or sexual preference.

## Other Committees / Task Teams

*SRC Safety Manager.*

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# Budget Overview

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| **Expense** | **Amount** |
| Letter box for the Neelsie | R300 |
| Sponsoring of sanitisers/pepper spray – hoping to approach sponsors during HIIT workouts | R3000 |
| Food/Snacks at events | R2000 |
| Printing for posters | R2500 |
| ‘Die Matie’ donation (awaiting a response) | R1000 |
| Payment of gratitude to the speakers/martial arts co-ordinator for events | R250 |
| Renting of the University for events | R3000 |
| First Aid kits | R2000 |
| **Total Amount** | **R 14 050** |

The budget can be used to equip students with information and knowledge regarding safety and security. The budget can be used to improve the campus safety for the students (such as buying lighting on campus needing to pay the electricians if not covered by the university). Donations to ‘Die Matie’ to write articles on behalf of the safety and security committee with regards to safe practices students should follow can assist in fostering a safer community on campus.

The purchase of the post-box can be accessed by the students and provide a platform whereby students can provide feedback on the safety on campus as well as provide suggestions on how to improve the safety on campus.

Fixing of wheelchair ramps and facilities across campus will improve the quality of the campus and accessibility of the students around the campus.

Snacks at events can motivate students to attend events and therefore improving their knowledge on being safe on campus and in emergency situations.

The printing of posters can be used as a platform to share emergency numbers, hygiene tips and self-defence tips.

Overall, the budget would be used to improve the knowledge of students for them to be fast acting in emergency situations as well as being vigilant on campus.

# Term Overview

This term has been a very short term for the Safety Manager. I was appointed in total for eleven days as the manager due to the unforeseen Corona virus outbreak. Therefore, planning for the next academic term was the main task fulfilled this term. I completed my year budget and submitted it to the Vice-Chair and the Secretary. I attended my duties in the SRC office during the second last week of the term.

I made a poster to advertise for team members to assist me with regards to improving safety on campus. To date, I have two team members who have motivated their intention to assist with improving safety on campus. I have created a WhatsApp group whereby the team is brainstorming ways in which to improve safety on campus.

I made an appointment to meet with Mr Como (Events and Security Operations Officer) on the 19th of March at 12pm. However, due to the closure of the University, the meeting was postponed until the return of classes or alternatively a Microsoft meeting call could take place. This meeting was to discuss the student’s concerns with regards to safety and general safety on campus.

A meeting with the treasurer Mr Brandon Murray was held via Microsoft video call on the 19th of March 2020 at 2pm. My budget for the year was discussed.

I have emailed ‘Die Matie’ in connection with the possibility of writing a Safety article for the student weekly or monthly. Such as *safety protocols, hygiene practises as well as self-defence descriptions could be included.*I am awaiting their response.

I emailed Ysterplaat Medical Supplies with regards to purchasing First Aid Kits on the 12th of March 2020. However, I am awaiting a reply from the company. I am looking at alternative means of stocking the First Aid Kit in the SRC office. However , during this time medical supplies are in short supply.

The SRC is hosting an online Microsoft meeting call at 4pm on the 20th of March and I will be present for the call.

I have approached HIIT FIT to discuss the offering of self-defence classes to the University and offering pepper spray to the students who partake in these classed as well as print booklets with safety tips to accompany these pepper sprays. HIIT FIT is happy to work with the SRC.

I am planning for the upcoming academic term, which will be discussed below.

# Plans for Next Academic Term

*During the second term, I am going to continue with the ongoing work of term 1, such as the:*

* *Implementation of more lighting on campus*
* *Meet with the facilities manager on campus- Mr Como*
* *Improve access points for students in wheelchairs*
* *Approach security to be more present after 5pm and tests.*
* *I would also like to tackle food insecurity*
* *Approaching Die Matie*
* *Implementing a Suggestion box in the Neelise for feedback on safety*
* *First week of the new term, I would like to put up new posters on how to be vigilant as well as safety tips when being in campus. These posters would be changing every three weeks on campus. Social media can also be used as a platform to share these posters and build the knowledge of the students. (In total- 3 rotations of posters will happen)*
* *Approach HIIT FIT in connection with their self-defence classes*
* *Arrange a critical engagement for safety on campus with Monica residence*
* *Arrange pepper spray donations*
* *Lunch hour safety talks*
* *Look into a First Aid training session for the leaders on campus*
* *During the second week of University, I would like to have a talk on violence/safety/First Aid/hygiene during lunch hour. The talk is dependent on the availability of a speaker. This would happen on the 29th of July (To be confirmed).*

# Recommendations for Portfolio Improvement

I would like to recommend an earlier appointment of the Safety and Security manager for the SRC in 2021. This would allow the manager more time for planning of the year ahead. This would allow for the implementation of more projects in the year and first term.

I would recommend for the next academic term to print posters for the Neelsie and campus during the first two weeks back at the University as well as getting into contact with the Tygerberg representative to distribute the posters on Stellenbosch and Tygerberg.

I would recommend that the manager in 2021 to meet with Mr Como to learn more about the safety on campus and your role as the Safety manager as well as to advertise for team members earlier on as this can assist them in completing projects faster.

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# Important Contacts

*Miss Christina Brazier (Safety and Security manager)* [*21816891@sun.ac.za*](mailto:21816891@sun.ac.za)

*Mr Brandon Como (*Events and Security Operations Officer- RISK MANAGEMENT AND CAMPUS SECURITY) [como@sun.ac.za](mailto:como@sun.ac.za)

**Safety and Security Team**

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