



## THE MULBERRY HOUSE SCHOOL

*All Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, Health and Safety Policy, Safeguarding and Child Protection Policy Race Equality and Inclusion Policies*

# WRITTEN RISK ASSESSMENT POLICY

## INCLUDING LONE WORKER, EDUCATIONAL VISITS, ACTIVITIES AND ANIMALS IN SCHOOL POLICY

To be read in conjunction with the Safeguarding Statement and Health and Safety documents including risk assessments

**This Policy of Mulberry House School applies to all sections of the school including the Early Years Foundation Stage.**

This policy is written with regard to the DfES Guidance Health and Safety: Advice on Legal Duties and Powers (Feb 2014), Health and Safety: responsibilities and duties for schools, updated 5 April 2022 and The Health and Safety at Work Act (1974)

Bethan Lewis-Powell, the founder, and directors ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

### Aims

The school takes an active approach to ensure that;

- ◆ All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practical are in place to avoid injury or harm
- ◆ Risk assessments are a constant systematic process conducted and reviewed on a regular basis with a view to promote children's welfare.

### Risk Assessments

Under the **Management of Health and Safety Regulations 1999** any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (pupils, parents, visitors, contractors) should be assessed. Control measures should then be devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed. If the risk is deemed **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**). The Head teacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff,



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parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

### Definitions

**RISK ASSESSMENT:** A structured and systematic procedure for **identifying hazards** and **evaluating risks** in order to prioritise decisions to reduce risks to an acceptable level.

**HAZARD:** Something with the inherent 'potential to cause harm'. This can include substances, machines, methods of work or work organisation.

**RISK:** Is the chance, great or small, that someone will be harmed by the hazard. The magnitude/scale of the risk is measured in terms of its consequences, frequency and severity. It can be expressed as: **RISK = High, Medium or Low.**

### Risk assessment training for staff and completion of risk assessments

All staff, including part time and peripatetic teachers receive health and safety training as part of their induction period with a health and safety officer. Team leaders and senior members of staff must ensure that all activities are formally identified and appropriate risk assessments undertaken by a competent person, which identify hazards, decide who might be harmed and how and then evaluate the risks and decide on what control measures are necessary to minimise those risks, as far as reasonably practicable. Also that risk assessments are recorded and any significant hazards are communicated to relevant persons including the arrangements in place for controlling those risks.

### Principles of a risk assessment

Even after all precautions have been taken, usually some risk remains. It is important to decide for each significant hazard is whether this residual risk is high, medium or low. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. The procedures for risk assessment should be sufficiently detailed and cover all reasonably foreseeable welfare issues relevant to the school such as safeguarding issues.

Once a risk assessment has been put in place it is important that these are reviewed regularly by the Health and Safety Officers and a written evaluation identifying any significant findings that should be noted for future reference. These risk assessments should then be handed back to the Health and Safety officer to file.

The risk assessment for school outings must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios.

### Competency

The Headteacher has the duty of supervising educational visits and the consequent risk assessment if there is not an appointed Educational Visits Coordinator (EVC).



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Written risk assessments should be carried out by the Team Leader or senior member of staff in collaboration with the Health and Safety Officers. Assessors should have an understanding of the workplace, an ability to make sound judgements and knowledge of the best ways to reduce those risks identified. Competency does not require a particular level of qualification but may be defined as a combination of knowledge, skills, experience and personal qualities, including the ability to recognise the extent and limitation of one's own competence.

### *Frequency of risk assessments carried out:*

- ◆ Our risk assessments are a constant systematic process ensuring appropriate actions have been taken to reduce any risk.
- ◆ When there is a change of equipment/resources or to the premises
- ◆ To meet the particular needs of a child
- ◆ If an incident has occurred
- ◆ For educational visits
- ◆ Review at least every 12 months

### *Supervision on school trips*

- ◆ There should be an emergency plan and communications plan, known to the trip leaders.
- ◆ Pre-visits to the intended external trip should be made by the team leader or a senior member of staff and a thorough risk assessment carried out. Risk Assessments should be given to the Health and Safety Postholders and/or Headteacher prior to going on the trip.
- ◆ A copy of the written risk assessment should also be given to each adult on the outing prior to going along with a copy of the 'The role and responsibilities of parents' letter.
- ◆ The teacher/pupil ratio is 1:4 for under 5's. 1:5 for Prep Children and then 1 to 10.
- ◆ At least one member of staff should have a Paediatric First Aid certificate.
- ◆ The travel first aid box should always be taken.
- ◆ A teacher should make a reconnaissance trip prior to the visit.
- ◆ Emergency medication such as Auto-injectors and inhalers should be taken where necessary.
- ◆ Medical details and emergency contact numbers should be taken for all children.
- ◆ Any special dietary requirements should be met in relation to packed lunches.
- ◆ No child should be taken on a trip without a signed parental consent form.
- ◆ The school mobile phone must be taken.



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### Risk Assessments

The school carries out a number of risk assessments to ensure that appropriate actions can be taken to reduce the risks identified within the setting. All risk assessments are a constant and systematic process to be kept within the schools health and safety files and evaluated regularly to ensure that any actions have been taken to reduce the risks identified as reasonable practical.

These include;

- ◆ Garden Risk assessments – these are carried out daily by class teachers before 8am. Any urgent tasks are carried out by the Handy man where possible or a contractor.
- ◆ Building Risk assessments – these are carried out by the class teachers in conjunction with the Health and Safety officer. These are written annually.
- ◆ COSHH Risk assessments – these are carried out by the Health and Safety officer.
- ◆ Risk assessments for Playground resources – these are carried out once every half term by the Health and Safety officer.
- ◆ Risk assessments for one off activities – these are carried out by class teachers in conjunction with the Health and Safety officer.
- ◆ Risk assessments for school events – these are carried out when necessary by the Health and Safety officer.
- ◆ Risk assessments for pupils with SEND – these are carried out where necessary and in conjunction with the class teachers. This may include a risk assessment of the acoustic space within the school for a pupil with a hearing impairment for example.
- ◆ Forest School risk assessment – these are carried out annually by the Health and Safety officer. This area near the school is checked daily by the Handy man and reviewed where necessary but at least annually.
- ◆ Cooking Risk assessments – these are carried out by the Health and Safety officer in conjunction with the class teacher once a year and reviewed where necessary but at least annually.
- ◆ PE Risk assessments – these are carried out by the Health and Safety officer in conjunction with the PE teacher once a year and reviewed where necessary but at least annually.
- ◆ Pregnancy Risk assessments – these are carried out by the Health and Safety officer in conjunction with the relevant member of staff.
- ◆ DBS risk assessments – these are carried out where necessary for any staff members employed and whom start before the DBS is received. This is the only check that is allowed to be late otherwise the staff member would not be able to start at the school. These are reviewed every two weeks and kept within the relevant staff members file.
- ◆ Prevent risk assessment – this is carried out annually. Please see the Prevent risk assessment separately.
- ◆ COVID-19 Risk assessment- This must cover any risk for pupils and staff associated with the virus.



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### SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- ◆ Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
  
- ◆ The expertise of Staff accompanying the trip.
- ◆ Accident and Emergency procedures.
- ◆ Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.
- ◆ Risk Assessment of any hazards that are likely to be encountered.

### Risky Areas of the school grounds

The aim of this policy is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of the School's, buildings and grounds. The Head Teacher and staff of the School are fully committed to ensuring the safety and welfare of all pupils at the School.

The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, signage or otherwise physically preventing access to them.

Please read this in line with the School's Supervision Policy. At no times are pupils allowed to be unsupervised around the school building.

Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the School grounds are lit from dusk to dawn and every effort is made to assess that the level of lighting is suitable. Pupils are informed or reminded regularly by all staff of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as serious and that in doing so will result in an appropriate consequence to reinforce the seriousness of their behaviour.

The Mulberry House School (Second School) is protected by CCTV and the Maintenance officer patrols the school sites ensuring the safety of the premises and grounds during the school day. All school staff should leave the school building by 6:00pm.



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If staff wish to stay later they must be aware of the lone working policy and notify the Deputy Headteacher or the Headteacher for permission.

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the PE room or DT room. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision.

### Education Visits

This policy has been written with regard to the DfES Guidance Health and Safety on Educational Visits (2018).

Outings and visits are an integral part of the curriculum and not simply 'one-off treats'. Visits should fit into and enhance the learning experiences offered by the projects and topics in which the children are involved. All outings need careful preparation both in relation to the curriculum and practical organisational details. When considering an educational visit staff must state the educational benefits and expected impact of the outing on the children's learning. Children should be able to experience a wide range of activities. Health and safety measures should help them do this safely, not stop them. It is important that children learn to manage and understand the risks that are a normal part of life.

### Before the outing

- ◆ Visit the proposed venue and prepare a risk assessment. The risk assessment should be seen by both the Health and Safety Office and the Headteacher for final approval.
- ◆ Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- ◆ This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- ◆ This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- ◆ Assess any pupils that have additional needs and include this in the risk assessment. Where necessary and 1:1 teaching assistant will be appointed to the trip.
- ◆ Fill out insurance forms.
- ◆ Liaise with the office to plan and organise transport, using public transport where possible.
- ◆ Consider toilets, shelter, places to eat for lunch and snack etc.
- ◆ Cost the outing.



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- ◆ Discuss the proposal with Headteacher.
- ◆ Liaise with the Headteacher to send a letter to parents with details of the outing, permission slip and medical questionnaire.
- ◆ Order packed lunches and water for full time children and staff at least one week before the trip.
- ◆ Ensure all permission slips are collected in advance of the trip.
- ◆ The teacher/pupil ratio should be 1 to 6 where appropriate. When the children are under the age of 5 years there should be a 1 to 4 ratio, parent helpers can supplement this.
- ◆ At least one member of staff should have a First Aid certificate.
- ◆ All members of staff should take a mobile phone in case of separation.
- ◆ Acquaint all staff taking part in the outing with the venue and route planned.
- ◆ Ensure staff are well briefed for the day, understand the timings for lunch/snack/activities and have been given a clear run through of what the children will be learning.
- ◆ Ensure all staff know the emergency procedures should a child have an accident or be taken ill.
- ◆ Consider any safeguarding risks posed during the outing.
- ◆ Prepare children through discussion and work for what they will see and do.
- ◆ Read outing section in Health and Safety policy & Missing Child Procedure.
- ◆ Ensure that all volunteers have filled in an emergency form.

### On the day of the outing

- ◆ In the event of an emergency an ambulance is called. A senior member of staff / First Aid trained member of staff should stay with the child. The school is phoned and parents are alerted. The rest of the children continue with the planned schedule.
- ◆ Go through clear behaviour expectations with the children and who they will be accompanied by throughout the trip.
- ◆ Remember to take the following:
  - ❖ Plastic bags, disposable gloves, tissues and wipes in case of travel sickness.
  - ❖ Travel first aid kit.
  - ❖ Spare nappies, clothing etc. as necessary.
  - ❖ List of all children's first names that are taking part in the outing, and the school's contact number.
  - ❖ Mobile phones must be kept switched on at all times throughout the trip.



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- ◆ Ensure children are well supervised all of the time by a member of staff.
- ◆ Parents/volunteers should never be left in sole charge of pupils, including trips to the toilet.
- ◆ Take photographs on the day, if possible, as a record of the outing.

### Missing Child Procedure

Children being children, they are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located and returned to staff control as quickly as possible. In our school this procedure is as follows:

1. The senior member of staff present arranges for the other children to be satisfactorily supervised;
2. The surrounding area is checked to see if the child can be located in particular areas, such as toilets, cupboards or other areas of a size capable of hiding a child;
3. Enquiries are made of any other adults in the vicinity;
4. If the child cannot be located then the officer in charge must be informed;
5. The teacher in charge will then inform:
  - a. The police and/or any other appropriate emergency service
  - b. The parents/carers of the child
  - c. The appropriate OFSTED officer (Tel: 0300 123 1231, [www.ofsted.gov.uk](http://www.ofsted.gov.uk))

The teacher in charge must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – **the welfare of the child is paramount. 2.4**

### Reporting Injuries and Accidents

Mulberry House School has a duty to inform parents of any accident or injuries sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

Serious work related injuries to a member of staff or a child must be, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to fill in the accident book when the incident arises.

The school must inform Ofsted and local child protection agencies of any serious accident, illness or injury.

### After the outing

- ◆ Use the experiences enjoyed by staff and children on the outing to enrich the project work in all areas of the curriculum.
- ◆ Evaluate the risk assessment and hand the completed risk assessment to the Health and Safety Officer.
- ◆ Display evidence of the trip and promote what the children gained from the experience.





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### Animals in school

This policy is to provide information to promote safety for staff and children when animals are brought into the school and into the classroom, and to provide guidance about which animals pose a public health threat in our school.

### Physical injuries

There is always the danger of bites and scratches, and teachers should check that any animals kept / brought in are docile, friendly and gentle in the presence of children.

### Cleaning and hygiene

No permitted animal will be allowed in food preparation areas at any time. Food handlers will not be responsible for clean-up of animal wastes, and cages and tanks should not be cleaned in food handling areas.

### Diseases, parasites and allergies

The likelihood of diseases being passed on from pet animals is low. However allergic reactions to mammals, birds and a few other animals cannot be discounted. These might result from handling the animals or just from being near them and be detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties. Teachers should watch for the development of allergic reactions in pupils who come into contact with the animals.

Children known to have allergic reactions to specific animals must, of course, have restricted access to those that may trigger a response. In most cases, an allergic reaction will subside once the animal and the affected person are kept apart; in extreme cases, seek medical advice.

### Animals brought to school for short term/day visits

During school hours, no animal will be brought to school without prior authorisation. Visitors bringing animals on to the school site should ensure the animals have their vaccinations, worm and flea treatments up-to-date. Evidence of vaccinations will need to be provided. Animals brought to school at pick up and drop off times will be leashed. Any animal brought to school must remain under the control of the responsible adult at all times. Parents will be informed if animals are visiting the school and staff will have a full list of allergies, risk assessing where necessary. Children will wash their hands after any contact with animals. Any cuts will be covered before touching the pets.

### Animals considered as resident class pets

Teachers are responsible for the proper treatment of any animal in the classroom. When the school is closed for annual holidays, arrangements are made for the care of any resident pets. Animals within the school will be handled, treated, and housed in a humane manner. Animals will be kept in an environment appropriate to their needs. Habitats will be maintained and cleaned regularly by staff.



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### Lone Working Policy

This policy is written in accordance of the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

The School is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds and cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

The School is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds and cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

### Categories of lone workers

Within the School a lone worker will most probably fall within one of the following categories:

- ◆ Those who work in an otherwise unoccupied part of the building
- ◆ Those who work in an isolated part of school grounds
- ◆ Those responding to an alarm call out after normal school hours
- ◆ Those who work by themselves without close or direct supervision
- ◆ Those working on their own outside normal hours.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

### Risk Assessment

It is the responsibility of the Health and Safety Postholder/Headteacher to ensure that an annual Health and Safety Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, Health and Safety instruction and training received and the individual's medical history. (See Appendix 1)

Hazards identified will be evaluated by the Health and Safety Postholder/Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.



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Contractors are given a permit to work and risk assessments are requested. The completed forms are kept in the Second School office. Contractors have to comply with the school Health and Safety Policy and Risk Assessments.

### Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. All employees should consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher and/or Health and Safety Postholder.

Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance. Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Health and Safety Postholder's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practical for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures.' Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries. They should complete a permit to work and submit a risk assessment to the school before carrying out any work. Contractors should not use the school's equipment.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, they should keep each other informed about their movements.



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Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the School's Working at Height Policy.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher and/or Health and Safety Postholder. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher and/or Health and Safety Postholder any aspect of work related risks.

The Health and Safety Postholder, Headteacher and/or Founder/Directors will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices

### Appendix 1

#### Risk Assessment – Lone Working

Please refer to the Lone Working Policy and Lone Working generic risk assessment when completing this documentation.

<b>Name of team/section/unit:</b>	<b>Date of Assessment:</b>
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Lone working tasks/activities (List below)	Foreseeable hazards involved (E.g. violence, falls from height, manual handling injuries, etc.)	With all necessary controls in place, can a lone worker carry out the tasks/activities safely?	
		Yes	No



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**Are all people carrying out lone working tasks medically fit to work alone? Yes  No**   
 If no, discuss this with the individuals concerned and record separately (to maintain confidentiality) any adjustments to their work that are necessary

Additional controls that will be put in place for tasks/activities that are unsafe to be carried out by a lone worker (E.g. working in pairs)

**Control Measures**

<b>Control factors</b>	<b>Actions/controls in place</b>	<b>Further actions/controls required</b>
What specific or additional information or training do lone workers receive? (Provision of a written lone working procedure as a minimum.)		
What tasks are prohibited during lone working? (E.g. work at height, home visits to people with known history of violence, etc.)		
What arrangements are in place for supervising lone workers? (E.g. periodically accompanying lone workers.)		
What arrangements are in place for new members of staff who will be lone working? (As a minimum cover the lone working procedure at induction.)		



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<b>Control factors</b>	<b>Actions/controls in place</b>	<b>Further actions/controls required</b>
What arrangements are in place for tracking lone workers?  (E.g. periodic visits to lone worker, calling in to base by the lone worker.)		
<b>Foreseeable emergencies during lone working</b>  (Refer back to lone working activities listed earlier. E.g. lone worker fails to return from site, lone worker is attacked, etc.)		<b>Action to be taken/emergency procedure</b>
<b>Other lone working issues</b>  Please use the space provided below to list any other lone working issues and control measures not covered above.		
<b>Lone working issue</b>		<b>Further actions/controls</b>

<b>Name of assessor:</b>	<b>Signature:</b>	<b>Date:</b>



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Manager must sign below to accept the assessment and ensure that remedial actions are implemented.

**Managers name:**

**Signature:**

**Date:**