

# R U N S H A W C O L L E G E

**POLICY TITLE:** Health, Safety and Wellbeing Policy

**APPROVED BY:** SMT  
Corporation Board

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## Key Updates/Changes September 2024

1. Replace references to Business Continuity Plan (BCP) with the Incident Management Plan
2. Update to remove references to Chorley Campus and multiple sites.
3. Clarification of the Personal Emergency Evacuation Plan procedure (para 3.11)
4. Inclusion of Sharepoint (One-Drive) as a source of information.
5. Update for change in Chair of Governors.

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## 1. Statement of Intent

- 1.1. Runshaw College recognises its responsibilities, as an 'Employer' under the Health and Safety at Work etc. Act 1974 and all other health and safety legislation and directives that affect the activities of the college, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.2. So far as is reasonably practicable, the college will ensure the health, safety and wellbeing of all employees, learners, volunteers, contractors and visitors who are directly affected by its activities or sites.
- 1.3. Runshaw College will fulfil its duties by:
  - Providing and maintaining plant and systems of work, that are safe and without risk to health.
  - Providing adequate control of the health and safety risks arising from college activities.
  - Providing required welfare facilities and their maintenance.
  - Consulting with employees and learners on issues that may affect their health, safety or wellbeing.
  - Ensuring the safeguarding and wellbeing of all learners.
  - Ensuring the safe handling, storage, and use of substances.
  - Ensuring competence by providing information, instruction, training and supervision to employees and learners.
  - Preventing accidents, dangerous occurrences and cases of work-related ill health, by maintaining safe and healthy working conditions for all and operating a "near miss" system to reduce the potential for accidents.
  - Ensuring regulations, guidance and best practices are followed with reference to pandemics and external health issues.
  - Reviewing this policy annually or when any significant changes occur.
- 1.4. Everyone is responsible for their own and others health, safety and wellbeing. To assist this process, the college aims to achieve best practice, promote a positive health and safety culture, and achieve continuous improvements in risk management.
- 1.5. The college does not expect anyone to take risks that could result in an accident, injury, ill health or possible death. Any recklessness or negligence regarding health, safety and wellbeing will result in disciplinary action against employees, learners or others as appropriate, including the potential for immediate dismissal or expulsion without notice.
- 1.6. The college recognises its statutory obligations to safeguard and prevent people from being drawn into terrorism as stated in Section 26(1) of the Counter-Terrorism and Security Act 2015 (the CTSA). This document offers guidance and outlines procedures that should be followed in all cases of suspected radicalisation and situations of serious risk.

In order to meet our statutory obligations and duties the college will:

  - Promote and reinforce shared values; to create space for free and open debate; to listen to and support the learner voice.
  - Break down segregation among different learner communities including supporting inter-faith and inter-cultural dialogue and understanding, and to

engage all learners in playing a full and active role in wider engagement in society.

- Ensure learner safety and that the college is free from bullying, harassment, and discrimination.
- Provide support for learners who may be at risk and provide appropriate sources of advice and guidance.
- Ensure that learners and staff are aware of their roles and responsibilities in preventing violent extremism.
- Recognise current practice which contributes to the PREVENT agenda.
- Proactively identify areas for improvement.

The college Prevent Policy provides in-depth information and associated procedures.

- 1.7. Although ultimate responsibility always remains with the Principal & CEO, the authority to delegate to competent employees is essential. This ensures employees undertake the required roles within their areas of competency to ensure an effective college health and safety management system is always operational and regularly reviewed.
- 1.8. This policy statement of intent, along with the organisation, and arrangements sections and effective communication, will achieve employee/learner partnership working within the college and with other stakeholders.

## 2. The Organisation of Health, Safety and Wellbeing at Runshaw College

### 2.1. Governors

The Governors have overall responsibility for setting the strategic targets and direction of the college in relation to the health, safety, wellbeing and safeguarding of all employees, volunteers, learners, contractors, and visitors to the college. These responsibilities will include ensuring:

- A positive health, safety and wellbeing culture is promoted to stakeholders.
- The effective and efficient use of resources to meet the college legislative and stakeholder requirements.
- The college strategy provides for a healthy and safe working environment.
- Regular reports received on the management of health, safety and wellbeing within the college.
- Any reasonable training that assists in maintaining required competency levels is undertaken.

### 2.2. Principal & CEO

The Principal & CEO has ultimate responsibility for the management of health, safety and wellbeing for all college activities. This includes:

- Promoting a positive health, safety and wellbeing culture.
- Ensuring the necessary resources are always prioritised to meet the college legislative and stakeholder requirements.
- Ensuring the college provides a healthy and safe working environment.
- Ensuring an appropriate health and safety management system is operated effectively and regularly reviewed.
- Ensuring safeguarding procedures operate effectively.
- Ensuring the Incident Management Plan (IMP) and the Run, Hide, Tell – Hostile Attack – Procedure and associated Bomb Threat systems are operated effectively and regularly reviewed.
- Regularly receiving reports on the management of the strategic decisions on health, safety and wellbeing within the college and monitoring the progress.
- Ensuring required monitoring reports are presented to the appropriate Governors' meetings.
- Attending any required training that assists in maintaining required competency levels.
- Ensuring this policy is reviewed on any significant change, or at least annually and approved by the Corporation and that all changes are brought to the attention of employees and learners.
- Delegating any responsibilities associated with this policy and ensuring they are properly discharged and monitored.

### 2.3. Academic Staff

Academic staff are responsible for ensuring that learners and volunteers under their supervision:

- Are provided with necessary health and safety instructions and information.
- Know and comply with procedures for emergency evacuations, first aid and the reporting of accidents, incidents, dangerous occurrences and near misses.
- Know and comply with procedures for the use, handling and storage of potentially hazardous materials and substances.
- Are aware of the safeguarding principles and reporting mechanisms.
- Know and comply with procedures for the use of machinery or equipment.
- Are provided with adequate supervision and support to enable work to be carried out safely.
- Are trained in the use, care and storage of appropriate personal protective equipment and use it in accordance with prescribed instructions, risk assessments, guidance and safe working procedures.
- Know who to refer to if they have a query or concern about health, safety and wellbeing.

## 2.4. Managers

Staff with management responsibilities will ensure:

- They foster a healthy and supportive working environment, promoting wellbeing activities, work-life balance and good practice in physical and mental health.
- The health and safety management system is followed including policies, procedures, risk assessments and any guidance or safe working procedures where required, and that they are regularly reviewed.
- Machinery and equipment in their area is properly maintained.
- Occupational health and safety objectives are implemented via individual action plans and quality improvement plans (QIPs).
- Appropriate priority and resources are given to the resolution of recognised health and safety hazards.
- Accidents, incidents, dangerous occurrences, near misses or defects are promptly reported via the appropriate systems and procedures, ensuring any identified defect does not put employees, learners, volunteers, contractors or visitors at risk.
- Employees are fully aware of safeguarding issues and the link with equality and diversity.
- Adequate arrangements exist for identifying and managing emergency situations.
- Continual improvement and best practice are at the centre of all activities.
- Necessary personal protective equipment is provided and always worn in line with risk assessments and safe working procedures.
- Risk assessments and safety inspections/monitoring are carried out and recorded with any deficiencies corrected in order to: maintain a high standard of housekeeping; keep corridors, stairways and walkways free from obstruction or hazards; and ensure fire exits, evacuation routes and firefighting equipment are clear of any obstruction.
- Employees they manage receive training on health, safety and wellbeing, including timely refreshers as required and are consulted on health and safety matters as appropriate.
- Visitors are aware of and comply with relevant health and safety requirements within your area of control.
- Contractors and suppliers are fully approved, monitored and reviewed on a regular basis, including enhanced DBS as required.

## 2.5. Employees

All employees of the college have duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health, safety, and wellbeing of themselves and of any other person who may be affected by their acts or omissions whilst at work. All employees have a duty to:

- Read, understand and comply with the Health and Safety Policy, procedures, any guidance or safe operating codes of practice where required or follow instructions as issued.
- Work in accordance with risk assessments, method statements and safe working procedures as provided. This includes using machinery or equipment only as authorised and when appropriate instructions have been issued and when all safety systems are in operation. It also includes using personal protective equipment or materials provided by the college in accordance with instructions plus using and storing substances as prescribed and disposing of them correctly when required.
- Take personal responsibility for their own health and wellbeing, participate in activities and seek appropriate support from health professionals, as necessary.
- Ensure continual improvement and best practice is at the centre of all activities.
- Ensure they are fully aware of safeguarding procedures within the college and adherence to the Code of Professional Conduct both within and outside of college hours.
- Take care of the health and safety of themselves and others who may be affected by the way in which they carry out their work activities, particularly young persons and new employees.
- Co-operate with managers and other employees to enable them to carry out their statutory duties and any health and safety inspection, monitoring or auditing activities.
- Report accidents, incidents or dangerous occurrences at work, which have caused personal harm or damage to property, immediately to their manager. Accidents sustained external to work activities must be reported to allow supervisors to assess the employee's ability to continue with standard duties. Any external accident that results in absence and involves a civil claim must be notified to the college to allow for wages to be re-claimed.
- Report to their manager at their earliest opportunity, any hazard likely to cause harm or damage.
- Report near misses to assist with reducing the potential for future dangerous occurrences or accidents.
- Declare any medical condition or disability that is liable to involve risk to the employee or others when carrying out their work.
- Undertake appropriate health and safety training and proactively make suggestions on how health, safety and wellbeing can be improved.

## 2.6. Learners

Learners are required to:

- Take care of the health, safety and welfare of themselves and others who may be affected by the way in which they carry out their studies.

- Co-operate with teaching staff to enable them to carry out their statutory duties and any health and safety inspections, monitoring or auditing activities.
- Promptly report to their teacher or other college contact any situation, working practice or procedure that is potentially hazardous, or which has been reported to them as such.
- Promptly report to their teacher any accidents, incidents, near misses or dangerous occurrences.
- Use machinery or equipment only when authorised to do so and after appropriate instructions have been issued and safety systems are in operation.
- Be aware of the safeguarding procedures operated by the college and how to report any concerns.
- Use personal protective equipment or materials in accordance with appropriate instructions, risk assessments or safe working procedures.
- Comply with health and safety instructions both verbal and written, that are issued to them.
- Use, handle and store substances in accordance with appropriate instructions, risk assessments or safe working procedures.

## 2.7. The Head of Health, Safety and Wellbeing

The Head of Health, Safety and Wellbeing is responsible for the management and oversight of health, safety, wellbeing issues and is responsible for:

- Giving advice on health, safety and wellbeing issues raised by employees, volunteers, learners, safety representatives and inspection teams etc.
- Assisting in the implementation of the Health and Safety Policy.
- Assisting managers in the investigation of serious accidents, incidents and near misses.
- Ensuring the reporting of notifiable accidents and dangerous occurrences to the Health and Safety Executive, as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as amended 2012 and the Education Skills Funding Agency (ESFA) in the case of fatalities.
- Monitoring accidents, near misses and trends, reporting key performance indicators to Senior Managers, Governors, Health and Safety Consultation Committee members and recognised Trade Union Representatives.
- Ensuring emergency evacuation drills, are carried out in accordance with college procedures.
- Linking with and advising as appropriate on safeguarding issues.
- Meeting employees to reinforce health and safety information given by managers, particularly at induction welcome events.
- Initiating and contributing to health and safety training, as appropriate.
- Providing health, safety and wellbeing advice in relation to equality and diversity, especially with regards to risk assessments.
- Chairing health, safety and wellbeing consultation committee meetings.
- Assisting in the development of health and safety systems, procedures and training programmes.
- Maintaining contact with outside statutory authorities, agencies and networks that offer expert advice on health, safety and wellbeing issues.
- Coordinating activities around the college IMP.
- Disseminating health and safety literature throughout the college.
- Advising on risk assessments produced by managers and link in with the review process.



- Ensuring statutory compliance, continual improvement and best practice is at the centre of all activities.

## 2.8. Fire Wardens and First Aiders

Managers can request nominations or instruct employees to undertake the roles of Fire Warden and/or First Aider. The duties include:

- Attending first aid or emergency incidents as a priority as and when necessary.
- Attending the required training and refresher training.
- Reviewing and adhering to relevant procedures.
- Undertaking practice drills to gain competence in the designated roles (as appropriate).
- Communicating with key employees during emergencies.
- Reporting any hazards, defects or missing emergency equipment.
- Completion of any required documentation, reports and investigations.

## 2.9. Health and Safety Committee Members

The college Health and Safety Committee chaired by the Head of Health, Safety and Wellbeing, will meet each term. The specific responsibilities of the committee include:

- Assisting in the development, monitoring and review of the organisational health and safety policy, procedures and safe systems of work.
- Ensuring the health and safety strategy is actively engaged and embedded in all areas of the college's undertakings through oversight of a regular series of audits and reviews of safety practice and procedure within the college.
- Setting and reviewing health and safety performance and objectives to improve health and safety management and maintain a positive health and safety culture.
- Reviewing key risks associated with college activities relating to health and safety and reviewing the arrangements in place for managing these risks.
- Receiving and reviewing reports resulting from accidents, incidents and near misses, assessing any corrective or remedial actions implemented to prevent any re-occurrence.
- Reviewing college management arrangements in-line with any legislative changes.
- Receiving and reviewing reports which may result from national guidance, audit, monitoring activities, research etc. and agreeing any necessary corrective actions.
- Consideration of any third party or enforcement notices and review any actions taken as a result.
- Consideration of any health, safety and welfare issues raised by staff or students and assessing their implications for the organisation.
- Ensuring roles, responsibilities and accountabilities for health and safety are clearly agreed and documented.
- Monitoring and reviewing adequacy of the college's arrangements for communications, consultation and co-operation on health and safety matters.
- Providing a forum for the dissemination of information, sharing best practice and relevant discussion.

The Health and Safety Committee comprises representatives from management and employees from various work areas and recognised trade unions.

Formally appointed trade union representatives follow the requirements of the Safety Representatives and Safety Committees Regulations 1977. All other members will operate within the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

## 2.10. Facilities, Health, Safety and Environmental (FHSE)

Members of the Senior Management Team will review changes to legislation, audit reports, KPIs, monthly reports and take a lead role in the strategic development of the college's approach to health, safety and wellbeing. They will reinforce and monitor the work of the Health and Safety Committee. Meetings will be a minimum of one each term.

The Facilities, Health, Safety and Environmental SMT (FHSE) will be responsible for developing and managing health, safety and wellbeing strategic initiatives, including performance indicators. The strategic objectives include:

- Reviewing policy, risk assessments, health and safety performance, addressing strategic issues and determining future priorities.
- Analysing accident trends, safety and accident reports, enforcers and advisers reports and initiating improvement plans.
- Improving health, safety, wellbeing and safeguarding procedures and monitoring progress against improvement plans.
- Reviewing environmental policy and progress against implementation of environmental management systems and carbon reduction strategies.
- Initiating and monitoring health and safety training, communications and publicity.
- Assessing the effectiveness of health, safety and wellbeing services.

## 2.11. Responsibility for Contractors/Sub Contractors/Suppliers

Conditions of contract must be negotiated which stipulate the minimum requirements for safe working practices to be adopted by the contractor, their employees and any subcontractors or suppliers. This must also consider any appropriate safeguarding issues that may be required. Additionally:

- Relevant managers and team leaders will co-ordinate and review all new contractors on their performance.
- Compliance with all relevant legislation is a pre-requisite, must be specified and be demonstrable. It must include standards of equipment; safe systems of work; training and supervision of their own employees that would also be required for college employees on similar activities.
- Plant and equipment operated by the contractor must be adequately maintained.
- The contractor's employees must be made aware of and comply with any college health and safety requirements. The relevant manager will ensure that the contractor is given copies of any required documentation.
- The college reserves the right to monitor the activities of contractors to ensure compliance with legislation and associated guidance.

- Provision of first aid for contractor employees is the responsibility of the contractor unless otherwise negotiated with the college.

## 2.12. Contractors/Sub-Contractors/Suppliers Responsibilities

Contractors, sub-Contractors and suppliers are responsible for:

- Providing all required information including risk assessments, method statements and safe working procedures. Where appropriate these will be in writing and may incorporate permit to work systems.
- Supervising all sub-contractors and third parties who they appoint to undertake work/activities on their behalf.
- Undertaking regular formal audits of the activities they are responsible for.
- Reporting, investigating and recording any accident to their employees whilst on college properties or sites. Under RIDDOR it is the contractor's responsibility to report incidents to the Health and Safety Executive and forward a copy to the college for their records.

## 2.13. Client, Principal Designer, Principal Contractor and Designer Roles - Construction (Design and Management) Regulations 2015 (CDM)

When any of the above roles are performed it must be clearly indicated to managers the areas of work involved in the role and the responsibilities involved in carrying out the role.

- The appropriate F10 form for the contract will indicate which parties are nominated. The Client (or where appropriate via the CDM Principal Designer) will update the F10 if extensive changes to the programme are made.
- All parties nominated/appointed to perform these roles must be adequately trained and competent to perform the role.

### 3. Arrangements for Health, Safety and Wellbeing at Runshaw College

#### 3.1. The welfare facilities and environment

The welfare facilities and environment will meet the requirements of the Health and Safety etc. Act 1974, the Management of Health and Safety at Work Regulations and the Workplace (Health, Safety and Welfare) Regulations. Managers have responsibility to ensure that standards are maintained in areas they are responsible for and that regular monitoring is carried out. Equality and diversity issues must always be integral to this process.

#### 3.2. Consultation and communication

Consultation and communication of this policy to all college employees and learners is essential. The policy is supported by procedures, risk assessments, safe working procedures, in addition to guidance relating to generic and specific areas. The main elements of the health and safety management system are available on the Intranet. The policy is also available to any interested parties that may request a copy.

#### 3.3. Training

All employees and volunteers will be appropriately and adequately trained to enable them to carry out their responsibilities without significant risk to their health, safety and wellbeing. All new employees will receive a management led local induction, followed by a central Welcome Induction. A record of formal training will be maintained.

#### 3.4. Risk Assessments

Risk assessments will be conducted by the appropriate manager with assistance from employees for the specific tasks being conducted, to reduce the risk to as low as reasonably practicable. Where specialist risk assessments need completing trained managers or nominated individuals will lead the relevant teams or individuals i.e. manual handling, display screen equipment, fire, COSHH, etc. Asbestos containing materials, will be coordinated by the Facilities and SHE Co-ordinator following college procedures and central asbestos management register.

#### 3.5. Accidents, incidents, dangerous occurrence or near miss/potential safety incident

Every accident, incident, dangerous occurrence or near miss/potential safety incident arising from any activity or by another party's activity whilst on college premises or property will be thoroughly investigated to determine the cause and to prevent a reoccurrence. The college will be proactive in its approach to reducing accidents, incidents and near misses and aim for continuous improvement.

#### 3.6. Accident recording and reporting

Records will be kept of all accidents, incidents and near misses. Statutory requirements for the reporting of accidents will be observed in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### 3.7. Material and substances

All materials and substances obtained for use by the college will meet the requirements of Section 6 of the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations and the Dangerous Substances and Explosives Atmospheres Regulations. All materials and substances will require reviewing by trained managers or nominated individuals to assess the potential risks in use, storage, disposal and an appropriate COSHH risk assessment produced.

### 3.8. Plant and equipment

The college will ensure whenever practical, that equipment and plant used conforms to the relevant British, European or ISO Standards and is also CE marked. All equipment and plant will be fit for purpose for which it is to be used and will be maintained in accordance with supplier's instructions, guidance or best practice. Managers will be responsible for monitoring the use of plant and equipment within their own areas.

### 3.9. Electrical equipment

All electrical equipment will be subject to regular electrical tests in accordance with the Electricity of Work Regulations and advice contained in the HSE publication HS (G) 107; "Maintaining portable electrical equipment". Managers will ensure (via Estates) that a programme of formal and visual inspection is maintained for electrical equipment used in their areas or sites. Contractors will work to the 18<sup>th</sup> Edition of the New Wiring Regulations.

### 3.10. First aid

Adequate first aid will be available to enable every employee, volunteer, learner or visitor to receive treatment in the event of them being injured or taken ill whilst on campus. First aid provision will meet the requirements of the Health and Safety (First Aid) Regulations. The college will have adequately trained first aiders and additional appointed persons in accordance with the guidance and regulation.

### 3.11. Emergency procedures

The College Management Team will ensure that adequate emergency procedures are in place to deal with issues like fire, terrorist threats, major floods etc. in premises for which they are responsible. This must include adequate numbers of fire wardens to meet the needs of emergency procedures. Every person concerned in the implementation of emergency plans will be trained and undertake regular practice in the procedures. Evacuation drills will be conducted at least every term in all premises. Personal Emergency Evacuation Plans (PEEP's) will be undertaken by those specified in the PEEP Procedure, where risk is significant, involvement may be required from ALS and the Health and Safety Team.

### 3.12. Occupational health/employee assistance

The college provides a range of welfare services and activities. This includes an Employee Assistance Programme with online resources and an employee helpline with practical support including legal, financial, medical and other support, together with counselling. Occupational Health advice is also available to all staff via the Human Resources Team and health surveillance will be provided when identified via the risk assessment process.

### 3.13. Medical screening

Each new employee will be medically screened as appropriate, before commencing work. Where necessary the health of employees will be monitored.

### 3.14. Permit to work systems

Permit to work systems, including hot working, confined spaces, high voltage electrical systems, working at height etc. are mandatory and controlled by the Head of Estates.

### 3.15. Contractors

Every effort will be made to identify and appoint competent contractors. No contractors will be accepted onto the college's approved contractor list until they have submitted a copy of their health and safety policy and associated documents. The performance of contractors will be monitored on an on-going basis by relevant managers, the Head of Estates. A report detailing those contractors who have failed to discharge their statutory obligations needs to be recorded by relevant managers. Where practical all contractors' personnel will be required to have an identification badge available detailing their name and company name, when undertaking work on behalf of the college.

### 3.16. Equality and diversity

Equality and diversity awareness will be consistently promoted to achieve the most appropriate balance for health, safety and wellbeing committee memberships, monitoring teams and to ensure reports effectively consider issues of gender balance. Data will be appraised to identify any lack of inclusivity of employees.

### 3.17. Safeguarding and prevent

It will be ensured that safeguarding and prevent procedures are operational to protect all learners and these will be reviewed regularly.

Note: This Health and Safety Policy should be read in conjunction with the college's procedures, risk assessments, guidelines and any code of safe working practice issued by individual Schools or Support Services. Many of these are available on the Runshaw Intranet, via Moodle or Sharepoint

Signature:

Name: Alison Watson Bird  
Chair of Governors

A handwritten signature in cursive script, appearing to read 'Clare Russell'.

Signature:

Name: Clare Russell  
Principal & CEO