

Corporate Information

For Casual Workers, Visiting Lecturers,
Other Workers and Contractors



Contents

1 Aims and Structure

- 1.1 Vision, Catholic Ethos & Mission Statement
- 1.2 Summary of Strategic Aims
- 1.3 Organisational Structure

2 Conditions of Engagement

- 2.1 Disclosure and Barring Service (DBS)
- 2.2 Pensions and Auto Enrolment
- 2.3 Confidentiality and Data Protection
- 2.4 Notification of Changes
- 2.5 Privacy Notice

3 Health & Safety

- 3.1 First Aid
- 3.2 Accident Reporting
 - Accident Reporting
 - Health and Safety Law infographic
 - Near Misses
 - Legislative Requirements
 - Reporting Procedure & infographic
- 3.3 Fire Safety
 - Fire safety infographics
- 3.4 Map showing fire assembly points
- 3.5 Manual Handling
- 3.6 DSE

4 Equality and Diversity (E&D)

- 4.1 E&D Committee
- 4.2 Equality Acts and Schemes

5 Corporate Staff Learning and Development

- 5.1 Prevent Duty
- 5.2 Freedom of expression
 - Indicating Factors
 - What should you do?
 - What happens next?
- 5.3 Channel
- 5.4 Data Protection (GDPR)

6 General Information

- 6.1 Campus Services
 - Car Parking
 - Greener Travel
 - Security
 - Smoking Facilities
- 6.2 Communication and I.T. Email and Internet Policy
- 6.3 Inclement Weather
- 6.4 Catering
- 6.5 Chaplaincy

Appendices

Appendix 1 University Operations Team Membership (UOT)

Appendix 2 First Aid Trained Staff

Appendix 3 Appointment Record Form

The entire content of this booklet applies to all Casual Workers, Visiting Lecturers, Other Workers and Contractors.

1 Aims and Structure

1.1 Vision, Catholic Ethos and Mission Statement

Vision

To be a student-centred University, rooted in the community, providing a formative education informed by the Catholic ethos.

Catholic Ethos

The Catholic ethos means that:

- We proudly stand in the tradition of Catholic education that values the process of respectful dialogue as a means of reaching new knowledge through teaching, scholarship and research;
- We aim to respect and encourage the individual integrity of everyone who is part of the life of the university;
- We will strive to be an inclusive community which emphasises the Christian practice of hospitality, cherishing the diverse traditions represented at Newman University;
- We are committed to promoting the Christian virtue of justice in our neighbouring community, nationally and internationally, and to seeking external partners that support this vision;
- We place worship and reflection at the spiritual centre of our life and work;
- We work to foster a sense of vocation in students and staff, so that we are able to take responsibility for the flourishing of our world.

Mission

Newman University is committed to its motto 'ex umbris in veritatem' (out of the shadow into truth) and therefore provides high quality, accessible academic and professional education based on respect for others, social justice and equity. As a Catholic University, we seek to make a positive difference to individuals and communities through the contribution of our staff, students and graduates.

1.2 Summary of Strategic Aims

The five key themes of the Strategic Plan 2014-2020 are:

- Formation for Students
- Formation for Staff
- Research, Scholarship and Enterprise
- Collaborative Partnerships
- Institutional Sustainable Development

1.3 Organisational Structure

The Council

Chair of the Council – Jonathan Day

Vice Chair of the Council – Gayle Ditchburn

University Leadership Team (ULT)

Professor Jackie Dunne – Vice Chancellor

Professor Peter Childs – Deputy Vice Chancellor

Andrea Bolshaw – Registrar & University Secretary

Tony Sharma – Chief Financial Officer

Giosi Birkett – Director of Human Resources

Lorraine Thomas – Executive Dean

Mohammed Jakhara – Executive Dean

Newman University is led by the Council, with the day to day running of the University led by the University Operations Team and the University Leadership Team (ULT). Please see Appendix 1 for a full list of the ULT membership. The University is made up of two academic faculties, a graduate school and a range of corporate services.

The Vice Chancellor is directly responsible for the Chaplaincy, Marketing & Communications, Human Resources and the Professoriate.

The Deputy Vice-Chancellor will report directly to the Vice-Chancellor, supporting in the leadership and management of the University. They will provide academic leadership on behalf of the Vice-Chancellor.

The Deputy Vice-Chancellor is responsible for:

- Library and Learning Services
- Graduate School
- Learning, Teaching & Scholarship

The Registrar and University Secretary is responsible for a range of corporate services:

- Quality (Academic Quality, Secretariat and Collaborative);
- Registry Operations (Admissions, Timetabling, Graduation and Assessments);
- Student Services
- Information Governance

The Chief Financial Officer is responsible for:

- Finance
- Estates & Campus Services
- IT Services
- Planning & Systems Development

2. Conditions of Engagement

2.1 Disclosure and Barring Service (DBS)

It is a condition of engagement that all relevant posts are vetted by the Disclosure and Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The university will pay the fee for this service. Any false declarations or any findings from the disclosure could affect the suitability for engagement.

2.2 Pensions and Auto Enrolment

If you are on the University payroll and meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enroll you into a suitable pension scheme.

Auto enrollment is applicable based on age - if you are 22 or over but no more than State Pension Age, earnings – if you earn a minimum of £10,000 per year, and you work in the UK. The pension schemes supported by Newman University are:

- <https://www.teacherspensions.co.uk/> - Teachers' Pension Scheme for academic staff
- [Aviva.co.uk](https://www.aviva.co.uk) - Aviva Scheme for professional and support staff
- [nestpensions.org.uk](https://www.nestpensions.org.uk) - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the National Employment Savings Trust (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the university telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. This will normally be sent as an e-mail - so it is important that you provide us with an email address and let us know if it changes (contact your H.R. team with any changes in your contact details). Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; the University is prohibited, by law, from helping you to opt-out.

2.3 Confidentiality and Data Protection

It is a condition of your engagement that you will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant university policies are met in respect of information held on the University's computerised and manual systems, particularly in respect of 'restricted information' or 'highly restricted information'. If you have any queries please see the University's Information Security Policy, speak to your manager or contact the University Data Protection Officer.

2.4 Notification of Changes

If there are any changes to your address, contact information, qualifications or other personal information please advise your manager and Human Resources.

2.5 Privacy Notice

Newman University collects and processes your personal data so that it can effectively administer and manage the employment relationship and meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship. The data you provide will be stored in a range of different places, which will include your personal file, the University's HR management systems, and in IT systems (including the University's email system). Your information may be shared internally, including the HR Department, Payroll, IT Staff, Management Staff in your area and University Management, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. Your data will be retained for 6 years following the end of your employment. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: [employee-privacy-notice](#)

3. Health & Safety

The University is committed to compliance to all health, safety and welfare legislation. Newman University's [Health & Safety Policy Statement](#) is available along with a range of [health & Safety procedures](#). All health and safety issues should be reported to the Health & Safety Officer, email health_and_safety@newman.ac.uk.

3.1 First Aid

If you require first aid assistance whilst on campus you can call **ext 6343**, which will put you through to one of our fully trained first aiders. The full list of first aiders is available in the appendices. If you are unable to contact a first aider and require immediate emergency assistance please contact the Security team on **ext 2358**. If you call an ambulance onto campus please inform Security so they can coordinate and assist getting the ambulance to the right location. An accident form must be completed for any incident requiring assistance.

Welfare Room

There is a welfare room which is available to staff, workers and students and is located by the Catering department, McAuley Building. Access to this room is via Security or Human Resources office.

3.2 Accident Reporting

An accident form should include all injury, near-miss, dangerous occurrence, occupational ill-health and violence at work. This form can be completed by anyone, usually the injured person or the person with supervisory responsibility for the area (as appropriate). If the

incident results in injury to more than one person, additional forms need to be completed for all persons involved. If the accident/incident is classed as a 'reportable accident' under RIDDOR, then immediate notification to the Health & Safety Officer is required. The accident form can be found on the internet in the [accident procedure](#) or ask for a form from Reception.

The Management of Health and Safety at Work Regulations place a duty on everyone to report health and safety problems, including accidents or near misses that occur in their area so that they can be properly investigated and reported. The primary purpose of accident reporting is to identify immediate and underlying causes, so that steps may be taken to prevent recurrence and improve systems. All employees, students, visitors and contractors are required to report accidents in order that the appropriate action may be taken in a timely manner.

Accidents, Incidents, Near Misses and Dangerous Occurrences

An accident is an unplanned event that causes, or has the potential to cause, injury or damage. This definition includes any injury, however minor, and also "near misses", i.e. an event or incident which might have caused injury, such as fire, explosion, chemical spillage or release, electrical faults, scaffolding collapse, etc. 'Near-misses', or situations where it was purely fortuitous that an individual was not injured during a work process should be reported in order that the circumstances may be investigated and future accidents prevented.

Although the report forms are headed "accident report", this definition is used to emphasise that reports of near misses, as well as injuries, are needed. Violence and severe abuse or threats should also be reported through this procedure.

Legislative Requirements

The Management of Health and Safety at Work Regulations 1999, Management Regulations, require appropriate systems for managing health and safety to be established. As part of its monitoring procedures, the University has put in place robust accident reporting and investigative systems as part of its reactive monitoring procedures.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR regulations require certain types of injuries, diseases and dangerous occurrences to be reported promptly to the Health and Safety Executive (HSE).

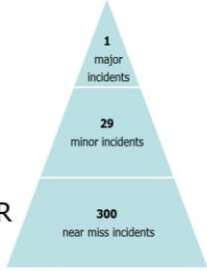
Reporting Procedure

Newman University requires that all accidents (however minor) and relevant near misses are reported promptly to the Health & Safety Officer. Immediate electronic reporting is preferred, and generally reports and investigations should be completed within 48 hours and sent to the Health & Safety Officer within 7 days.

Newman University
BIRMINGHAM

Reporting

- Report **all** accidents and near miss incidents to your line manager
- **Part A** of Accident Report Form - Injured person
- **Part B** of Accident Report Form - Line Manager to investigate minor accidents and complete
- Risk assessments reviewed
- Lessons learnt to prevent a recurrence
- Procedure and guidance available on the H&S information page on Intranet
- Certain accidents/incidents reportable under RIDDOR regulations 2013



1
major
incidents

29
minor
incidents

300
near miss
incidents

Newman University, Genners Lane, Bartley Green, Birmingham B32 3NT T: +44(0)121 476 1181 www.newman.ac.uk

3.3 Fire Safety

The fire alarm signal is a loud continuous siren. On hearing the alarm, you should make your way to the nearest car park via the nearest exit. Local evacuation information is available in every building. The University operates a zoned evacuation policy; this means the alarm may not sound in your building. If the alarm is active in your building, please evacuate to a fire assembly point; do not move to a building where the alarm is not sounding as after 5 minutes the alarm will cascade to surrounding buildings if it has not been resolved.

The University also has an intermittent alarm which alternates between a single and double beep every twelve seconds. This alarm does not require any immediate action from staff, workers or students. If you hear this alarm you should continue with your normal routine, but please be aware that something may be happening elsewhere on campus, or you may receive additional instruction in the near future.

Please follow the advice on the local Fire Action Notices, displayed in each building.



We operate a Fire Warden system on campus; each building has multiple Fire Wardens who are trained to assist others in evacuating the building safely. Where possible these staff will be identifiable by the fluorescent jacket they are wearing. If you need assistance during the alarm or have information that would be useful please inform one of the wardens.

The University also has an Incident Team who will make decisions to keep you safe. They will co-ordinate any evacuation and liaise with the emergency services where required.


Fire alarms are tested every Thursday lunchtime between 12pm and 1pm and last a few seconds. You are not required to evacuate buildings for the test unless the alarm continues beyond 10 seconds. The alarms are tested in the various zones, if you moving around campus you may hear the alarm test more than once.

3.4 Map of fire assembly points

Fire and First Aid Information

FIRE ASSEMBLY POINTS

1	Barberi Building Freire Building Edwards Building Dupuis Building Cofton Hall Elgar Building Sturge Building McAuley Building
2	Whipper Snappers Wilby Garages Dwyer Building St Hilda Building Edgbaston Hall Littlemore Hall
3	Maryvale Hall Oxford Hall Romero Building Julian of Norwich
4	St Chad Building Darwin Building



Buildings

St Chad Building	Freire Building
Dwyer Building	Romero Building
Dwyer Building	Edwards Building
Sturge Building	Elgar Building
Julian of Norwich Building	Ryland Quad
Phoela Building	Martineau Quad
Barberi Building	Motton Quad
St Hilda Building	Webb Quad
McAuley Building	

X - Current Location

Fire Action

Operate nearest fire alarm and point
Leave the building by the nearest unobstructed exit
Follow the person in charge of evacuation
Do not use lifts
Do not take risks

Fire Alarms

Tested every Thursday between Midday and 1pm

Useful Numbers

Main Number	0121 476 1181
Reception	2200
Security	3333
Estates	2477
Housekeeping	2331
IT	2293

First aid

In the event that first aid assistance is required, details of trained First Aiders are available under the "Health and Safety Forms" section of Share point.
Alternatively, telephone the Security Office on EXT 3333 and a member of staff will contact a trained First Aider.

3.5 Manual Handling

Manual handling relates to the moving of items by lifting, lowering, carrying, pushing or pulling. Although the weight of an item can be a factor in causing an injury, injuries can also be caused by the amount of times an object is picked up or carries, the distance an item is carried, the height it is being raised or lowered to or any awkward posture whilst undertaking a task. Manual handling is one of the most common causes of injury at work, which include work related Musculoskeletal Disorders (MSDs).

All workers have duties to be aware that with manual handling you should:

- Follow systems of work in place for your safety
- Use equipment provided for your safety properly
- Cooperate with your employer on health and safety matters
- Inform your employer if they identify hazardous handling activities
- Take care to make sure your activities do not put others at risk

3.6 Display Screen Equipment (DSE)

DSE are devices or equipment that have an alphanumeric or graphic display screen including display screens, laptops and touch screens. These may pose a health risk as some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed work stations or work environments. The causes may not always be obvious and can occur due to a combination of factors. The University has a [procedure for DSE](#) if you are a designated user and guidance in the form of a checklist and working with portable equipment such as laptops.

4 Equality and Diversity (E&D)

4.1 Equality and Diversity Committee

The University has an Equality & Diversity Committee that meets four times a year. For a full list of all Newman University Board and Committees please see Appendix 4.

4.2 Equality Acts and Schemes

The Equality Bill was published 27th April 2009 and became an Act of Parliament on 8th April 2010.

- It replaces 9 major pieces of legislation and 100 other instruments with a single Act.
- Harmonises definitions of exemptions so there are common approaches, where appropriate.
- Promotes positive action.

The Responsibilities of Workers, Staff Members and Students

- To treat others with respect at all times.
- To actively work to eliminate discriminatory behaviour and practice and to co-operate with others in Equality Impact Assessment processes.
- To actively promote equality and inclusive practice across the organisation, in the curriculum and in own areas of responsibility.
- To participate in training and wider learning opportunities to eliminate prejudice and extend good practice.
- To ensure that any visitors for whom you are responsible comply with Equality & Diversity policies and practices.

Link [Commitment to Equality & Diversity](#)

4 Corporate Staff Learning and Development

Head of Subject/Programme leaders have a responsibility to ensure that Casual Workers, Visiting Lecturers, Other Workers and Contractors have familiarised themselves with the policies and procedures for Prevent, GDPR, Health & Safety and Equality & Diversity as a priority on commencement of employment with Newman University.

5.1 Prevent Duty

Prevent is part of the UK's Counter Terrorism Strategy and is intended to prevent people from supporting or becoming involved in terrorism. Section 26 (1) of the Counter-Terrorism and Security Act 2015 imposes a duty on Relevant Higher Education Bodies or "RHEBs" to have due regard to the need to prevent people from being drawn into terrorism. Prevent operates in the 'non-criminal space', aiming to divert individuals from entering the criminal justice system by supporting those vulnerable to radicalisation in support of violent extremism.

For further information, please use the following links

elearning.prevent.homeoffice.gov.uk
[Referral and Escalation Policy](#)

Any queries should be addressed to Lewis Palin, Facilities Manager.

5.2 Freedom of expression

The Education Act (No.2) 1986 places duty on Universities to ensure Freedom of Speech within the law. It is set within a framework of other legislation which is there to protect the rights of all individuals to freedom from discrimination, harm, abuse or personal danger. HE Institutions need to balance their legal duties in terms of both freedom of speech and academic freedom whilst protecting students and staff welfare.

Preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of terrorist ideology. Experimenting with and expressing political and/or religious ideas may well be a very positive part of the University experience for many students. However, when these thoughts include violent actions as legitimate, there may need to be an intervention to prevent a crime being committed. A small number of people may be vulnerable to a range of radicalising political and/or religious extremism.

Indicating Factors

There is no set pattern to how radicalisation may occur, but signs that an individual may be vulnerable to this may include the following:

- Isolation from family and significant difficulties in adapting to university life.
- High frequent emotions showing signs of anger, distress, crying, withdrawn, shouting etc.
- Changes in behaviour - closed to new ideas/conversations, Scripted speech
- Saying inappropriate things – call to violent action.
- Cultural or religious isolation, especially a student actively avoiding a diverse group of people
- Sudden changes in religious practices that gives rise to concern, either becoming more active or adopting a new religion
- Accessing violent and hate rhetoric either in print, online or expression verbally
- Sudden change to physical appearance (e.g. clothing, tattoos of a political or religious nature, letting themselves go, etc.) alongside other factors.
- Absent from usual lectures, or activities
- Changes in peer group, such as spending long times away with unusual people or developing a brand new circle of friends

- Extreme political activism or the possession of literature advocating extremist views or actions; noticing any sudden and significant increases in political activity, especially around issues championed by extremist groups
- Suspicious behaviour; very large sums of money, multiple passports / personal documents, large amounts of peroxide, fertiliser, unusual looking cooking and kitchen appliances or other everyday items which could make explosives.

Rather than being signs of potential radicalisation, many of these might alternatively suggest other support needs. This is why our approach is to consider each case individually and decide on the best way which may be inaccurate. It is likely that any individual may show some of these signs. However, it is the accumulation a number of factors together that may raise cause for concern. Every response needs to be proportional.

What should you do?

This guidance is for those at Newman University who may have concerns that a current Newman student is showing indicators of, or is vulnerable to becoming radicalised through political or religious extremism or fundamentalism. In the majority of cases intervention may not be necessary, however if there are concerns about students or a worker or staff member in this regard they can be dealt with at an early stage for the benefit of the whole of the Newman community.

If you have concerns about a student or others and are not sure whether or not extremism or radicalisation might be a factor, it is important to act promptly and proportionately. In the first instance discuss your concerns with your line manager.

To then raise any agreed concerns, contact one of the safeguarding advisers:

- Director of Student Services, ext 2414
- University Chaplain, ext 2473
- Campus Protection Services Advisor, ext 2513

Link to [Safeguarding Policy](#)

It is anticipated that these matters will not manifest into an emergency event. However, if at any time you become aware of a student who is at imminent risk of harming themselves or others, call Security on their emergency number ext. 2358 (external: 0121 4761181 ext. 2358)). They will co-ordinate a 999 response if required.

What happens next?

Experienced professional services staff will talk through your concerns and if needed, a case conference/pastoral forum may be held between Student Services, the University Chaplain, Security and other relevant School and professional services staff to plan the next steps. A range of options are open to the University depending on the evidence we have, the vulnerability of the student and the possible risks posed.

Key Contacts may liaise with external support services such as the police, social services, or the 'Channel Panel' if necessary but this external liaison will not be initiated until the University Secretary & Registrar (or another member of Newman University Leadership Team) has been informed.

5.3 Channel

Channel is a multi-agency, early intervention process approach. Channel uses existing collaboration between local authorities, the police, statutory partners (such as the education sector, social services, children's and youth services and offender management services) and the local community. This is similar to the way in which individuals at risk from involvement in crime, drugs and other social issues are supported.

The role of the multi-agency panel is to develop an appropriate support package to safeguard those at risk of being drawn in to violent extremism based on an assessment of their vulnerability. Partnership involvement ensures that those at risk have access to a wide range of support ranging from mainstream services, such as health and education, through to specialist mentoring or faith guidance and wider diversionary activities. Each support package is monitored closely and reviewed regularly by the multi-agency panel.

Channel is not about reporting or informing on individuals in order to prosecute them

5.4 Data Protection Regulations(GDPR)

Data Protection compliance is mandatory by law and you are all required to follow the Newman University [Data Protection Policy](#). Further information, with practical guidance for day-to-day tasks can be found on the intranet page [Data Protection – Internal Information for Staff](#)

6 General Information

6.1 Campus Services

Campus Services are responsible for a range of services including security, reception, portering and maintenance. To report a maintenance issue, please contact extension 2477 or e-mail estates@newman.ac.uk.

Car Parking

If you need to park at Newman, please speak to your main University contact in the first instance. Car parking permits are issued by the Security Team if you are eligible to apply for one. Please ensure that you collect a permit if required as soon as possible following your start date. There is no charge for parking at Newman and parking is on a first come, first served basis.

Newman University has approximately 474 car park spaces (which includes Bartley Green Sailing Club, opposite Newman University, which has 60 spaces).

The Bartley Green Sailing Club opens between the following times:

Monday, Tuesday, Thursday, Friday 08:30 – 17:30;
Wednesday 08:30 – 13:00.

If parking is not available at the Sailing Club, it is possible to park on the local roads. We remind everyone to be considerate when parking on residential roads and ask you not to block driveways and dropped kerbs. Traffic wardens are very active in the local area and cars will be ticketed if parked illegally.

Greener Travel

Newman University has introduced 18 reserved staff car parking spaces for car sharers and 18 parking spaces on the student car park for car sharers.

Security

Newman University has a 24-hour security service. Wardens conduct regular patrols of the site, which is covered by a CCTV system. To try to ensure the security of the campus, intruder alarms have been fitted and all external doors can only be accessed using a swipe card.

A swipe card may be issued to you by the I.T. Services team. If you lose your card, or if it ceases to work, please notify I.T. Services immediately on extension 2293. Please note that there you may be charged for replacement cards.

Everyone who is issued with a swipe card is asked to display it whilst on campus. We ask that you do not allow access to the building for anyone not wearing a swipe card. If you notice someone acting suspiciously on campus, please notify the Security Lodge on extension 2358.

The reception desk is open from 08:00 until 21:00 and can be contacted by dialing 0 from any University telephone. The Security Lodge is open 24 hours a day and is contactable on extension 2358.

Smoking Facilities

Newman University operates a non-smoking policy within all campus buildings and grounds. To manage our duty to prevent smoking and fire risks, e-cigarettes and vaping products will be treated in the same way as smoking tobacco. Please ensure that you do not smoke outside of designated smoking areas and if necessary inform any visitors to the campus of these facilities and requirements.

Link to [Smoking Policy](#)

6.2 Communication and I.T. E-mail and Internet Policy

Newman University has on-line access to the Internet; it also has its own Intranet website for staff which is accessed by username and password.

Newman University has strict codes of practice for Internet usage which all staff and students must adhere to without exception.

6.3 Inclement Weather

In adverse weather conditions, it is possible that the University may delay opening or may close for the day. In these circumstances, key staff may be required to attend work at the usual time whilst others are advised to stay at home; you are advised to talk to your manager in advance about their expectations during bad weather. Messages about delayed opening or University closure will be posted on the University website and social media, and staff are responsible for checking for updates so they are aware of the situation.

6.4 Catering

The catering facility at Newman University is called Sanctuary and offers a wide range of hot and cold food throughout the day. Sanctuary is open from 08:00 until 16:30 during semester time. Newman University has been granted Fairtrade status to reflect our commitment to supporting Fairtrade goods. There is also a coffee shop within the Atrium.

6.5 Chaplaincy

The Chaplaincy & Spiritual Care team provides a rhythm of prayer and worship throughout the year and work with Staff Development in helping to provide a holistic framework of support. There is a spiritual care team run by volunteers representing a range of world faiths who can be contacted through the Chaplaincy.

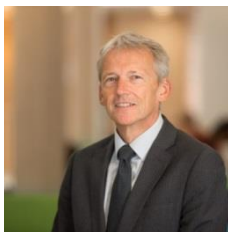
The Chapel has space for quiet prayer and a prayer room is available for secluded prayer. We also have a multi-faith prayer room. The University Chaplain can be contacted on extension 2473.

Appendix 1

University Operations Team (UOT) Members



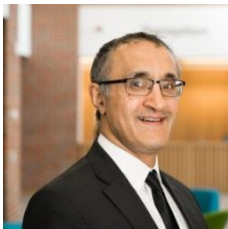
Professor Jackie Dunne
Vice-Chancellor – Chair
Jackie.dunne@newman.ac.uk



Professor Peter Childs
Deputy Vice-Chancellor
Ext: 2241
P.childs@newman.ac.uk



Andrea Bolshaw
Registrar & University Secretary
Ext: 2210
A.bolshaw@newman.ac.uk



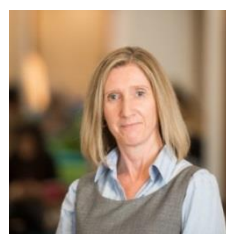
Tony Sharma
Chief Financial Officer
Ext: 2480
T.Sharma@newman.ac.uk



Giosi Birkett
Director of Human Resources
Ext: 2230
G.Birkett@newman.ac.uk



Mohammed Jakhara
Dean (Executive) FASPS
Ext: 2228
M.Jakhara@newman.ac.uk
May2020



Dr Lorraine Thomas
Dean (Executive) F.Ed
Ext: 2350
L.thomas@newman.ac.uk



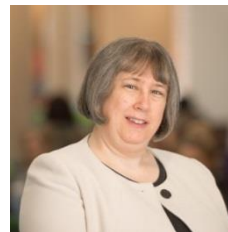
Sian Howarth
Director of Student Services
Ext: 2414
S.howarth@newman.ac.uk



Professor Mairtin Mac an Ghail
Multi Professional Education
& Director of the Graduate School
Ext : 2601
M.MacanGhail@newman.ac.uk



Lysandre-de-la-Haye
Director of Academic Quality
Ext: 2221
l.de-la-haye@newman.ac.uk



Christine Porter
Director of Library and Learning Services
Ext: 1327
c.porter@newman.ac.uk



Paul Dean
Director of Estates & Facilities
Ext: 2256
p.dean@newman.ac.uk



Tony Fellows
Director of IT Services
Ext: 2223
a.g.fellows@newman.ac.uk



Dr. John Peters
Director of Learning, Teaching and Scholarship
Ext: 2626
j.peters@newman.ac.uk



Alison John
Director of Corporate Marketing
Ext: 2227
a.j.john@newman.ac.uk



Dr Fiona Reid
Associate Dean (Arts & Humanities)
Ext: 2337
F.Reid@staff.newman.ac.uk



Dr Mehreen Mirza
Associate Dean (Social Science &
Business)
Ext: 2487
M.Mirza@staff.newman.ac.uk



Dr Liane Purnell
Associate Dean (EMPPEC)
Ext: 2375
L.S.Purnell@staff.newman.ac.uk















Sarah Newland
Associate Dean (ITE)
Ext: 2392
S.Newland@staff.newman.ac.uk


Appendix 2


First Aid Trained Staff and First Aid Kit/Equipment Locations































Please call ext 6343 for first aid in the first instance. If you are unable to reach a first aider please call security on ext 2358.

Forename	Surname	Location	Contact Number
Barberi Building			
Kevin	Read 	Sanctuary Kitchen	2484
Tamara	Shand  	Sanctuary Canteen	2215
Darwin Building			
Shirley	Meades	DA126	2340
Mark	Chidler	DA 123	2401
Dwyer Building			
Ricky	Birdi	DW005, Porters Office	2656
Mike	England	DW005, Porters Office	1222
Dupuis			
Raj	Kumar	DU102	2335
Caroline	Wrenn  	DU112	2442
Edwards Building			
James	Hodges 	Sports Centre	2286
Dominic	Ridgers  	Sports Centre	2286
James	Westwood  	Sports Centre	2286
Romero			
Colette	Simpson  		2214
Friere			
Gary	Clissold	Friere	Radio
Steven	Slotta	Friere	2366

Defibrillator 

Epi-pen/Anaphylaxis 

First Aid Trained Staff and First Aid Kit/Equipment Locations

Forename	Surname	Location	Contact Number
St. Chad Building			
David	Hudson  	CH106	1352
Chantelle	Wilcox  	CH 112, Library	1379
Sturge Building			
Rikki	Ashman 	ST207	2697
Daviann	Walker 	ST207	2498
Halls of Residence			
Nathan	Ganley	Littlemore, First floor	07788443680
Viktoria	Hrickova	Edgbaston, ground floor	07788443680
Diana	Ganha	Edgbaston, ground floor	07788443680
Lewis	Palin	44 Genners Lane	07788443680/5394
James	Westwood  	44 Genners Lane	07788443680/2387
Lorayne	Woodfield  ONLY	PESS Oxford Hall	2269
Housekeeping			
Pat	Crehan	Housekeeping	Radio
Dave	Thompson	Housekeeping	Radio
First Aid Kits / Equipment Locations			
Barberi Building - The Hub			2288
St Chad Building - Reception			0
St Chad Building - Security lodge		  	2358
Edwards Building - Sports Centre		 	2286
Maryvale Building - Accomodation office			2912
Human Performance Lab			2370
Barberi Building - Sanctuary			2215
Dupuis Building - HR			2442
St Chad Building - Library			1208
McAuley Building - Welfare Room			2529

First Aid Kit Box 	Defibrillator 	Epi-pen/Anaphylaxis 	Oxygen 
Critical Injury Pack 	Acid Attack Kit 		

Appointment Record form for Casual Workers, Visiting Lecturers, Other Workers and Contractors

I have read the Corporate Information Booklet on the Newman University Website, confirmed this to my appointing officer and have agreed to comply with the policies, procedures and working practices of the University, particularly the policies and information on the following;

- Equality and Diversity
- Prevent Duty
- Health and Safety
- Data protection (GDPR)

Name _____ (please print)

Signature _____

Position _____

Appointing Officer _____
(Usually Departmental Manager)

Date _____

Please return this form to Human Resources