

## Health and Safety Policy Statement

### The Hollies Pupil Referral Unit

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Management Committee will ensure so far as is reasonably practicable that:
  - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*[Insert signature]*



*Phil Smith – Management Committee*

16.05.2016

*[Insert signature]*

*Sonia Lockett (Acting Head Teacher)*

16.05.2016

**Part 2  
Health, Safety and Welfare Policy – Organisation and Responsibility**

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

<b>Type of School</b>	<b>Who is the Employer?</b>	<b>Comments</b>
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Management Committee.</b>	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council’s delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

**Organisation and Responsibilities for Health, Safety and Welfare**

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council’s Health, Safety and Welfare Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School’s and the Council’s health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

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	Policy-makers	Planners	Implementers	Assisters	Employees
Management Committee					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>Management Committee</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Management Committee;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the MC can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The MC will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The MC will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <i>Members of the management committee</i> <b>Deputy/Assistant Headteacher</b> <b>Heads of Dept</b> <b>Managers</b> <b>Premises Manager</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise the Management Committee of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the

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- County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the MC and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

<b>Implementers</b>	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available

for staff in order for them to do their job

- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;



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14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for the Management Committee to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

### **Employees**

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

#### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.



Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Pupils/students [This section should be drawn to attention of all pupils]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **Part 2**

### **Arrangements & Procedures for Health, Safety and Welfare**

#### **The Hollies Short Stay School**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

##### **1. Accident Reporting, Recording & Investigation**

Accidents should be report to Emma Jackson, Bursar. An entry must be made and recorded in the accident book and report to the Health and Safety Team using an Accident Investigation Report form (HSF40) in order for the accidents to be effectively monitored.

##### **2. Asbestos**

Emma Jackson, Bursar is responsible for the asbestos record system manual, the manual is located in the main office and all contractors working at the Hollies must

read and sign the register before commencing any work. Staff must not, under any circumstances, drill or affix anything to walls without prior approval from Emma Jackson. If an asbestos disturbance is suspected it must be reported immediately in to the asbestos management team, in the first instance, and then to the health and safety team.

### 3. **Contractors**

All contractors are selected off the Staffordshire County Councils approved contractor list – located in the contractors signing in folder in the main office to ensure all relevant checks and tenders have been received. Contractors must report to the office before commencing work to complete risk assessments, sign asbestos register and exchange all health and safety arrangements. Any concerns about contractors should be reported immediately to Emma Jackson, Bursar and the liaising surveyor from Property and Estates.

### 4. **Curriculum Safety** [including out of school learning activity/study support]

Teaching staff to undertake written risk assessments prior to commencing any activity or when using specific equipment for curriculum purposes e.g. cooking.

### 5. **Drugs & Medications**

If, on admission, a pupil indicates they have any specific medical needs then an administering medication form needs to be completed and signed by the parent carer. The medication must then be labelled detailing the pupil's name and stored in the locked safe which is in the photocopying room, if the pupil then requires the medication only the staff trained should issue the medication and should record what medication has been administered, sign and date.

### 6. **Electrical Equipment** [fixed & portable]

All electrical equipment should be visually inspected before use by staff. A portable appliance test is completed every twelve months and a fixed electrical test is completed every five years. Staff are not permitted to bring and use any electrical appliances from home.

### 7. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Emma Jackson, Bursar is responsible for completing and reviewing the fire risk assessment which is done every twelve months. Fire drills are completed every six months, the fire marshals are Emma Jackson, Sally Briggs, Sonia Lockett and Jo Smyth and the assembly point is to the right of the building close to the rear exit of the building. The fire alarms are tested weekly by the handyman along with checking all fire exits and escape routes. All fire extinguishers are checked annually, emergency lighting every six months and fire alarms every quarter by the relevant contractor.

### 8. **First Aid**

Amanda Morris is our appointed first aider; Vicky Pinkney, James Nation and Maxine Morgan are our emergency first aiders. The first aid boxes are situated in the office, the kitchen and the Head Teachers office, along with a travel first aid kit on the mini bus. Amanda Morris is responsible for checking and restocking the first aid boxes and Sally Briggs or Emma Jackson are responsible for summoning an ambulance. First aiders are trained by St Johns Ambulance.

### 9. **Glass & Glazing**

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are

unsuitable for use by children due to glass being of low standard

- 10. Hazardous Substances (COSHH)**

Helen Freeman, Cleaner is the only member of staff authorised to use hazardous substances and has received the relevant training. No hazardous substances should be brought into the school without prior approval, copy of the relevant data sheet and completion of a COSHH sheet.
- 11. Health and Safety Advice**

If Health and Safety advice is needed in the first instance contact Emma Jackson, Bursar, in her absence or if more details/advice is needed contact our Health and Safety Advisor – Dean Willets, Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, Occupational Health Unit, etc.
- 12. Housekeeping, cleaning & waste disposal**

Minimise accumulation of rubbish, wet floor cleaning must have relevant warning signs displayed to minimise risks of slips. The location of the waste bins is in front of the school on the same side as the Gym.
- 13. Monitoring the Policy and results**

The Health and Safety Policy is monitored by Emma Jackson, Bursar. Accidents are monitored by the senior leadership team and the health and safety team along with any complaints. The schools health and safety is audited every twelve months. Health and Safety reports are submitted to the Management Committee each term.
- 19. Poster on Health and Safety Law**

Emma Jackson is responsible for displaying the poster and ensuring it is up to date.
- 20. Reporting Defects**

*All defects should be reported to any member of the leadership team immediately the defect should have a clear hazard sign displayed on it to reduce the risk and the defect should be reported to and repaired by the relevant contractor as soon as possible.*
- 21. Risk Assessments**

Pupil risk assessments are completed and reviewed by Amanda Morris; all other risk assessments are completed by Emma Jackson. Staff risk assessments are completed by Jane Spensley, Head Teacher.
- 22. School Trips/ Off-Site Activities**

James Nation is the school Educational Visits co-ordinator, when planning a school trip you must follow the process on EVOLVE at least two weeks prior to the trip taking place and obtain approval from Sonia Lockett. Consent forms must be issued to respective parents of the pupils going on the trip, completed and returned to the school in advance of the trip, any pupils without a completed and signed consent form from their parent/carer will not be allowed to go on the trip.
- 23. School Transport – e.g. minibuses**

The schools authorised drivers are I Booth, Rachael Bagnall and M Morgan; all these staff have undergone and passed the minibus driver training with assessment by Staffordshire County Councils Development Services Directorate. Mini bus checks are completed weekly by the schools handyman and a visual inspection should be

completed before each journey.

**24. Smoking**

Smoking is not permitted anywhere on the schools premises

**25. Staff Consultation and Communication**

Health and Safety is on the agenda and discussed at the schools weekly staff meetings, the staff are notified of any updates on health and safety and can report any potential areas of concerns regarding health and safety.

**26. Stress and staff Well-being**

Staff receive six monthly performance management reviews, which are confidential, well being is discussed at the reviews any concerns can be monitored and the SCC counselling service can be offered if required. Staff are encouraged to inform their line manager if they have any area of concern that is causing them stress either work related or personal in order that they can receive the appropriate support as soon as possible.

**27. Supervision [including out of school learning activity/study support]**

Pupils must be supervised at all times when they are attending the school, all supervising staff must be enhanced DBS cleared.

**28. Training and Development**

All new staff are health and safety inducted by Emma Jackson, Bursar. All other training and development needs are discussed at the staffs performance management review.

**29. Use of VDU's / Display Screens / DSE**

Emma Jackson is qualified to undertake DSE assessments, all DSE users are assessed every twelve months, and any issues identified are resolved as soon as is practical

**30. Violence to Staff / School Security**

The main entrance to the school is kept locked at all times, all visitors must report to reception, be able to verify who they are and sign in, they must also sign out when leaving the building. All staff are trained in dealing with violence and aggression and physical intervention, any incidents of violence and aggression are to be reported to Emma Jackson, Bursar and the relevant form completed. All physical intervention incidents are reported to Shelagh Brittain and the relevant forms completed.

**31. Water Hygiene**

The water hygiene manual is located in the main office, the water is tested monthly by the relevant contractor and recorded in the water hygiene manual and it is inspected by the relevant contractor every six months.

