

# ST EGWIN'S C.E. MIDDLE SCHOOL

## Health and Safety Policy

Updated - October 2020

Review Date - October 2021

**Approved by:**

*ND Pull*

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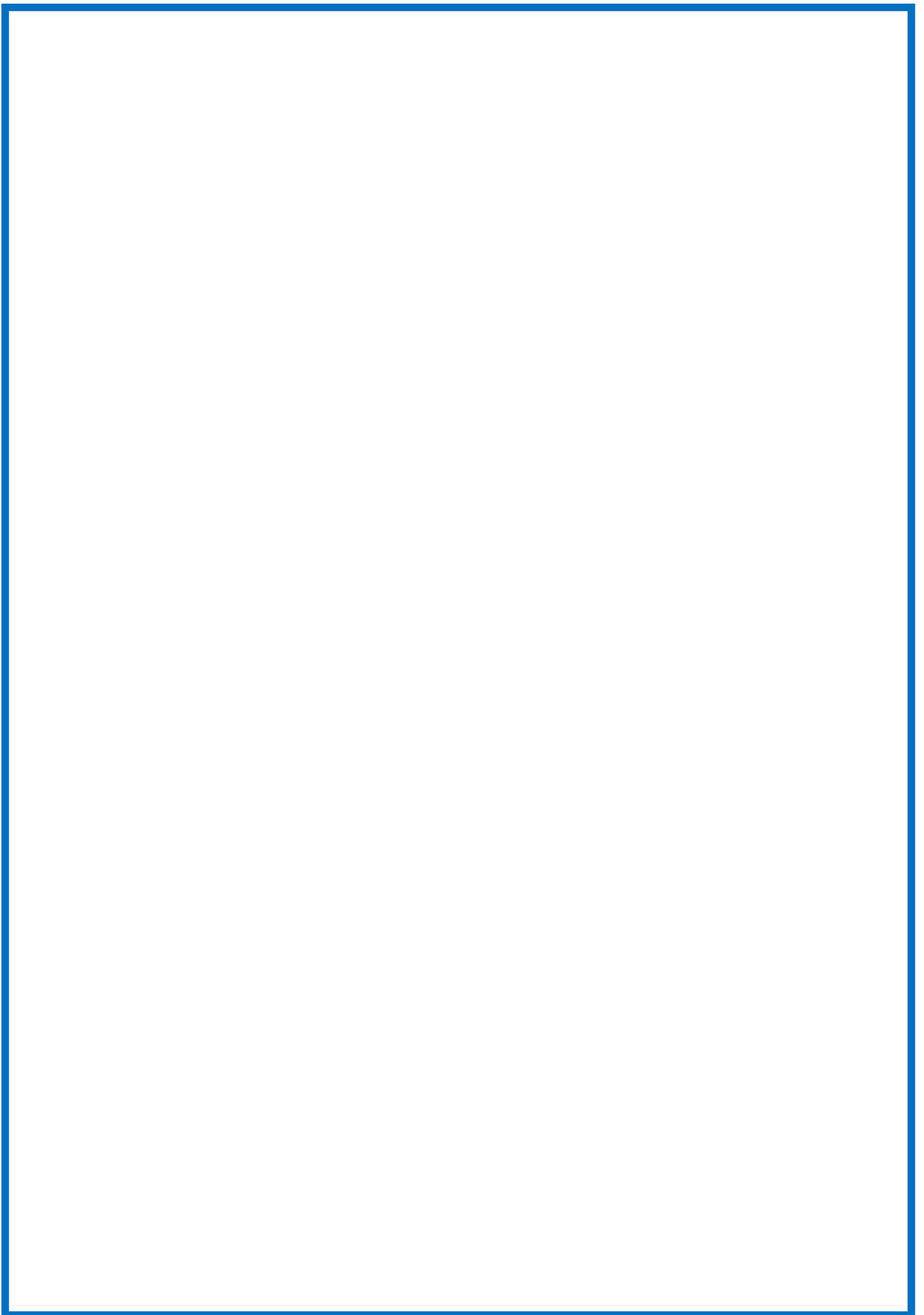
**Next review due** 14/10/2021  
**by:**

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## 1 Statement of intent

At **St. Egwin's CE Middle School**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## 2 Legislation

This policy has due regard to statutory legislation including, but not limited to, the following:

- [Health and Safety at Work Act 1974](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Management of Health and Safety at Work Regulations 1999 amended 2006](#)
- [Control of Substances Hazardous to Health \(COSHH\) Regulations 2002](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [Display Screen Equipment Regulations 2002](#)
- [Manual Handling Operations Regulation 1992 as amended](#)

This school follows the national guidance published by Public Health England when responding to infection control issues.

This policy should be used in conjunction with the following school policies and procedures:

- Near-miss Policy
- Asbestos Management Policy
- First Aid Policy
- Administering Medication Policy
- Infection Control Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Adverse Weather Policy

- Lockdown Policy
- Personal Emergency Evacuation Plans
- Fire Safety Policy
- Safeguarding Policy
- Visitor Policy
- Contractors Policy
- Minibus Policy
- 

### 3 Roles and Responsibilities

#### 3.1 The Governing Board

The **governing board** has ultimate responsibility for health and safety matters in school, but will delegate day to day responsibility to the Headteacher.

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

The **governing board**, as the employer, also has a duty to:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

The governor who oversees the Health and Safety is Mr N Jeacock.

#### 3.2 The Headteacher

The **headteacher** has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise the students
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring all risk assessments are in place and reviewed

In the headteachers absence, Mr S Plane, Deputy Headteacher, assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and Safety Lead**

The nominated Health and Safety Lead is Mrs R Sadler, Head of Science.

The health and safety lead, together with the business manager will use their professional experience to assess health and safety risks. Where appropriate, the advice of Worcestershire County Council's Health and Safety Team (WCC) will be sought and adhered to. The school holds a service level agreement with WCC for Health and Safety Advice.

### **3.4 Staff**

School staff have a duty to take care of students in the same way a prudent parent 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.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Report any defects in equipment or facilities to the designated **Business Manager**.
- Model safe and hygienic practices for students
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Students and Parents**

Students and parents are responsible for following the school'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 Headteacher before starting work. Before work begins the contractor will provide evidence that they have completed and adequate risk assessment of all of their planned work.

## **4 Site Security**

The Business Manager and the school caretaker are responsible for the security of the school site in and out of school hours. They are responsible for the visual inspections of the site, and for the intruder and fire alarm systems.

## 5 First aid

**St. Egwin's CE Middle School** will act in accordance with the **First Aid Policy** at all times.

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

The following staff members are trained first-aiders:

| Staff member's name | Role                    | First Aid Role   |
|---------------------|-------------------------|------------------|
| Suzanne Thomas      | School Business Manager | Lead First Aider |
| Alison Jennings     | Finance Officer         | Lead First Aider |
| Lucy Johns          | Administrator           | Lead First Aider |
| Tracey Allan        | Administrator           | First Aider      |
| Stuart Taylor       | Head of PE              | First Aider      |
| Laura Williams      | Teacher of PE           | First Aider      |
| Mandy Comack        | Pastoral TA             | First Aider      |
| Lorraine Allcock    | TA                      | First Aider      |
| Rachael Sadler      | Head of Science         | First Aider      |
| Angharad Coats      | Teacher                 | First Aider      |
| Amanda Higgins      | Teacher                 | First Aider      |
| Laura Keogh         | Head of DT              | First Aider      |
| Sam Jordan          | Head of KS2             | First Aider      |
| Ruth Croft          | Teacher                 | First Aider      |

First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

| Location                 | Responsible staff member |
|--------------------------|--------------------------|
| Medical Room             | Finance Officer          |
| Mini Bus                 | Finance Officer          |
| PE Office                | Finance Officer          |
| Business Managers Office | Finance Officer          |
| Laboratory 1             | Finance Officer          |
| Laboratory 2             | Finance Officer          |
| Room 1a                  | Finance Officer          |
| DT Cookery room          | Finance Officer          |

## 6 Fire

**St. Egwin's CE Middle School** will act in accordance with the **Fire Safety Policy** at all times.

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

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a weekly from different 'break glass' fire points around the school, and records will be maintained and held in the **Business Managers Office**.

Emergency lighting will be tested on a **termly** basis, and records will be maintained and held in the **Business Managers Office**.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

Firefighting equipment will be checked on an **annual** basis by an approved contractor.

## 7 Accident Reporting

### 7.1 Accident Record Book

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated **health and safety officer** using the standard **Accident Report Form**.

More in-depth information concerning reporting accidents and near-misses can be found in the **First Aid Policy** and **Near-miss Policy**.

### 7.1 Reporting to the Health and Safety Executive

The Health and Safety Officer will keep a record of any accidents which results in a reportable injury, disease, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, and it will be reported to the HSE at the earliest opportunity.

- The 'specified injuries' which must be reported include the following:
  - Accidents to employees causing either death or major injury
  - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
  - Fractures, other than to fingers, thumbs and toes
  - Amputation of an arm, hand, finger, thumb, leg, foot or toe
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organs

- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
  - Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
    - The collapse, overturning or failure of any load-bearing part of any lifting equipment
    - The explosion, collapse or bursting of any closed vessel or pipe work
    - Electrical short circuit or overload resulting in a fire or explosion
    - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
    - Any accidental release of a biological agent likely to cause severe human illness
    - Accidental release of any substances which may damage health
    - Serious gas incidents
    - Poisonings

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

How to make a RIDDOR report - <https://www.hse.gov.uk/riddor/report.htm>

## 8 COSHH

**St.Egwin's CE Middle School** will act in accordance with **Control of Substances Hazardous to Health (COSHH) Regulations 2002** at all times.

- No chemicals or other hazardous materials will be used without the permission of the **headteacher**.
- The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.
- The **Health and Safety Officer** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, considering the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.
- The **Health and Safety Officer** will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- Control measures will be checked and reviewed by the **Health and Safety Officer** on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.
- All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

- Hazardous substances will be labelled with the correct hazard sign and contents label.
- Storage life will be considered by **department leaders**. All COSHH regulations will be adhered to.
- Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- Dust and fumes will be safely controlled by local exhaust ventilation regulations.

The Health and Safety Officer will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

A **termly** audit of hazardous materials will be undertaken by the **Health and Safety Officer** with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

### **8.1 Asbestos management**

In accordance with HSE guidance, an asbestos management survey was undertaken on 28th October 2020 by PR Associates, which is a United Kingdom Accreditation Service accredited surveying organisation.

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

A record is kept of the location of asbestos that has been found on the school site

### **8.2 Legionella**

The risks from Legionella are mitigated by the following: temperature checks, heating of water, disinfection of showers and regular flushing of outlets. Records are kept by the **Business Manager**.

### **8.3 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

## **9 Equipment**

- All equipment and machinery is maintained in accordance to 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.

## 9.1 Electrical Equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff that directs them
- Any potential hazards will be reported to the **Business Manager** immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches will be clearly marked to show the appliance
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## 9.2 PE Equipment

- Students 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 conditions of the gym floor or other apparatus will be reported to the **Business Manager**

## 9.3 Display Screen Equipment

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

## 10 Lone working

Lone working may include:

- Late working
- Home or Site visits
- Weekend working
- Site manger duties
- Site cleaning duties
- Working in a single occupancy office

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 a out where the member of staff is and when they are likely to return.

The lone worker needs to be medically fit to work alone.

## 11 Working at height

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

In addition:

- The caretaker retains the ladders for working at height
- Students are prohibited from using the 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
- Regular ladder checks will be carried out by the caretaker and a log will be kept by the **Business Manager**

## 12 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.

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

Staff and students 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.

## 13 Off site visits

When taking students off school premises, we will ensure that:

- Risk assessments will be completed for off site visits and activities
- Trips will be entered onto EVOLVE if necessary
- 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 of students along with the parents' details

## 14 Lettings

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

## **15 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 line manager/Headteacher immediately. This applies to violence from students, visitors or other staff.

## **16 Smoking**

Smoking is not permitted anywhere on school premises

## **17 Infection Prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

### **17.1 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
- Cover all cuts and abrasions with water proof dressings
- Display posters throughout the school to encourage hand washing

### **17.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Always wash hands/hand sanitise after using the tissue
- Spitting is discouraged
- Display posters throughout the school to encourage Catch it, Bin it, Kill it

### **17.3 Personal Protection Equipment**

- Wear disposable gloves and disposable plastics 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 chemicals

### **17.4 Cleaning of bodily fluids**

- 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

## **17.6 Laundry**

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

## **17.7 Clinical Waste**

- Always segregate domestic and clinical waste, in accordance to 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

## **17.8 Exclusion Periods for Infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

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

## **18 New and Expectant Mothers**

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

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

- Chicken Pox 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 chicken pox, so anyone who has not had chicken pox 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 carer and GP as this must be investigated promptly.

## **19 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.

## **20 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 students with special educational needs (SEND), are given additional health and safety training.

## **21 Monitoring**

This policy will be reviewed by the Health and Safety Officer every year.

## Appendix A Classroom Checklist

|  | Questions you should ask concerning your classroom environment:   | Yes/No: | Further action required: |  |
|--|---|---------|--------------------------|--|
| <b>Movement around the classroom (slips and trips)</b> | Is the internal flooring in good condition?   |         |                          |  |
|  | Are there any changes in floor level or type of flooring that need to be highlighted?                                   |         |                          |  |
|  | Are gangways between desks kept clear?  |         |                          |  |
|  | Are trailing electrical leads/cables prevented wherever possible?   |         |                          |  |
|  | Is lighting bright enough to allow safe access and exit?  |         |                          |  |
|  | Are procedures in place to deal with spillages, e.g. water and blood from cuts?   |         |                          |  |
|  | <b>For stand-alone classrooms:</b>  |         |                          |  |
|  | Are access steps or ramps properly maintained?  |         |                          |  |
|  | Are access stairs or ramps provided with handrails?   |         |                          |  |
| <b>Work at height (falls)</b>                          | Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?                              |         |                          |  |
|  | Is a window-opener provided for opening high-level windows?   |         |                          |  |
| <b>Furniture and fixtures</b>                          | Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?               |         |                          |  |
|  | Is furniture in good repair and suitable for the size of the user, whether adult or child?                              |         |                          |  |
|  | Is portable equipment stable, e.g. a TV placed on a suitable trolley?   |         |                          |  |
|  | Where window restrictors are fitted to upper-floor windows, are they in good working order?                             |         |                          |  |
|  | Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people? |         |                          |  |
| <b>Manual handling</b>                                 | Have trolleys been provided for moving heavy objects, e.g. computers?   |         |                          |  |

|  |  |  |  |
|--|--|--|--|
| <b>Computers and similar equipment</b>     | If you use computers as part of your job, has a workstation assessment been completed?   |  |  |
|  | Have pupils been advised about good practice when using computers?   |  |  |
| <b>Electrical equipment and services</b>   | Are fixed electrical switches and plug sockets in good repair?   |  |  |
|  | Are all plugs and cables in good repair?   |  |  |
|  | Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.) |  |  |
|  | Has any damaged electrical equipment been taken out of service or replaced?  |  |  |
| <b>Asbestos</b>                            | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?   |  |  |
|  | Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?   |  |  |
| <b>Fire</b>                                | If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?   |  |  |
|  | Is fire-fighting equipment in place in the classroom?  |  |  |
|  | Are fire evacuation procedures clearly displayed?  |  |  |
|  | Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?   |  |  |
| <b>Workplace (ventilation and heating)</b> | Does the room have natural ventilation?  |  |  |
|  | Can a reasonable room temperature be maintained during use of the classroom?   |  |  |
|  | Are measures in place, e.g. blinds, to protect from glare and heat from the sun?   |  |  |

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

## Appendix B Register of Appointed Persons

The below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

| Role                            | Appointed person      | Email address  |
|---------------------------------|-----------------------|--|
| Health and safety link governor | <b>Nick Jeacock</b>   | <a href="mailto:njeacock@st-egwins.worcs.sch.uk">njeacock@st-egwins.worcs.sch.uk</a> |
| Headteacher                     | <b>Nick Pullan</b>    | <a href="mailto:npullan@st-egwins.worcs.sch.uk">npullan@st-egwins.worcs.sch.uk</a>   |
| Health and safety officer       | <b>Rachael Sadler</b> | <a href="mailto:rsadler@st-egwins.worcs.sch.uk">rsadler@st-egwins.worcs.sch.uk</a>   |
| Business Manager                | <b>Sue Thomas</b>     | <a href="mailto:sthomas@st-egwins.worcs.sch.uk">sthomas@st-egwins.worcs.sch.uk</a>   |