St John Fisher Catholic College

Health and safety policy

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This policy sets out our approach to health and safety and the specific arrangements and procedures for St John Fisher Catholic College (SJFCC)

Record of Amendments

Amendment Number	Brief Description	Board Endorsement Date	Amended By
1	8. Lone working in relation to home visits	10/05/2025	TM

1. Aims

Our trust aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, learners and all visitors to our College sites
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

This policy is based on advice from the Department for Education on health and safety in Academies, guidance from the Health and Safety Executive (HSE) on incident reporting in Academies, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from height

St Gabriel the Archangel Catholic Multi-Academy Trust follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The trust

The College Trust has ultimate responsibility for health and safety matters in each of its Academies. The trust will oversee health and safety, as led by the Operations Manager, but will delegate day-to-day responsibility in each College to the Local Governing Body (LGB) and headteacher in accordance with the trust scheme of delegation.

The trust has a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the College premises.

The trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by College activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Each College has a named local governor who oversees health and safety. This person reports to the Operations Manager and helps to monitor health and safety with the headteacher.

3.2 Headteacher

The Headteacher of each College is responsible for health and safety day-to-day. This involves:

Implementing the health and safety policy

- Ensuring there is enough staff to safely supervise learners
- Ensuring that the College building and premises are safe and regularly inspected

Providing adequate training for College staff

- Reporting to the Local Governing Body (LGB) on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, Ms J Rogers (Deputy Headteacher in charge of H&S) assumes the above day-to-day health and safety responsibilities.

3.3 Health and safety lead

The appointed health and safety lead is Ms J Rogers.

3.4 Staff

College staff have a duty to take care of learners in the same way that a prudent parent/carer would do

so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the College on health and safety matters

Work in accordance with training and instructions

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for learners
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Learners and parents/carers

Learners and parents/carers are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the College Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. Site security

College Premises Staff are responsible for the security of the College site in and out of College hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

College Premises Staff are key holders and will respond to an emergency.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of each of the college premises will be reviewed regularly.

Emergency evacuations are practised at least once a term and the evacuation times recorded.

The fire alarm is a loud continuous bell or buzzer.

Fire alarm testing will take place once a week and the results recorded.

New staff will be trained in fire safety and all staff and learners will be made aware of any new fire

risks. In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and learners will congregate at designated assembly points. These are detailed in the individual college addenda.
- Form tutors/class teachers will take a register of learners, which will then be checked against the attendance register of that day
- The staff leaders as outlined in the emergency fire procedure will take a register of all staff and visitors
- Staff and learners will remain outside the building until the emergency services say it is safe to re-

  enter
- The Academies will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in the individual college addenda.

6. COSHH

Academies are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts

  Vapors

  Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by various staff at St John Fisher Catholic College (see Addenda 1 for full details). These are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and stored in appropriate designated areas.

Pupil access to hazardous products is strictly controlled and always under the supervision of College staff

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

6.2 Legionella

- A water risk assessment has been completed on the following dates:

College	Date	Completed by
St John Fisher Catholic College	21st May 2025	Concept Environmental Solutions Ltd

- The following members of staff/contractor are responsible for ensuring that the identified operational controls are conducted and recorded in the College's water log book

College	Person Responsible
St John Fisher Catholic College	Mr A Winstone

- This risk assessment will be reviewed every 6 months and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following:
    - Monthly water temperature checks
    - Disinfection of showers
    - Weekly flushing of low use outlets

- Record keeping
- Removal of redundant water pipes

6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the College and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. They are required to sign to say they have seen the asbestos register before commencing works
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the College site

7. Equipment

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

7.2 PE equipment

- Learners are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the College Manager.

7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In College, staff promote the responsible use of wheelchairs.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Where reasonably possible staff should not carry out home visits alone. However, if this is unavoidable the staff member should inform the school when they arrive at the address and after they have left the address, in accordance with school specific protocols.

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The premises staff/caretaker retains ladders for working at height and maintains a record of serviceability inspections
- Learners are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

We will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and learners are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible

- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

When taking learners off the College premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs and allergen details of learners along with the parents/carers' contact details
- There will always be at least one first aider on College trips and visits

12. Lettings

This policy applies to lettings. Those who hire any aspect of the College site or any facilities will be made aware of the content of the College's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their headteacher immediately. This applies to violence from learners, visitors or other staff.

14. Smoking

Smoking (including the use of vapes) is not permitted anywhere on College premises.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and learners to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

- Clean the environment, including toys (where held) and equipment, frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- Wash hands before and after handling any animals

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

Following good hygiene practices

- We will encourage all staff and learners to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

15.10 Learners vulnerable to infection

Some medical conditions make learners vulnerable to infections that would rarely be serious in most children. The College will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The College will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 3.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the College that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the College and trust for responding to individual concerns and monitoring staff workloads.

Staff are made aware of and have access the Staff Mental Health and Wellbeing policy and the Employee Assistance Programme provided by Education Support.

18. Accident reporting

18.1 Accident record book

- An online accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2[1]
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the College for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Reporting to the Health and Safety Executive

The College will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Ms J Rogers will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

The STGA CMAT is also to be notified as soon as is reasonably practicable.

College staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Ms Rogers will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - Carpal tunnel syndrome
    - Severe cramp of the hand or forearm

[1] This is an example only – Academies may use their own accident report form or use electronic means. However, the method used must contain all the information in the template as a minimum.

- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

› Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to Academies include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Learners and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

› Death of a person that arose from, or was in connection with, a work activity*

› An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

› A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

› The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

› The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE

18.3 Notifying parents/carers

The Headteacher or delegated representative will inform parents/carers of any accident or injury sustained by any pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Other illnesses and accident details will be notified to parents by the First Aid Team.

18.4 Reporting to child protection agencies

The Headteacher or delegated representative will notify the local child protection agency of any serious accident or injury to, or the death of, a pupil while in the College’s care. See details below:

College	Agency
St John Fisher Catholic College	Staffordshire Safeguarding Children's Board (SSCB

18.5 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the College's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with learners with special educational needs (SEN), are given additional health and safety training.

20. Monitoring

This policy will be reviewed by the Operations Manager every two years.

At every review, the policy will be approved by the Board of Directors.

21. Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting learners with medical conditions
- Accessibility plan
- Remote learning
- Business continuity plan
- Staff Mental Health and Wellbeing

Appendix 1. Fire Safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and learners understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2. Accident report[2]

College Name			
Name of injured person		**Role/class**	
Date and time of incident		**Location of incident**	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the College will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		**Date**	

[2] This is an example only – Academies may use their own accident report form or use electronic means. However, the method used must contain all the information in the template as a minimum

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for Academies and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.

In confirmed cases of infectious disease we will follow the recommended self-isolation period based on government and Department for Education (DfE) guidance.

Infection or complaint	Recommended period to be kept away from College or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or College. A person with shingles is infectious to those who have not had chickenpox and should be excluded from College if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone who has been directed by a healthcare provider to conduct a test which results in a positive result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to College or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from College during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to College 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the College or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to College.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from College are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, College health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (e.g. pre-College infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Learners and staff with infectious TB can return to College after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Learners and staff with non-pulmonary TB do not require exclusion and can return to College as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to College until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.

Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from College while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend College and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to College.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to College. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 4. Notification of possible food issues

In the event of any possible food issues being identified, please provide the following information:

College: _____

Incident Reported by (please print): _____

Current date: _____

Current Time: _____

Name (and year group if pupil) of all individual(s) affected with the food issue:

Name	Yr Group	Name	Yr Group

Food type believed to have caused the incident: _____

Date and service period the food item was purchased:_____Break/Lunch*

When was the food item eaten i.e. immediately following purchase or later?

Immediately/Later*. If later, how much later? _____

Is this an isolated incident - has anyone else phoned in sick with similar symptoms?:

Yes/No*

If Yes, who:

Name	Yr Group	Name	Yr Group

What action has been taken i.e. staff/pupil(s) sent home etc:

Once completed please return to the College Catering Supervisor and notify the Catering Manager (lk-bagnall@ctkcc.co.uk) ASAP.

* Please delete as necessary

Addenda 1 St John Fisher Catholic College

1. Roles and responsibilities

1.1 The Governing Body

St Gabriels' the Archangel Catholic Multi academy trust, as employer, has ultimate responsibility for health and safety matters in the school, but the Board of Directors delegates this responsibility to the Local Governing Body with day-to- day responsibility delegated to Mr G Murray (Headteacher).

The governing body has a duty to take reasonable steps to ensure that staff, visitors and learners are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The St John Fisher Catholic College Local Governing Body, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Mr M Amison (Foundation Governor).

1.2 Health and safety lead

The nominated health and safety lead is Ms Rogers (Deputy Headteacher in Charge H&S).

2. Site security

Mr A Winstone (Site Supervisor), Mr J Relton (Janitor) & Mr D Edwards (Caretaker) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Mr A Winstone (Site Supervisor) & Mr D Edwards (Caretaker) are key holders and will respond to an emergency.

St John Fisher Catholic College provides a secure site which is controlled by precise management directives, but the site is only as secure as the people who use it. All people on the site must adhere to the rules which govern it. Laxity can cause potential problems with safeguarding, therefore:

- Gates are kept closed during the school day; visitors gain access through the main entrance.
- Visitors, volunteers and students must enter only through the main entrance and after signing in at the office will be issued with a school lanyard or visitor's pass. School has a clear system of ensuring visitors and volunteers are accompanied/supervised by regulated staff member. Any visitor on site who is not identifiable by a visitor's pass will be challenged by any staff member and this will be reported to Senior Leadership Team member.
- Parents, carers and grandparents attending functions have access only through the designated and supervised entrances, with tickets for visitors for appropriate school events.
- Learners will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows and doors.

- Learners should never be allowed to leave school alone during school hours unless collected by an adult such as a parent who is doing so for a valid reason. They should report to the office to do this.

- Two members of staff are always on duty at break times.

- A Health and Safety audit will be completed annually with risk assessment and will form part of the Governors' annual report. This will include a fire evacuation and invacuation Prevent risk assessment.

- Risk management of site security is managed by senior leadership/governance; school has a clear system of risk assessments and a review timescale for these.

3. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Mr A Winstone (Site Supervisor); Miss K Fairweather (Senior Science Technician); Ms N Dowler (D&T); Mrs J Downey (Kitchen) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

The storage of hazardous materials is under lock and key and not accessible to learners.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near to where hazardous products are stored and in areas where they are routinely used.

4. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. SJFCC staff have:

- Access to Horizon Coaching and Freedom Coaching for one-to-one coaching
- Access to Parkes Education Ltd for one-to-one wellbeing meetings
- Access to a Flu jab annually
- Access to weekly meetings with Head of School
- Access to Occupational Health
- Completion and review of stress risk assessments
- Access to Multi Gym at school
- Access to Education Support help resources.

5. Accident reporting

5.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the learner's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of after three years.

5.2 Reporting to the Health and Safety Executive

The Admin Assistant (Mrs L Stevenson) will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Ms J Rogers (Deputy Headteacher in Charge of H&S) will report these to the Health and Safety Executive and, in the case of serious injury, to the Chairs of the Governing Body and the Board of Directors as soon as is reasonably practicable and in any event within 10 days of the incident.

5.3 Lone working

Where reasonably possible, employees must be accompanied on home visits. Where lone working is undertaken, the employee must inform their line manager before and after lone working (including home visits).

6. Training

Our staff are provided with health and safety training as part of their induction process.

7. Monitoring

This addendum will be reviewed by Ms Rogers (Deputy Headteacher in Charge of H&S) every year.

At every review, the addenda will be approved by the St John Fisher Catholic College Local Governing Body.

St John Fisher Catholic College - Fire Safety Checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	Yes
Is fire-fighting equipment, including fire blankets, in place?	Yes
Does fire-fighting equipment give details for the type of fire it should be used for?	Yes
Are fire exits clearly labelled?	Yes
Are fire doors fitted with self-closing mechanisms?	Yes
Are flammable materials stored away from open flames?	Yes
Do all staff and learners understand what to do in the event of a fire?	Yes
Can you easily hear the fire alarm from all areas?	Yes