



Moss Hall Schools Federation

Health and Safety Policy

Spring 2023

Signed by:

A handwritten signature in black ink, appearing to be 'L. Jones', written over a horizontal line.

Executive
Headteacher

Date: January 2023

A handwritten signature in black ink, appearing to be 'Mo Choonara', written over a horizontal line.

Mo Choonara
Co-chair of governors

Date: January 2023

Next Review:

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Statement of intent

At Moss Hall Schools Federation we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

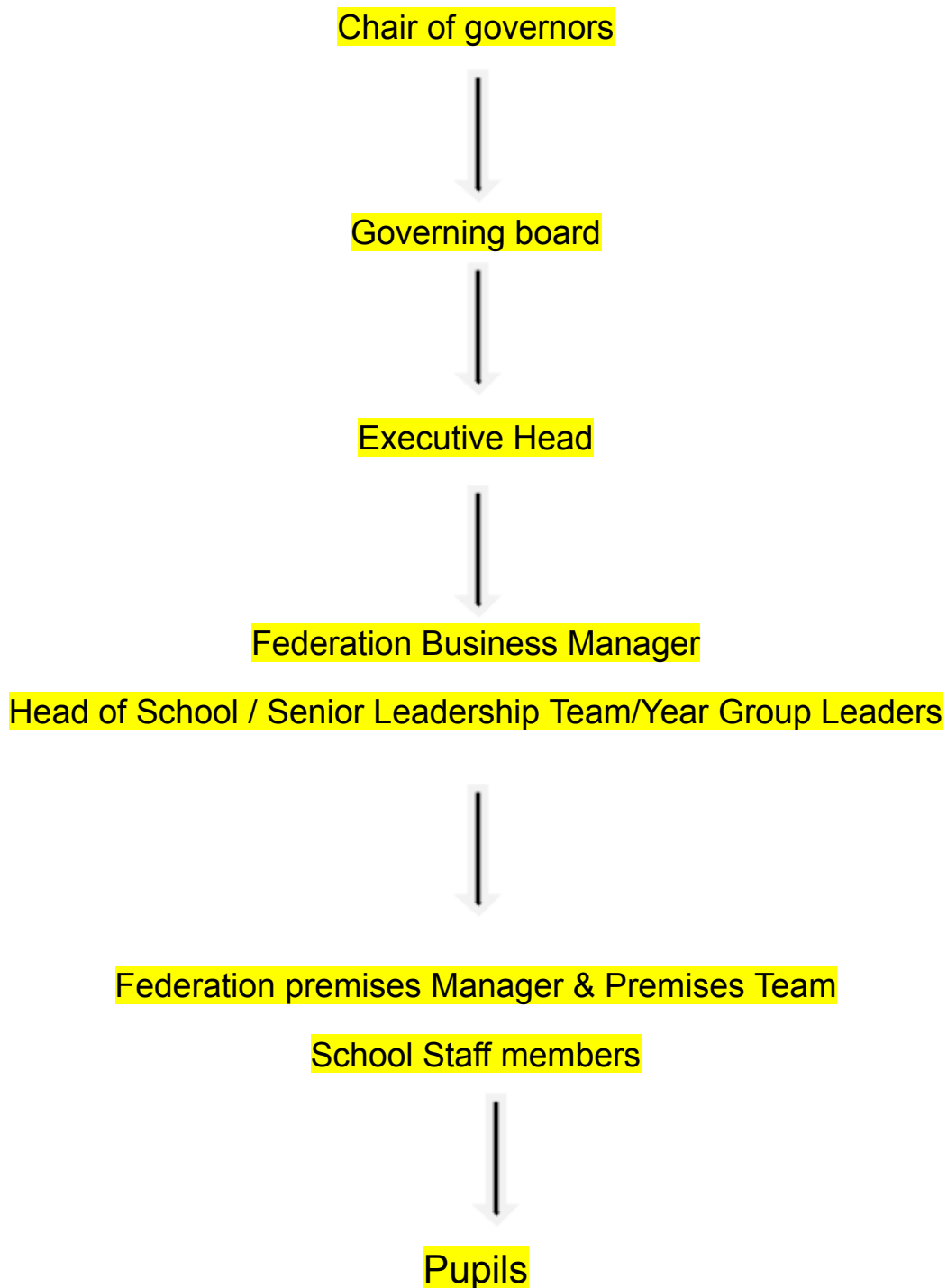
- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives 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, as is reasonably practicable.

NB: for the purpose of this policy

School - refers to both infant and junior schools

Head teacher - refers to Executive Head teacher

1. Moss Hall Schools Federation health and safety structure



2. Duties of the governing board

- a. The governing board, in consultation with the Executive Head will:
 - 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.
- b. The governing board endeavours to provide the following:
- A safe place for all users of the site including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
 - Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Head of School

- a. The Head of School has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- b. The Head of School will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- c. The Head of School will designate a health and safety officer (Giovanni Pagnotta) to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

4. Duties of the Senior Leadership Team (SLT)

- a. The SLT will be familiar with the requirements of health and safety legislation.
- b. In addition to general duties, the SLT will be responsible for the implementation and operation of the school's Health and Safety Policy in their area of responsibility delegated by the Head of School.
- c. Responsibility for aspects of health and safety are agreed with members of the SLT.
e.g. fire / emergency evacuation duties.
- d. The SLT will take a keen interest in the school's Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

5. Duties of all members of staff

- a. All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- b. Staff will avoid any conduct which puts themselves or others at risk.
- c. Staff will be familiar with all requirements laid down by the governing board.

- d. Staff members have a duty to ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- e. Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- f. Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- g. All staff members will ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- h. All staff will report any defects in equipment or facilities to the designated health and safety officer.
- i. All staff will take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- j. Staff will make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- k. Staff will exercise good standards of housekeeping and cleanliness.

6. Obligations of contractors

- a. When the school is used for purposes not under the direction of the Head of School, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- b. Contractors working on the school premises are required to identify and control risks arising from their activities.
- c. Contractors will inform the site supervisor or school business manager of all potential risks to staff, pupils and visitors.

7. Pupils

- a. Pupils will exercise personal responsibility for the health and safety of themselves and others.
- b. Pupils will dress in a manner that is consistent with safety and hygiene standards.
- c. Pupils will respond to the instruction of staff given in an emergency.
- d. Pupils will observe the health and safety rules of the school.
- e. Pupils will not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

8. Training

- a. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- b. The Head of School will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- c. The Head of School will ensure that in addition to the Welfare Officer there are an appropriate number of first-aid trained staff members to support the school.
- d. Staff members will be provided with regular training opportunities and have access to support where needed.
- e. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Moss Hall Schools Federation.

9. First aid

- a. The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- b. A list of staff members who are trained first aiders are available in each staff room
- c. First aid boxes are located as follows:

Location	Responsible staff member
Medical Rooms in MHI and MHJ	Maurizia De Sordi

10. Contacting the emergency services

- a. Following an accident/injury, the WFO or first-aider will contact the emergency services as necessary or direct a staff member to do so while they tend to the victim.
- b. If there is no WFO or first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

11. Fire safety

- a. Procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- b. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- c. The school will test evacuation procedures each term.
- d. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- e. Firefighting equipment will be checked on an annual basis by an approved contractor.
- f. Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the site supervisors office.
- g. Emergency lighting will be tested on a six monthly basis and records will be maintained and held in the site supervisors office.

12. Accident reporting

- a. 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.(Barnet online report : <https://www.barnet.gov.uk/report-accident-incident-or-near-miss>)
- b. The health and safety officer will be responsible for informing the Head of School if the accident is fatal or a "major injury" as outlined by the HSE.

13. Significant accidents

- a. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

14. Reporting procedure

- a. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- b. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- c. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- d. Fatal and specified injuries, as outlined in 13.2, may only be reported using the telephone service on **0845 300 9923** (open Monday to Friday 8.30am to 5pm).

15. Notification to the Health and Safety Executive

- a. Significant accidents as defined in the RIDDOR Regulations 2013 must be reported to the HSE as soon as possible by email or telephone. Such accidents are as follows:
 - 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 board'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 requires resuscitation or admittance to hospital for more than 24 hours.
 - 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, injury caused by an explosion.
 - Any accidental release of a biological agent likely to cause severe human illness.
 - Any collapse or partial collapse of scaffolding over five metres in height.
 - When a dangerous substance being conveyed by road is involved in a fire or released.
 - Unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors.
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours.
 - Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid; 10kg or more of flammable liquid above its boiling point; 10kg or more of flammable gas; or 500kg or more of these substances if the release is in the open air.
 - Accidental release of any substances which may damage health.
 - Serious gas incidents.
 - Poisonings.

- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma.
- Infections including but not limited to: leptospirosis, hepatitis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

16. Reporting hazards

- a. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- b. In the main, reporting should be conducted verbally to the site supervisor as soon as possible, who will then inform the school business manager/Head of School as appropriate.
- c. Serious hazards will be reported using the appropriate form available in the school office.

17. Accident investigation

- a. All accidents, however small, will be investigated by an appointed party and the outcomes recorded.
- b. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- c. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- d. The health and safety officer will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

18. Our active monitoring system

- a. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Regularly examining documents to ensure compliance to standards.
 - Regularly inspecting premises, plants and equipment.
 - Annual audits including fire risk assessments and health and safety audits.
 - Regular reports and updates to the Head of School.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

19. Bomb threat procedure

- a. Upon receipt of a bomb threat or a suspicious package, staff members ask the following questions regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?

- Who are you?
- Why are you doing this?
- Do you have a code word?

b. Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the police. The staff member receiving the call should then contact the Head of School who will then alert the police and the LA.

c. The Head of School will decide whether or not to evacuate the building.

20. Evacuation

a. If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation, NOT by the use of radios or mobile phones. The evacuation will then take place as per fire drill, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).
 - Take all personal items with them to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

21. Visitors to the school

a. All visitors must sign in to reception.

b. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

c. No contractor will execute work on the school site without the express permission of the Head of School or SBM, other than in an emergency or to make the site safe following theft or vandalism.

d. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

e. Anyone hiring the school premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

f. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

g. Cleaning contractors will wear an easily identifiable uniform or badge at all times.

h. Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.

i. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

j. With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

22. Personal protective equipment (PPE)

- a. Moss Hall Schools Federation provides employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. .
- b. PPE means all equipment worn, or held by, staff or pupils which is designed to protect them from specified hazards.
- c. All staff and pupils must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with PPE when appropriate.
- d. Staff and pupils must use the PPE provided, and care for it according to the instructions and training given. They must also report any loss or defects to their superior.
- e. The PPE must fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.
- f. PPE must not be worn if a hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
- g. PPE includes: laboratory and workshop equipment such as tool box tools, protective clothing, safety footwear and face masks; PE equipment; ICT equipment; photocopiers and other office equipment; lifting equipment; and respiratory protective equipment (RPE).
- h. Clothing which is not specifically designed to preserve the health and safety of the wearer does not constitute PPE, e.g. school uniform.
- i. Thorough risk assessments are carried out to determine the suitable PPE to be used for each hazard, and these are regularly reviewed.
- j. Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
- k. Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
- l. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

23. Maintaining equipment

- a. When not in use, PPE will be properly stored, kept clean and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:
 - All electrical appliances.
 - All gymnasium equipment.
 - Any workshop equipment e.g. lathes and kilns.
- b. It is the responsibility of the H&S officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirement.
- c. London Borough of Barnet H&S Dept should be consulted as necessary.

24. Hazardous materials

- a. All equipment, materials and chemicals must be held in appropriate containers and areas conforming to health and safety regulations.
- b. Hazardous substances must be labelled with the correct hazard sign and contents label.
- c. Storage life must be considered by the site supervisor. All control of substances hazardous to health (COSHH) and ionising radiations regulations must be adhered to.
- d. The site supervisor is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.
- e. No hazardous substances will be used without the permission of the Head of School.

- f. Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- g. Dust and fumes must be safely controlled by local exhaust ventilation (LEV) regulations.
- h. No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- i. As a minimum, all control measures should ensure that exposure to harmful materials is below the Workplace Exposure Limit, where a substance has one.
- j. Control measures will be checked and reviewed on a regular basis to ensure continued effectiveness, even when they are known to be reliable.

25. Asbestos management

- a. In accordance with HSE guidance, an asbestos management survey was undertaken on **17.06.14** by ***Environmental Evaluation***, which is a United Kingdom Accreditation Service accredited surveying organisation.
- b. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.
- c. Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

26. Medicines and drugs

- a. The school Supporting Pupils with Medical Conditions Policy will be understood by all staff. Those with medical conditions are made known to staff with a medical quick reference booklet displayed in the staff room.

27. Smoking

- a. The school is a non-smoking premises and no smoking will be permitted on the school grounds.

28. Housekeeping and cleanliness

- a. Contract cleaners will be monitored by the site supervisor/SBM. The standard required will be clear in the service level agreement held with the contracted cleaners.
- b. Special consideration will be given to hygiene areas.
- c. Waste collection services will be monitored by the site supervisor.
- d. Special consideration will be given to the disposal of laboratory materials and clinical waste.

29. Infection control + Covid-19

- a. Moss Hall Schools Federation actively prevents the spread of infection through the following measures:
 - Maintaining high standards of personal hygiene and practice
 - Maintaining a clean environment
- b. Moss Hall Schools Federation employs good hygiene practice in the following ways:
 - Displaying posters throughout the Moss Hall Schools Federation encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or

handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing.

- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout Moss Hall Schools Federation.
 - Employing cleaners to carry out thorough and frequent cleaning that follows the national guidance.
 - Providing personal protective equipment (PPE) where necessary.
 - Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up board fluid spillages, instead paper towels should be used and discarded properly following the procedures for clinical waste.
 - Washing all laundry in a separate dedicated facility and washing any soiled linens separately.
 - Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand.
 - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor.
 - Providing a secure sharps bin, out of reach of children, for the disposal of sharps.
 - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the Moss Hall Schools Federation premises.
- c. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea etc., will be sent home and recommended to see a doctor.
- d. All staff are subject to a full occupational health check before starting employment at Moss Hall Schools Federation.
- e. All cuts and abrasions should be covered with waterproof dressings.

30. Risk assessment

- a. The Head of School has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- b. Regular assessments of high risks areas, such as the pool, will take place.
- c. Annual risk assessments will be conducted for all other areas of the school.
- d. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- e. The governing board will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.
- f. A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

31. Slips and trips

- a. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's uniform policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how

- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

32. Security and theft

- a. Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- b. Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- c. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- d. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- e. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- f. Missing or believed stolen equipment must be reported immediately to a senior staff member.

33. Severe weather

- a. The Executive Head of School, in liaison with Heads of school and the governing board, makes a decision on school closure or partial closure on the grounds of health and safety. If a closure takes place the governing board must be informed.

34. School trips and visits

- a. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

35. Manual handling

- a. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.
- b. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

36. Working at heights

- a. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
- b. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

37. Lone working

- a. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.

- b. Policy and procedures concerning family support workers' lone working outside of the school site are addressed in the Family Support Worker Lone Working Policy.
- c. Staff members are required to sign statements confirming that they have received, read and understood the relevant policy/policies, prior to being allowed to undertake lone working.

38. Workplace health and safety: stress management

- a. Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

39. Workplace health and safety: display equipment

- a. Display screen assessments are carried out by all staff who who regularly use laptops or desktops computers via the SMARTLOG system.

40. Monitoring and review

- a. The effectiveness of this policy will be monitored continually by the Head of School, School Business Manager and the governing board. Any necessary amendments may be made immediately.
- b. The next scheduled review date for this policy is Autumn 2025.