

**Collège Français Bilingue de Londres
(the "School" or "CFBL" or "we"))**

Health and Safety Policy and Procedures

Authorised by:	The Board of Governors of CFBL
Date:	15 November 2021
Review Date:	A least <u>annually</u> (November 2022) and/or following any updates to national and local guidance and procedures
Circulation:	Governors/all staff/volunteers, automatically Staff: on Staff shared drive > Policies + School Website Parents & visitors: on request/School Website

A - POLICY STATEMENT

A-1. This notice sets out the statement of the School in relation to the [Health and Safety at Work Act 1974](#) ("the Act") and the [DfE Guidance Health and safety](#): responsibilities and duties for schools updated on 19 July 2021. It is issued in accordance with Section 2(3) of the Act which requires employers to prepare a written statement of their general policy, organisation arrangements for health, safety and welfare at work, to keep it up to date and bring it to the notice of their employees. Both employers and employees have responsibilities placed upon them by the Act. In this statement, "employees", "personnel" or "staff" includes all individuals who work in the School, whether or not they are employed by the School.

A-2. The board of governors of the School (the "Board") attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly pupils, parents and visitors.

A-3. The Head Teacher is responsible for Health and Safety and reports to the Board. The Board, through the Head Teacher, will take all such steps as are reasonably practicable to meet its health and safety objectives, which are to:

- maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- provide and maintain a safe and healthy teaching environment for all employees and pupils with adequate facilities and arrangements for their welfare;
- provide sufficient information, instruction, training and supervision to enable personnel to avoid hazards and contribute positively to their own safety and health at work;
- develop an understanding of risk control and safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change; see separate CFBL Risk Assessments Policy;
- where vehicles are used, ensure that they are well maintained, safe and without risk to health;
- provide machinery and equipment that is safe and without risk to health;
- provide articles and substances for use at work that are safe when properly used, stored, handled and transported;
- provide suitable safety clothing and equipment when required by regulation or approval code of practice or when considered necessary by the Head Teacher;
- provide any other suitable protection, where appropriate, where staff might be at risk;
- ensure control of emissions into the atmosphere of toxic, noxious or offensive substances;
- control effectively the activity of all outside contractors when on School premises.

A-4. The Board and the Head Teacher will cooperate fully in the appointment of **Safety Representatives** and will provide them where necessary with sufficient facilities and training to carry out this task. The Board and

the Head Teacher will also cooperate in the setting up of a **Health and Safety Committee**.

A-5. The Board reminds staff of their own duties under Section 7 of the Act to take care of their own safety and that of others, and to cooperate with the Board and the Head Teacher so as to enable them to carry out their responsibilities successfully.

A-6. The Board is committed to providing adequate resources to ensure its health and safety objectives under this Policy are met.

A-7. The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the **Environmental Protection Act 1990** and, in particular, the duty of care as regards waste.

A-8. The Board is aware of, and will meet, the requirements under the Children Act 2004 (as amended) regarding fire provisions and ensuring that staff and pupils are aware of the School's Health and Safety policies and practices. It is the intention of the School to follow the advice given in 'Keeping Children Safe in Education 2021' and to provide the details required under section 109(1) and (2) of the Education and Skills Act 2008.

A-9. The board ensures that the School assesses risks of all activities and puts in place measures to manage those risks. The School will provide and maintain **written Risk Assessments** of the risks to the health and safety of its pupils while they are at school, employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999. See Risk Assessments Policy.

A-10. The Board recognises both the Management of H&S at Work Regulations 1999 and the DfE guidance of [February 2014](#) and [26 November 2018](#) and intends to follow the recommendations it makes.

A-11. The Board considers that this Health & Safety Policy is an integral element of the overall School's business plan and other resource policies.

A-12. A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular classes or groups.

Signed by David Gassian

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Date: 22-11-2021

Signed by Benjamin Vedrenne-Cloquet

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Date: 22-11-2021

Under KCSIE, all members of staff are required annually to sign a declaration whereby they confirm they have received, read and understood the School's child protection policies and Health & Safety Policy.

B - RESPONSIBILITIES

B-1. The Board:-

- Accepts full responsibility for Health and Safety within the School.
- Formally and publicly accepts its collective role in providing health and safety leadership within the School.
- Requires that each Governor accepts his/her individual role in providing health and safety leadership within the School.
- Will ensure that all its decisions reflect its health and safety intentions as articulated in this Statement of Intent.
- Recognises its role in engaging the active participation of employees in improving health and safety.
- Considers that one of its primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- Recognises its corporate responsibility as employer to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for pupils and all other people who visit the School.
- Is committed to ensure that the School operates in accordance with current legislation.
- Will ensure and require that it is kept informed of, and alert to, relevant health and safety risk management issues.
- Will ensure that staff are trained in their Health and safety responsibilities as employees.
- Will constantly monitor the effectiveness of the implementation of this Policy and will review health and safety performance on a regular basis, at least annually. Where found necessary, the Policy and the School's procedures will be revised.
- Will ensure that any changes in this Policy will be brought to the attention of all employees.
- Will ensure that its management provides for effective monitoring and reporting of the School's health and safety performance.
- Will appoint one of its members to be the 'Health and Safety Governor' but clearly acknowledges that this role does not detract any governor from his/her responsibilities or from the collective health and safety responsibilities of the Board.

B-2. The Head Teacher

The Head Teacher has primary responsibility for health and safety matters on the premises and is directly responsible to the Board for the functioning of the School's activities. In the absence of the Head Teacher, the Head of Finance and Administration or whoever is nominated by the Head Teacher, will assume this responsibility.

The Head Teacher will:

- ensure that the objectives outlined within the School Health & Safety Policy and Procedures are fully understood, observed and implemented by persons under his control;
- comply with Part 7 of the Education (Independent School standards) Regulations 2014 (Complaints Policy);
- be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out by a competent person with adequate records maintained available for inspection;
- ensure that adequate communication and consultation channels are maintained so that information concerning health and safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them;
- ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure health and safety requirements are being met;
- ensure that all persons under his control are adequately trained to carry out any task required of them in a healthy and safe manner;
- constantly monitor the effectiveness of this Health & Safety Policy and Procedures as regards both

- academic and non-academic work;
- recommend changes to the School’s Health & Safety Policy and Procedures in the light of experience;
- ensure the co-operation of all Staff at all levels as regards working to this Policy and Procedures;
- take steps to ensure that any changes in curriculum are considered for their health and safety implications;
- bring this document to the attention of all the staff, including new or temporary staff on taking up a post, and revise and reissue the document as may be necessary from time to time;
- resolve health and safety problems not resolved either through established arrangements or by delegated responsibility;
- maintain a list of Safety Representatives appointed to represent staff;
- be readily available to Safety Representatives and co-operate with them as far as is reasonable in their efforts to carry out their duties;
- establish a Health and Safety Committee, to consist at least of the Head Teacher, a Health and Safety Governor, the Safety Co-ordinator, the Premises Manager and a staff member;
- ensure that all areas of the premises are inspected every 6 months by a group of representatives of the Health and Safety Committee, comprised of at least the H&S trustee, the Head Teacher, the Head of Finance & Administration, the Premises Manager and two Staff Representatives;
- supervise the Catering Staff;
- ensure that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- ensure that all visitors, including contractors, are made aware of any hazards on the premises of which they may be unaware;
- ensure of the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;
- ensure that effective arrangements are in place to evacuate the premises in case of fire or other emergencies, that evacuation drills are undertaken termly and that firefighting equipment is available and maintained annually;
- ensure that arrangements are made for every new employee to be given every assistance to perform her or his duties in a safe manner; in particular to ensure that they are given a copy of this policy and the opportunity to read it before starting work; and ensuring that arrangements are made for proper training to be given in the proper use of equipment and machinery associated with their work;
- ensure that training records are kept up to date.

B-3. The Safety Co-ordinator

The Head of Finance & Administration is the Safety Co-ordinator, reporting to the Head, and will be responsible for administrative arrangements to support health and safety matters. The Safety Co-ordinator is responsible for:

- monitoring the effectiveness of this Policy and reporting back to the Board;
- ensuring the Board is informed about any significant health and safety failures and the outcome of the investigations into their causes;
- recommending changes in the School’s Health & Safety Policy and the school’s procedures in the light of experience;
- Ensuring that adequate insurances are maintained including Employer’s Liability, Public Liability and that the appropriate statutory examinations are completed on the School’s behalf;
- liaising with outside bodies who may, from time to time, use the facilities of the School, and ensure that appropriate action is taken to provide these bodies with sufficient knowledge of School procedures and that the School itself is appropriately indemnified;
- ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the School’s functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc;
- ensuring that the ‘fabric’ of the School’s buildings is maintained in a sound and safe condition;
- ensuring that fixed electrical installations on School’s premises and all portable electrical equipment are subject to appropriate periodic inspection and test as determined by the current School policy, to

demonstrate their 'maintenance' under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by the Premises Manager for inspection;

- ensuring that Legionella Risk Assessments of all the School's hot and cold water systems are completed and that the necessary management schemes are introduced;
- is responsible, in order to comply with current legislation, for ensuring that the School has an Asbestos Survey completed to determine the presence of asbestos and the necessary controls to be implemented.
- is responsible for ensuring that the School's Health & Safety Policy and Procedures are kept up-to-date.

B-4. All Employees who work at the School

Employees have a responsibility under Health and Safety Regulations. The HSE enforces Health and Safety law relating to schools and may take action against employees if they fail to take notice of this Policy.

For the purpose of this Health & Safety Policy, the term 'Employees' includes ALL persons who work in the School whether or not employed by the School.

Each and every Employee is responsible for ensuring that:

B-4.1 they take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work Act 1974 ("HSW Act"), Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:-

- a) **HSW Act, Section 7** - *it shall be the duty of every employee while at work -*
 - i) **to take reasonable care** for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
 - ii) *as regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

- b) **HSW Act, Section 8** - *no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

- c) **Management of Health & Safety at Work Regulations 1999, Regulation 14** -
 - 1/ *every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

 - 2/ *every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees -*
 - (a) *of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
 - (b) *of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,*

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph."

B-4.2 they wear and use all personal protective equipment and safety devices that are provided by the School's management for their protection and co-operate fully with the School management when the latter are pursuing their responsibilities under the above Act;

B-4.3 they observe all Safety Rules and Regulations, whether statutory or School and conform to any systems of work that are developed;

B-4.4 They report all accidents, incidents, damage and near-misses or hazard situations to the Head Teacher.

B-5. The Classroom teachers

In addition to the duties set-out in paragraph 2.4, the classroom teachers are responsible for:

- the safety of all children in their charge by effectively supervising their activities;
- the safety and physical condition of their classroom;
- being able to carry out emergency procedures in respect of lockdown, fire, emergency evacuation, security, first aid (if trained);
- observing all safety procedures and instructions.

B-6. The Premises Manager

The Premises manager is responsible for the safety and physical condition of the following common use areas: basements, corridors, reception areas, stairs and toilets, canteen, meeting rooms, unoccupied rooms, walk-in store rooms, offices, boiler rooms, roof access, school playground, boundary walls and fences and all areas and equipment surrounding the premises. He will:

- ensure that any work that has health and safety implications is prioritised,
- report any concerns regarding unresolved hazards in school to the Safety Coordinator immediately,
- ensure that all work under their control is undertaken in a safe manner,
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas,
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling,
- carry out a weekly test of the fire alarm,
- ensure all contractors are 'inducted' and shown the relevant risk assessments and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects.

The Premises manager is also responsible for informing the science teachers that they are responsible for their lab and RAs including:

- Isolating gas supplies to laboratories/worktops at the end of each teaching day.
- Shutting off supplies during breaks.
- The constant security of all toxic and highly flammable substances which may be used in their lessons, locking them away during breaks or when rooms are not in use for teaching.

The Premises manager is also responsible for:-

- Ensuring that sufficient numbers of the correct fire extinguishers and fire blankets are available within or close to worktops, laboratories and prep rooms.
- Ensuring the adequate testing, examination, maintenance, servicing and repair of specialist equipment.

The Premises Manager acts as CFBL's Senior Fire Warden and is assisted by various members of staff acting as voluntary Fire Wardens, who receive appropriate training & instructions for that role.

B-7. The Catering Contractor and catering staff

The Catering Contractor and its staff are responsible for the safety of the kitchen and canteen areas and for notifying the Head Teacher of any hazards. They must observe all the School's safety procedures and instructions & provide copies of regular H&S inspection reports by the relevant regulatory bodies.

B-8. Contractors

Contractors working on the premises should all be informed by the Premises manager of any known hazards which might affect them whilst at work and they in turn should notify the Head Teacher, (or person designated by him/her to monitor contractors work) of any hazards arising from their activities which may affect the occupants of the premises.

The Head Teacher is responsible for ensuring that all contractors on the premises are aware of the emergency evacuation procedures and have sight of the local health and safety policy as appropriate for their work. All contractors should report to the Premises Manager on arrival (he will meet them at reception & accompany them while at the school).

B-9. The Safety Representatives

The role of Safety Representatives are set out in the Regulations on Safety Representatives and Safety Committees 1977. They represent the employees in all matters relating to health and safety. They have the right to carry out termly inspections of the workplace and to be consulted by management on all matters relating to health and safety policy and procedure. They have the legal right to investigate health and safety incidents and concerns and receive cover when a problem occurs.

The Head Teacher shall ensure that a Safety Representative is appointed at the start of every school year.

B-10. The Health & Safety Committee

B-10.1 The Health and safety Committee (the "Committee") will be set up by the Head Teacher in the first month of the first term of each school year. The Committee meets at least twice yearly and copies of all papers and minutes of the meetings will be sent to the Safety Co-ordinator and the Board and the Head Teacher will present an annual report to the Board, usually in the spring term.

B-10.2 The Committee sits with the objectives of improving the Health and Safety standards within the School. This will be achieved by providing a forum for both management and employees who are involved in all Health and Safety matters.

B-10.3 It is the policy of the Committee to ensure that, as a minimum, the School meets the requirements of all the Health and Safety legislation and that, wherever possible, the School will improve on those minimum standards within the Committees terms of reference.

B-10.4 It is a legal requirement to consult with employees on health and safety issues. The Health & Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

B-10.5 The duties and responsibilities of the Committee are as follows:

- To secure the cooperation of all employees in the promotion of Health and Safety.
- To be involved in the identification and subsequent implementation of any Health and Safety training.
- To assist in the publicising of statutory and other Health and Safety information.
- To review accident, dangerous occurrence and near miss-reports, to ensure that appropriate investigations have been undertaken and where necessary that suitable remedial actions to prevent the recurrence have been established and taken.
- To assist in the identification and subsequent selection of suitable personal protective equipment and encourage its use.

B-10.6 The constitution of the Committee is as follows:

- The Chairman shall be the Head Teacher.
- The Committee shall also consist of at least one Health and Safety Governor, the Safety Co-ordinator,

both Deputy Heads, the Premises Manager, a Parents representative, the school Nurse and the elected Staff representatives.

- Regular meetings shall be held at approximately six-monthly intervals (or more if necessary, in particular in the COVID 19 context).
- The names of the members of the Health & Safety Committee will be posted on Notice Boards.
- The Committee will issue Minutes to record the matters discussed and the decisions taken and to ensure that each action will be delegated to a named individual and, where appropriate, that a timescale for action completion is indicated.
- To assist in the monitoring of the implementation of agreed actions.

C - ARRANGEMENTS FOR RISK ASSESSMENTS AND CONTROL MEASURES

C-1 School activities

- The Head Teacher will ensure that risk assessments are undertaken in accordance with CFBL's Risks assessment policy;
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected;
- Any actions that are required to remove or control risks will be approved by the Head Teacher or their delegated responsible person;
- The Head Teacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C-2 Visitors

- All visitors must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided;
- All visitors shall be made aware of the school's fire arrangements in the event of a fire;
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

C-3 Fire and emergency procedures

- The Head Teacher is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date;
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices;
- Instructions to employees are posted at strategic points around the building,
- Emergency evacuation will be practiced at least three times a year and records will be retained,
- Regular testing of fire alarms will occur on and will be carried out by the Premises Manager,
- A record of these tests will be kept by the Premises Manager.

C-4 Firefighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C-5 Maintenance of fire equipment

The Head Teacher will ensure regular maintenance of:

- fire extinguishers;
- fire alarms;
- fire doors;
- fire safety signs and identification of escape routes;

- emergency lighting and other emergency equipment.

C-6. Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements (PPMS).

C-7. First aid arrangements

CFBL's first aid arrangements are set out in its First Aid policy. The Head Teacher will ensure that:

- there is an appropriate number of designated and trained first aiders in school,
- there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked,
- all reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable,
- parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C-8. Information Communication Technology

- The Head Teacher will ensure that suitable arrangements are in place for the safe use of information communication technology;
- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height;
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented;
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002);
- [HSE guidelines](#) on interactive whiteboards will be followed.

C-9. Legal requirements for premises

- The School will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities
- The School will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C-10. Safe handling and use of substances

The Head Teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002:

- The Head Teacher or delegated responsible person will be responsible for undertaking COSHH assessments;
- The Head Teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments;
- The Head Teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them;
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C-11. Inspection of premises, plant and equipment

- The Head Teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme;
- All identified maintenance will be implemented;
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Head Teacher/deputy head using the example checklists;
- Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards;
- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

C-12. Legionella management

The Premises Manager will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

C-13. List of risk assessments, policies and procedures to complement this policy

Policies:

- PPMS
- Visitors policy
- First aid policy
- Risk assessment policy
- Educational visits policy
- COVID 19 protocols and risk assessment
- Control of chemicals hazardous to health (COSHH)
- Display screen equipment (DSE)
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid policy
- Infection control
- Legionella
- Home working
- Managing contractors
- Manual handling
- Pedestrian and people movement
- Physical education
- Playground supervision
- School events
- School facilities
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height.

In accordance with paragraph 32(1)(b) of Schedule 1 to the [Education \(Independent School Standards\) Regulations 2014](#), CFBL will make available to parents of pupils and of prospective pupils and provide, on request, to the Chief Inspector or the Secretary of State the particulars of arrangements for meeting Health and Safety standards.

Last review by management: 27.10.21