



DUNCOMBE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

**Reviewed
October 2018**

**Date of next Review
October 2020**

DUNCOMBE PRIMARY SCHOOL

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DISTRIBUTION OF COPIES

Master Copy	Head Teacher
Copy One	Premises Manager
Copy Two	Health & Safety Representative
Copy Three	Staff Room – all staff
Copy Four	Administration Office for Visitors, Contractors & Parents Viewing

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for Duncombe Primary School, which covers the main school building, school house and grounds, is to be reviewed annually by the Governors Premises Committee with notification being given to the full Governing Body on the results of the review.

Any amendments required to be made to the policy as a result of a review, will have to be presented to the Governing Body for acceptance.

AMENDMENTS

It is the responsibility of the Head Teacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

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HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

SCHOOL NAME	DUNCOMBE PRIMARY SCHOOL
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and cases of work related ill health.
- b. Compliance with statutory requirements as a minimum (*a list of key legislation is at Appendix 2*)
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____

Signature _____ (Chair of Governors)

Date _____

ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Governing Body's Statement of Intent the school's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.¹

2.0 THE GOVERNING BODY

2.1 The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded - such as cleaning, catering services and building works etc. - are tendered in accordance with appropriate standards.

3.0 THE HEAD TEACHER

3.1 The Head Teacher supports the Governing Body by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.

¹ School to insert organisation chart

- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.

The activities of contractors are adequately monitored and controlled.

- l) A report to the Governing Body on the health and safety performance of the school is completed annually.

4.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

4.1 This includes the Deputy Head Teacher, Early Years Manager, Curriculum Co-ordinators, Clerical Managers/Supervisors, and Premises Manager. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head Teacher or line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Head Teacher.

5.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head Teacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Head Teacher or Premises Manager.

6.0 OBLIGATIONS OF THE KITCHEN MANAGER

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Make reference to the safety documents issued by the Local Authority Catering Officer.
- Ensure that all kitchen staff are instructed and informed to work in accordance

with these documents.

- Inform the Premises Manager or Head Teacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher and Kitchen Manager.

7.0 GOVERNORS PREMISES COMMITTEE

This committee will meet once per term as a minimum.

- 7.1 The Committee will review all health, safety and security matters, including a review of policy at least annually.
- 7.2 The Committee will advise the School's Health and Safety Representative of any current issues, prior to the Head's annual report to Governors on Health, Safety and Security.
- 7.3 Details of Committee members can be found in the School Office or on the school website.

8.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

8.1 The Governing Body and Head Teacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.

8.2 The school safety representative is: **Linda Marzolini**

Safety representatives have the following key duties:

- Investigate potential hazards and dangerous occurrences.
 - Examine causes of accidents.
 - Investigate employee concerns and complaints relating to health and safety.
 - Make representation to the employer on matters arising out of the above functions.
 - Carry out inspections of the workplace.
 - Represent employees in consultations with the Health and Safety Executive.
- 8.3 Safety representatives will be given access to information they are entitled to see, for example about accidents. They will also be allowed time off for training in accordance with negotiated agreements and will be given appropriate time and facilities to undertake their health and safety duties in order that they can play an effective role, in resolving any problems that need further action or in a review of procedures.
- 8.4 However, they are not part of the management structure and are not

carrying out duties on behalf of the Head Teacher or Governing Body.

9.0 OBLIGATIONS OF ALL EMPLOYEES

9.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
 - f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
 - h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
 - i) Exercise good standards of housekeeping and cleanliness.
 - j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

10.0 OBLIGATIONS OF CONTRACTORS

- 10.1 When the premises are used for purposes not under the direction of the Head Teacher e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head Teacher of any risks that may affect the school staff, pupils and visitors.

- 10.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

11.0 PUPILS

- 11.1 Pupils, in accordance with their age and aptitude, are expected to:
- a) Exercise personal responsibility for the health and safety of themselves and others.
 - b) Observe standards of dress consistent with safety and/or hygiene.
 - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
 - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

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:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Head Teacher and/or School Business Manager, and that they also file an accident report using Islington's IRIS system. The Head, supported by the School Business Manager as necessary, will ensure that the accident is investigated and reported to the Governing Body where appropriate.

Islington council are responsible for filing the report should an accident be reportable to the Health and Safety Executive under RIDDOR.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos

Following the removal by approved contractors, in 2011 of asbestos from the storage area off of the boiler room, asbestos is not known to be present anywhere in the building. However, in view of the age of the building it is possible that it may be present somewhere else. The Premises Manager is responsible for ensuring all contractors are aware of this prior to starting any work on the premises.

In the event that any suspected asbestos material is discovered this must be reported to Islington Council without delay. If the suspected asbestos material has been damaged the area must be evacuated and secured and the Head Teacher will immediately notify Islington Council's Property Department.

Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Contractors

The Premises Manager is responsible for the selection and management of

contractors in accordance with the school policy.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Head Teacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head Teacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

Electrical Safety

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

Fire Precautions and Emergency Procedures

The Head Teacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken at least termly.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Premises Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The staff qualified to First Aid at Work (FAW) level are:

- **Hayley Eaton**
- **Roberta Lavelle**
- **Charmaine Thompson**

There is a first aid/medical room and First Aid kits are kept in at appropriate locations around the school. Periodic checks are undertaken to ensure that the stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid which are detailed in full in our '**First Aid & Medicines Policy**'.

Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's

instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Inclusion

Duncombe Primary School complies with Islington's policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

Lettings/shared use of premises/use of Premises outside School Hours

The Head Teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Premises Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head Teacher and Premises Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head Teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Premises Manager undertakes weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher or Premises Manager immediately.

PE Equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE Co-ordinator.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head Teacher.

Risk Assessments

It is the Head Teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head Teacher is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum co-ordinators will undertake risk assessments for their specialist areas.

The Premises Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security/Violence

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Manager is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher.

Site Maintenance

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately. His job book is kept in the office and office staff will contact him by mobile if the matter is urgent.

Smoking

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Head Teacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress

The school governors and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

The school also has a '**Policy Statement for Work-Related Stress**' which outlines the support available for staff.

Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Appendix 1

School to insert organizational chart

Appendix 2

Key Health and safety legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos at Work Regulations 2012
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

Appendix 3

Supporting Policies and Procedures in Health and Safety Management Folder and on Intranet

1. Educational Visits and Journeys
2. First Aid & Medicines
3. Managing Contractors
4. Safe Guarding Policy (Child Protection)
5. Curriculum Specific Policies
6. Behaviour
7. Code of Conduct
6. Fire risk assessment and procedures

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____