



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

HEALTH AND SAFETY POLICY

Reviewed October 2015

1. Introduction

St. Paul's School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with Brazilian legislation, specifically from the *Ministério do Trabalho e Emprego* and good practice from the United Kingdom (specifically to the 1974 Health and Safety Act), to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils, agents contracted by the school, adults running enrichment activities (Paid After School Activities – PASAs) and members of the public.

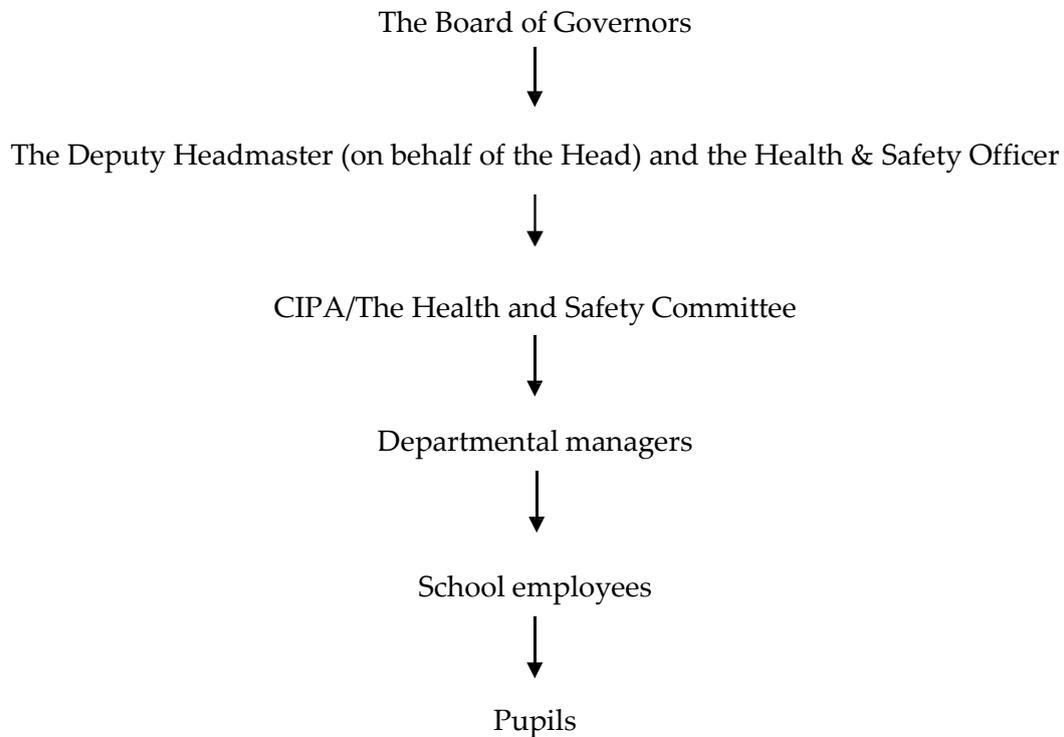
Companies organising school trips should be made aware of this policy.

2. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but the combined group of CIPA (*Comissão Interna de Prevenção de Acidentes*) and the Health and

Safety Committee, the Leadership Group¹ and the Board of Governors carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

2.1 St. Paul's School's health and safety organisational structure



2.2 Board of Governors

The Board of Governors recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.

¹The Leadership Group comprises of the Strategic Leadership Group, the Senior (School) Leadership

Team, the Prep Leadership Team and the Pre-Prep Leadership Team.

2.3 The Bursar

The Bursar takes the responsibility of:

- Nominated to act as the representative for health and safety management on the Board
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements

2.4 The Deputy Headmaster (on behalf of the Head) and the Health and Safety Officer

The Deputy Headmaster takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Bursar and the Health and Safety Officer to inform any health and safety issues or risks that arise
- attending the CIPA committee meeting and chairing the Health and Safety Committee
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the Board of Governors is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- will have oversight of the Health and Safety Week that is organised by the Health and Safety Officer
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that at least two emergency evacuation/fire drills are undertaken each year.

The Health and Safety Officer is line managed by the Deputy Headmaster.

2.5 The Health and Safety Officer

The Health and Safety Officer will take responsibility for:

- assisting the Deputy Headmaster with health and safety issues with the school activities such as field trips, events and sports activities
- ensuring that the School is compliant with all health and safety statutory regulations, including occupational health
- keeping the Health and Safety Policy up to date
- ensuring that all equipment related to health and safety is regularly maintained and the relevant staff training is given and maintained
- coordinating the School Fire Brigade Team
- coordinate the annual training for the School Fire Brigade Team

- assisting the Deputy Headmaster with the fire/evacuation drills and for following up with actions that are reported by staff subsequent to each drill
- coordinating the activities of CIPA, including the election of the members to the group
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- organising a Health and Safety week in the school calendar to promote issues associated with health and safety for all stakeholders (this should coincide with the health and safety day which is a legal requirement called *Dia da Saude na Escola*)
- having overall responsibility for the chemicals used for educational and cleaning purposes

2.6 Members of the Leadership Group

Senior managers take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

2.7 Departmental heads

Department heads in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity

2.8 Employees

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used and an email sent to servicedesk@stpauls.br.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

2.9 Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the school's behaviour policy if the circumstances require it. We expect pupils to follow the school code of conduct, as this helps to maintain good health and safety around the school.

During Health and Safety Week the three sections of the school will organise a series of activities to promote issues around health and safety week. In the Senior School these events are specifically organised by the PSHE Co-ordinator and the Deputy Headmaster.

2.10 The School Fire Brigade Team

This is a group of staff who have been trained in basic procedures of assisting in the evacuation procedures, being able to administer basic first aid, and to help in the fighting of fires before the fire department arrive in the school. They are trained every year for one whole day by the *Corpo de Bombeiros* who are part of the *Polícia Militar do Estado de São Paulo*. Staff can volunteers to be part of this team, however, they must be in good physical fitness and have good knowledge of the premises. All teaching assistants are required to undertake this training.

2.11 CIPA (Comissão Interna de Prevenção de Acidentes)

CIPA is a committee of employee representatives. It is a requirement by Brazilian legislation (*artigo 82 do Decreto-Lei 7.036 de 10 de novembro de 1944*) and its purpose is to protect employees. Members are elected onto the Committee each year by secret ballot and employment law means they can not be dismissed while they hold office. The CIPA members are responsible for observing and reporting all risks in the working environment and suggesting recommendations to reduce or eliminate risks. CIPA will meet prior to the meeting of the Health and Safety Committee which meets monthly.

2.12 Health and Safety Committee

The Health and Safety Committee is chaired by the Deputy Headmaster. CIPA members are automatically a part of this committee in addition to representatives from the Senior School, Prep School, Pre-Prep, Administration and Sodexo.

Employer's representative

- Maria Rita Ferreira dos Santos (Chairman)
- Olegário Serra Lisboa, Facilities Manager
- Nelson Sapsezian, Bursar
- Victoria Hughes, Deputy Head of Prep School

- Cristina Polisaitis Oliveira, Pre-Prep
- Luciana Ferreira dos Santos, Sodexo
- Secretary
- Lilian Barroso Ferraz

Employee's representative (elected)

- Alberto Rufino, IT Manager
- Claudio Zsigmond, Campus Manager
- Ronaldo Andrade, Life Guard
- Veronica de Lima Costa, Finance

Guests

- Paul Morgan, Deputy Headmaster

3. GENERAL ARRANGEMENTS TO ESTABLISH, MONITOR, AND REVIEW MEASURES NEEDED TO MEET SATISFACTORY HEALTH AND SAFETY STANDARDS

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

3.1 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school behaviour and exclusions policies.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

3.2 Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

3.2.1 Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

3.2.2 Non-prescription drugs

Some over the counter drugs can be harmful if misused. We advise that pupils should not carry these in school. If they need medication they can go to the school nurse.

3.2.3 Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication and should give the medicine and note from a doctor direct to the nurses in the Infirmary.

3.3 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

3.4 Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our behaviour policies.

4. MAINTENANCE OF SAFETY RECORDS

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

4.1 Health and safety file

A hard copy of all health and safety records should be printed out for the file, and backed up with an electronic copy. The file should serve as the central health and safety record for the department / school. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, first aiders (include date certificates expire), fire evacuation officers
- A register of risk assessments completed for the school / department
- Completed accident records sheets
- Copies of any accident report forms, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures, e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance (clearance time; details of any problems, etc.)
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus

projected date for refresher training;

- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans.

4.2 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the Deputy Headmaster and the Health and Safety Officer. This policy and the health and safety file can be reviewed by the Head or the Board of Governors due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action.

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- maintenance areas
- cleaning cupboards
- infirmary
- staff work areas
- laboratories
- classrooms
- sports areas

The kitchens, maintenance area, cleaning cupboards and the infirmary are maintained by our outsourcing company, Sodexo.

4.3 Accidents

4.3.1 Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On

school premises, this may mean reporting to the Deputy Headmaster and the Health and Safety Officer. A first aider should make an assessment of the injury as soon as possible. On the school site this will be a nurse from the Infirmary or a member of the School Fire Brigade Team.

If an ambulance is required, it will be ordered by a nurse in the Infirmary, member of the Leadership Group or a member of the School Fire Brigade Team.

The school has a contracted service with an ambulance company that will guarantee to be at the school within 20 minutes. This contract is maintained by the Bursar. Unless other instructions have been provided by the parents, then the pupils will be taken to the Hospital Samaritano.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.

4.3.2 Pupils

Pupils will only be sent home if there is a parent or someone authorised by the parent to pick them up. If they have suffered injury or are unwell, they will be kept in the infirmary until they can be collected. A member of the leadership team (with the relevant section of the school) will need to sign an exit slip that has been prepared by the infirmary with the reason to go.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Medicines can only be administered in the school with a medical note from a doctor.

4.3.3 Recording an accident

When an accident happens a report must be completed by a member of staff who witnessed the accident. The report should include what happened, actions taken, injuries, and first aid administered should be recorded. The nurses in the infirmary will request a report to be completed whenever they need to treat someone who has suffered an accident. An email is sent to the supervising member of staff (cc'd to the Deputy Headmaster and the Health and Safety Officer) asking for an accident report to be completed.

Serious incidents will also be recorded, and reviewed by senior leaders. The Board of

Governors can review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) may be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

4.3.4 Investigations

An investigation may be launched by external authorities in the case of accidents or incidents. Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the Board of Governors may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

4.3.5 Staff

There will be some situations where staff at the school will be working alone or one on one with a pupil. An example of this would be one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

The supervision policy states that the Deputy Headmaster will be in school every school day from 6.45am and the Campus Manager (a qualified teacher) will be available until 10pm each school day. From Monday to Friday the Infirmary is open from 6am to 9.40pm and on a Saturday from 6am to 4pm. Staff and pupils are not permitted in the school outside the times of the infirmary. This restriction is regularly communicated to staff and is part of the school's induction procedure for newly appointed staff.

Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.

4.4 Building and site maintenance

The Bursar is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

4.5 Fire safety and evacuation procedures

The school carries out whole school fire drills once a term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

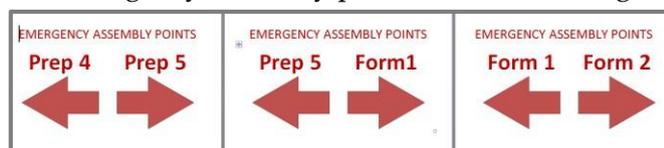
4.6 Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

- Anyone discovering an outbreak of fire must, without hesitation, sound the Fire/Emergency Alarm by operating the nearest alarm call point.
- On hearing the Fire/Emergency Alarm, pupils must be instructed to leave the building in a calm and orderly manner following the green exit signs. **Pupils and staff should not talk so that everyone can clearly hear instructions.**
- Pupils and staff should not stop to collect personal possessions, nor should they carry bags.
- All doors should be closed (not locked) on exit, except external doors in Pre-Prep.
- No one should use the elevators.
- The objective is to clear the buildings in less than 3 minutes.
- Anyone not in class when the alarm sounds must go immediately to the field.
- The follow people should try to ensure that bathrooms and corridors are clear:

Pre-Prep	Head of School	Learning Support Co-ordinator
Prep	Head of School	Deputy Head
School Senior	Senior Master	Assistant Head (Academic)

- Please ensure you familiarise yourselves with the yellow boards with the **Fire and Emergency Procedures and Assembly Points** which are positioned around the school.
- In the event of an external examination then invigilators should ensure that the candidates are escorted out of the examination room and that the candidates should be told not to talk to each other. Invigilators should do their very best to ensure that the integrity of the examination is maintained and candidates are kept together as a group on the playground area until directed elsewhere.
- The process of registration is crucial and should be conducted efficiently and rapidly.
- The objective is to register all pupils within 6 minutes of the alarm sounding.
- Pupils must assemble **in silence in alphabetical order** in tutor groups in the designated area on the field. Tutors should ensure that pupils know where to assemble. Use the emergency assembly points on the field to guide you:



- Tutors must collect the registers from their school secretary (Pre-Prep and Prep) and head of year (Senior).
- Completed registers must be returned as follows:
 - Pre-Prep and Prep to their school secretary who then passes the information to the head of school
 - Senior School to their head of year who then passes the information to the Assistant Head (Pastoral)
- Ancillary staff should assemble on the playground area and will be registered by the School Engineer.
- Teaching Staff not connected with a class/tutor Group should assemble on the path between the patio and the field and opposite to where the rest of their school is lining up. The appropriate head of school will ensure they have been accounted for.
- All information about who is missing should be passed to the Deputy Headmaster.
- No movement from the assembly point should occur until instructions are received from either the Head or the Deputy Headmaster.
- The Communications Manager (and in her absence the Old Paulean Secretary) should obtain from the Guards Hut: all *Permission to Leave Slips* (exeats), the staff signing in/out books and the visitors log
- Each secretary should bring with them the signing in/out sheets for staff in addition to the pupil contact information folders.
- In the event that an emergency message (either SMS or e-mail) needs to be sent to all parents then this should be done through the mobile version of SchoolBase Online (schoolbase.stpauls.br). This can be done by a member of the Strategic Leadership

Group. In the event of a malfunction contact Furlong Solutions on 00 21 44 1264354111 or 00 21 44 7909 222280.

- In case of emergencies the following extensions should be called: Health and Safety, extension 231 (Lilian), 412 (Rita) or 202 (Claudio), Guards Hut 247, Infirmary 427, Control Room 223. If in the event no one can be contacted then please dial Fire Service 193 and Policia Militar on 190.

4.6.1 Emergency communications

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

In the event of an emergency evacuation of the school then parents will be informed with an SMS alert message to the mobile telephones we have registered for their parents in SchoolBase.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

4.7 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

The Health and Safety Officer is responsible for seeing that training in relation to use of equipment or substances is given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

4.8 Workplace safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school

community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

4.8.1 Display Screen Equipment (DSE)

Good practice is taken from relevant UK legislation. The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE. Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)

- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

<p>Workstation</p>	<ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3" of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc.
<p>Environment</p>	<ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures
<p>Healthcare</p>	<ul style="list-style-type: none"> ✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health related symptoms that concern you.
<p>Job design</p>	<ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation
<p>Posture</p>	<ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles

4.8.2 Manual handling

The school operates in accordance with the appropriate manual handling operations. 'Manual handling' describes activities which involve lifting, carrying, moving, holding,

pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

4.8.3 Machine maintenance

The school operates in accordance with the proper regulations regarding the use of machinery, in so much as:

- **suitable** for use, and for the purpose and conditions in which it is used;
 - **maintained** in a safe condition for use so that people's health and safety is not at risk;
- and

- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

4.8.4 Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full CoSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the Director of Science in the Senior School and the Science Co-ordinator in the Prep School.

4.8.5 Occupational health services and managing work-related stress

St. Paul's School takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

The objectives of the school's occupational medical programme (PCMSO - *Programa de Controle Médico de Saúde Ocupacional*) are to help prevent work-related ill health, to give advice on health and fitness for work, workplace safety, the prevention of occupational injuries and disease, in addition to recommend appropriate adjustments in the workplace to help people stay healthy in school. We have a visit from an occupational health expert once a year sent to the school by the employee health care programme, Careplus.

The programme includes:

- an medical exam prior to employment at the school
- an annual medical
- return to work medical for anyone who has been absent for more than 15 days
- a medical if a person's employment requirements require it
- end of employment medical, which must be carried out within 135 days of the dismissal date.

4.8.10 Swimming pool

The swimming pool can only be used in the presence of a qualified Life Guard. Rules for the use of the swimming pool are displayed inside and outside the swimming pool area.

4.9 Policy and procedures for off-site visits

Specific details related to health and safety are outlined in the School Trips Handbook which is overseen by the Assistant Head (Enrichment). School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the board of trustees/governing body will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the Assistant Head (Enrichment) and group leader have been shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay

or overseas travel

- a sufficient level of insurance is in place
- the group leader reports back after the visit.

Teachers must take their parental consent forms and a notarised copy of their ID for any school trip. Further details can be found in the School Trips Handbook.

4.10 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the Bursars responsibility to select and oversee the management of contractors.

5. RISK ASSESSMENT

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

5.1 School risk assessment matrix

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

	Very unlikely 1	Unlikely 2	50/50 3	Likely 4	Very likely 5
Trivial 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Fatality 5	5	10	15	20	25

Table taken from section 4.1 of Practical Health and Safety in Secondary Schools by Gill O'Donnell

The school carries out risk assessments in accordance with what is used in the UK under the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

British Schools Overseas (BSO) Standards

This policy has been written to meet the requirement of Part 3 of the UK Government's BSO standards regarding the regarding health and safety (3.5).

Policy review

This policy is to be reviewed, at least, annually by the Health and Safety Committee (which includes CIPA members), followed by the Compliance Committee and leadership of the school and presented to the Board of Governors for final consideration and approval.

Signed:

Graham Nye, Chairman

Louise Simpson, Head

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