



St. Paul's School

## ST. PAUL'S HEALTH AND SAFETY POLICY

Reviewed April 2023

### MISSION STATEMENT

*St. Paul's provides a high quality British and Brazilian education for the personal and academic development of pupils and students within a framework of a caring and united community. We share the core values of Aspiration, Adventure, Resilience, Responsibility, Inclusion and, above all, Kindness.*

Policy published	April 2023
Next review	May 2024
Signed (Head)	

### INTRODUCTION

St. Paul's School is committed to ensuring best practice for health and safety 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. This policy should be read alongside our health and safety procedures manual, our risk assessment documents and in accordance with Brazilian legislation, specifically from the *Ministério do Trabalho e Emprego*, all other applicable Brazilian legislation and good practice from the United Kingdom (specifically the 1974 Health and Safety Act).

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. We actively promote a positive health and safety culture within the school. The school commits adequate and appropriate resources to ensure 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 and procedures, as well as health and safety regulations that apply specifically to their own 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 also be made aware of the policy and procedures.

### ROLES AND RESPONSIBILITIES

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



## St. Paul's School

Assédio) and the Health and Safety officer, the Deputy Head (on behalf of the head) and the Board of Governors carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

### **Board of governors**

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

- The school fulfils its legal health and safety obligations.
- The school health and safety policy is effectively implemented.
- 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.

### **The Deputy Head (on behalf of the Headmaster)**

The Deputy Head takes responsibility for:

- Keeping the health and safety policy up to date.
- Ensuring that the school is compliant with all health and safety statutory regulations.
- 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 regarding any health and safety issues or risks that arise.
- Attending CIPA+A committee meetings.
- 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.
- Overseeing 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.



## St. Paul's School

### The Health and Safety Officer

The Health and Safety Officer will take responsibility for:

- Assisting the deputy head and/or the Assistant Head Enrichment with health and safety issues with the school activities such as field trips, events and sports activities.
- 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 head 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+A, including the election of the members to the group and all related meetings, ensuring training is given to staff regarding health and safety.
- Ensuring that all the relevant checks are done on the equipment and competency of contractors that come into 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.
- Ensuring that the accident, incidents and near misses reports are investigated by CIPA+A and actioned by relevant areas.
- 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.

### CIPA+A (*Comissão Interna de Prevenção de Acidentes e Assédio*)

CIPA+A 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, as amended by Lei Federal 14.457/2022 de 21 de setembro de 22*) and its purpose is to protect employees. Members are elected onto the committee each year by secret ballot and employment law means that CIPA+A Members who represent employees cannot be dismissed as from the registration of their candidacy up to one year after the end of their term of 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 meet monthly.

### 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 relevant training and preparation is carried out for all on and



## St. Paul's School

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.

### **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.

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. Also, it is important to point out that any third-party that provides services at School must observe internal health and safety rules, as well as Brazilian legislation related to this matter (including rules regarding moral and sexual harassment in the work environment).

### **ASSOCIATED GROUPS**

#### **The Bursar**

The Bursar takes the responsibility of:

- Acting as the nominated representative for health and safety management on the board.
- Ensuring that adequate funding is allocated to individual departments for their health and safety requirements.



## St. Paul's School

### Members of the leadership group

Senior managers take the responsibility of:

- 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.

### 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*.

### MAINTENANCE OF SAFETY RECORDS

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.

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.

### Health and safety register

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



## St. Paul's School

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

A carefully maintained register of all health and safety records must be kept. The system should serve as the central health and safety record for the school. Details of the following should be kept in the register (where applicable):

- A current list of names of individuals with key health and safety roles – e.g. health & safety officer, members of the fire brigade, CIPA+A, etc.
- A register of risk assessments completed for the school.
- Completed accident records sheets.
- Copies of any accident report forms, as well as 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 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.
- 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.

The school's health and safety monitoring will be undertaken by the deputy head 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.



## St. Paul's School

### EVACUATION

The school carries out whole school evacuation 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. Evacuation 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.

### Emergency communications

In the event of an emergency evacuation of the school, parents will be informed through the means of communication available (phone call, email) to the contacts we have registered for them.

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.

### 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 the department where they will be working. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

### MAINTAINANCE

The school operates in accordance with the proper regulations regarding the use of machinery, to ensure that it is:

- **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



## St. Paul's School

- **Inspected** regularly 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
- taking 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.

### OCCUPATIONAL HEALTH

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 Ministry of Labor and Employment regulates Occupational Health Programmes which are mandatory requirements by regulatory norms NR 7 and 9 in order to guarantee the preservation of the worker's health with measures to control and prevent accidents in all organisations.

The objectives of the school's occupational medical programme (PCMSO - *Programa de Controle Médico de Saúde Ocupacional*) and Environmental Risk Prevention Program (PPRA – *Programa de Prevenção de Riscos Ambientais*) 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 and also aim to guarantee a healthy work environment, as well as recommending 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, Omint.

The programme includes:

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





## St. Paul's School

The occupational risk management (GRO – Gerenciamento de Risco Ocupacional) - must constitute the risk management programme (PGR – Programa de Gerenciamento de Risco), which must implement plans, programs and other documents required by the Occupational Health legislation as part of a set of measures contained in the regulatory norms (NR 07, PCMSO – Occupational Health Medical Control Program and NR 09, PPRA - Environmental Risk Prevention Program).

### **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.

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.

For further details of Risk assessment, please refer to the Risk Assessment Policy.

### **British Schools Overseas (BSO) Standards**

This policy has been written in the context of the UK Government's BSO standards and should be read together with the information available on our school website at [www.stpauls.br](http://www.stpauls.br).

### **Policy review**

Reviewed annually and presented to the Chairman of the Board of Governors for final consideration and approval.

Approved by the Board of Governors  
Signed:

Philip Reade  
Chairman of Board of Governors

Titus Edge  
Headmaster

April 2023



St. Paul's School

## Appendix I

### References

Regulatory Norms in English (free translation) – available in  
<http://www.areaseg.com/bib/index.php?folder=MDEgLSBOUnMglSBOb3JtYXMgUmVndWxhbWVudGFkb3Jhcy9OUmNfaW5fRW5nbGlzaA==>