



**Stourbridge
College**

SWINE FLU FAQs

REGULAR UPDATES WILL APPEAR ON MOODLE & THE INTRANET

Staff and students should be reassured that the college has a robust risk plan in place in the event of a pandemic flu outbreak and an Incident Management Team has been set up to respond to any issues that may arise in relation to this. The Incident Management Team meets weekly for regular updates and this includes reports on staff and students' flu sickness and absence to monitor any potential spread of the disease at college.

The college's pandemic flu policy and procedures will be outlined in a letter sent out to all full time students' parents, guardians and carers at the beginning of term.

OUR PROCEDURES

The college has Business Continuity Plans in place to ensure that we continue to operate in the event of an outbreak and it will be our aim to ensure that we remain open and minimise disruption to teaching whilst taking the necessary precautions to protect the health & safety of staff and students. All staff teams will be briefed at the start of the new term. In the

event of high levels of sickness amongst staff and/or students plans have been put in place to cover classes when lecturers are

absent but in the event that this is not possible teaching material will be available electronically on Moodle for access at home.

IF YOU DO FEEL UNWELL OR ARE EXPERIENCING ANY OF THE SYMPTOMS RELATED TO SWINE FLU CONTACT HUMAN RESOURCES OR YOUR ATTENDANCE OFFICER FOR GUIDANCE AND SEEK A DIAGNOSIS FROM THE OFFICIAL HELPLINE IF YOU ARE CONCERNED.



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



For any general queries relating to Swine Flu contact Gill Hill, Health & Safety Officer, on extension 4485.

See overleaf for details of the Incident Management Team and your nearest First Aid representative.

0800 1 513 100

or log on to the website

www.direct.gov.uk/en/Swineflu/DG_177831

Incident Management Team

Louise Jones – Vice Principal
 Elaine Giles – Vice Principal
 Andy Sylvester – Vice Principal
 Kevin Stevens – Assistant Principal – Construction & Motor Vehicle
 Russ Henry – Assistant Principal – Vocational & Professional Studies
 Sue Kennedy – Director of Human Resources
 Craig Blake – Director of Estates
 Kim Babb – Director Business Skills Stourbridge
 Steve Pettifer – Director of Corporate Information
 Lindsay Wade – Head of Faculty
 Paula Dowdeswell – Head of Student Services
 Gill Coldicott – Head of Foundation Learning
 Gill Hill – Health & Safety Officer
 Mags Winthrop – Communications Co-ordinator

| First Aid Representatives | | |
|----------------------------------|------------|-------------|
| Richard Baines | HRC | Trips |
| Linda Bardwell | ATC unit 4 | |
| Claire Biggs | HRC | |
| Craig Blake | HRC | |
| Howard Boyden | Ham Lane | |
| Ken Broadbent | HRC | |
| Fred Chance | Ham Lane | |
| John Chiad | ATC unit 5 | |
| Jill El-Asli | HRC | Longlands |
| Steve Fitzer | ATC unit 5 | |
| Julia Fletcher | HRC | |
| Ben Grimley | HRC | |
| Glynis Hanson | HRC | |
| Matthew Hartland | ATC unit 5 | |
| Paul Hartridge | ATC unit 5 | |
| Gemma Hawkins | HRC | Careassess |
| Gill Hill | HRC | |
| Judith Hillocks | HRC | White House |
| Hingley Debbie | HRC | |
| Paul Holden | ATC unit 5 | |
| Anne Inman | HRC | |
| Christine Kneller | HRC | WBL sites |
| Gary John | Ham Lane | |
| Jo McGivney | HRC | |
| Glyn McManus | ATC unit 5 | |
| Joanne Phillips | HRC | Refectory |
| Yvonne Poyner | HRC ACE | |
| Andy Preece | ATC unit 5 | |
| Pauline Rollason | Longlands | |
| Bob Shaw | Ham Lane | |
| John Stokes | Ham Lane | |
| Matthew Thomas | Longlands | |
| Alastair Vincent | HRC | Trips |

Other members of staff have received emergency training, names are available from all receptions.