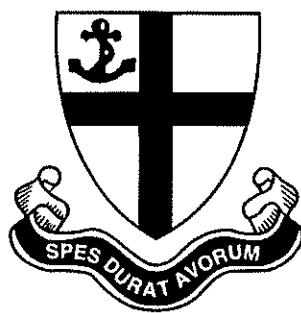


HEALTH AND SAFETY POLICY



Kimbolton School

The policy has been structured to follow the component parts of an effective management system, drawing on Health and Safety Executive (HSE) publication HS (G) 65. Although the policy does not exactly mirror this document, it does address the five main elements expected of a management system.

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1. POLICY OBJECTIVES AND STRUCTURE.

1.1 Policy Objectives

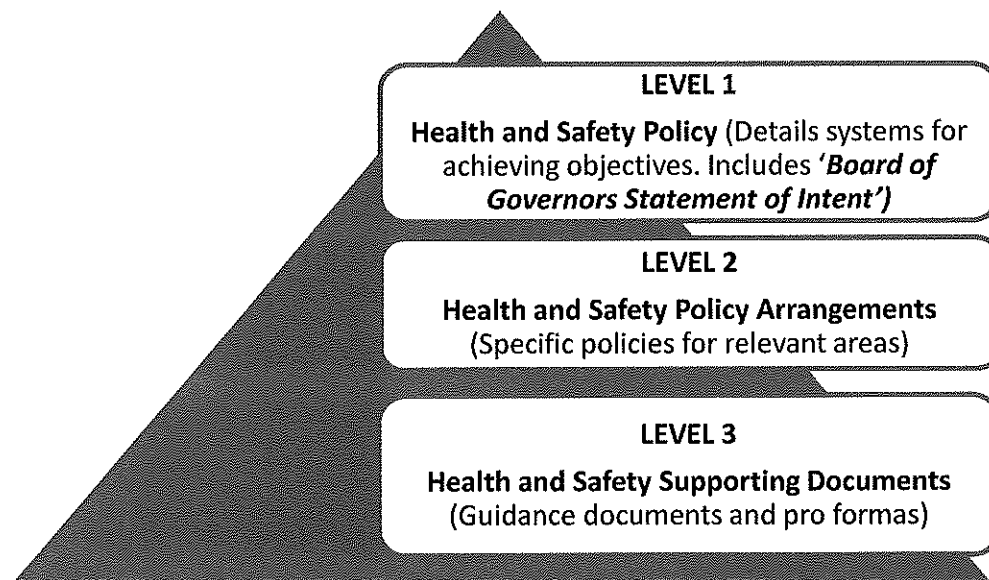
Kimbolton School's Health and Safety objectives are:

- To minimise the number of instances of occupational injury and ill health.
- To ensure that the School will not adversely affect the health and safety of any employees, pupils, guests, visitors, contractors or anyone affected by the School's activities.
- To ensure that contractors on the School premises are aware of and work towards the standards set out in the School's policies.
- To actively manage health and safety and to encourage constant awareness amongst all employees.
- To develop and maintain a proactive Health and Safety culture and set standards for continuous improvement.

The Health and Safety Policy sets out the School's commitment to safety and the arrangements for identifying and dealing with risks.

1.2 Policy Structure

The Health and Safety Policy is a working document to help those with specific health and safety roles to fulfil their responsibilities and to comply with the School's Health and Safety Policy arrangements. The policy is made available to all staff at the School either as a hard copy or via the School's intranet. It is divided into three levels as outlined below.



1.3 Board of Governors Statement of Intent

It is the intention of Kimbolton School:

1. To comply with the terms of the *Health and Safety at Work etc. Act 1974* and subsequent legislation.
2. To take all reasonable steps to provide and maintain safe and healthy working conditions for employees, pupils and others affected by the School's activities on site and during off-site School visits.
3. To ensure effective two-way communication, on health and safety matters, throughout the School via the health and safety management structure.
4. To consult with individuals on matters affecting their health and safety and before any health and safety function is allocated to them.
5. To regularly evaluate and review the Health and Safety Policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation or other changes in the scale and nature of our operations.
6. To facilitate the necessary information, instruction and training to employees and others; including temporary staff; to ensure their competence with respect to health and safety.
7. To take steps to ensure, as a minimum, compliance with all relevant health and safety legislation and seek to exceed where there is a demonstrable benefit.
8. To provide the necessary resources in the form of finance, equipment, personnel and time to implement this policy. Expert advice and assistance will be obtained where the necessary skills are not available within the School.
9. Ensure that health and safety is fully integrated into the management and decision making processes within the School, as it is recognised that health and safety rates equal to all other School functions.
10. Expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others. The School will ensure that health and safety is an integral part of every role and will monitor health and safety performance along with other duties.
11. Ensure procedures are established for the safe use and handling of substances and ensure that safe equipment and plant are provided for employees and non-employees.
12. Ensure a system is in place for reporting and investigating accidents and near miss events and take appropriate action to reduce the likelihood of their occurrence.

Signed.....

Date.....1/3/18.....

C A Paull, Chairman of Governors

Signed.....

Date.....1/3/18.....

J Belbin, Headmaster

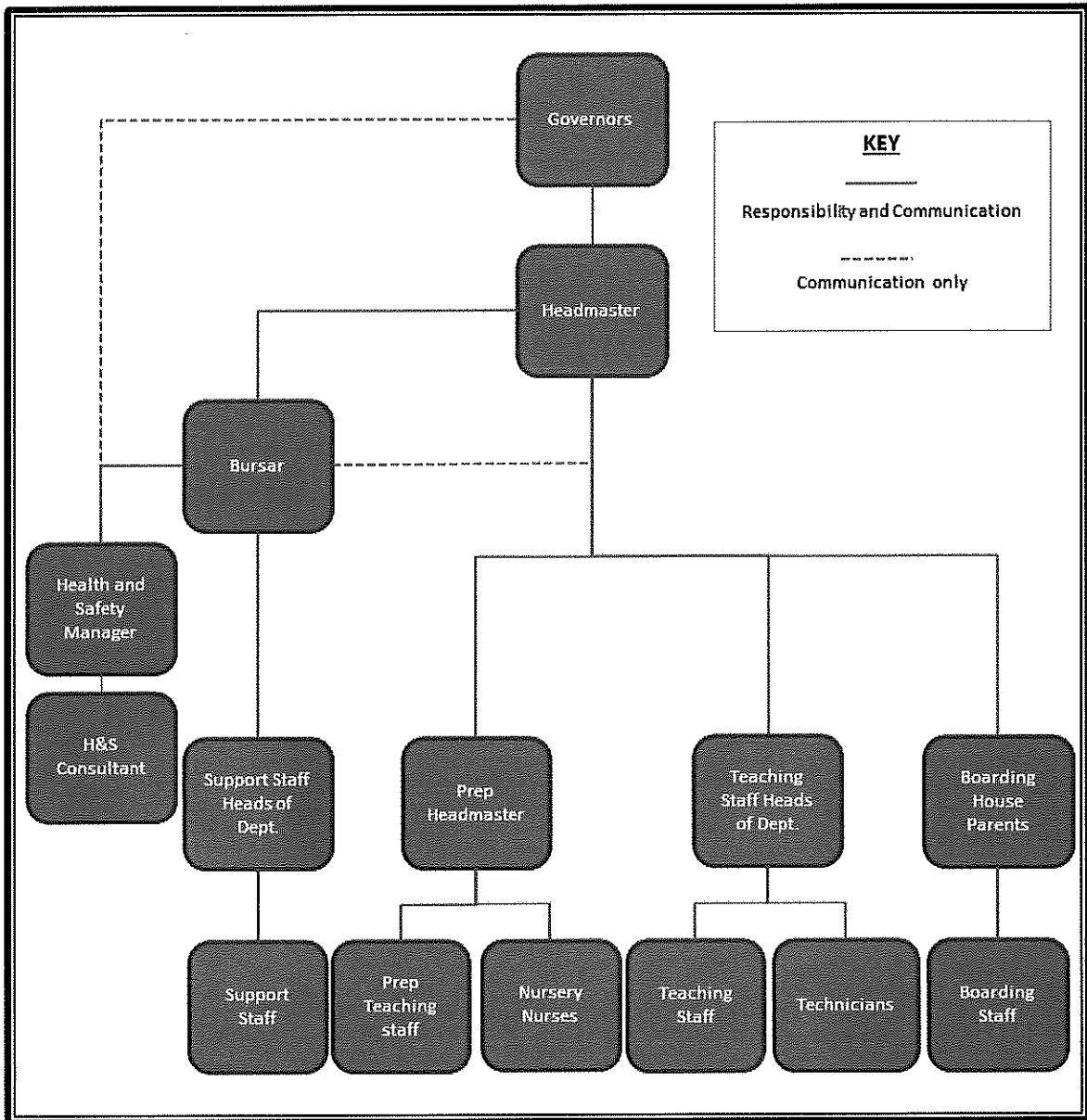
Signed.....

Date.....1/3/18.....

E F P Valletta, Bursar

2. ORGANISATION

2.1. Health and Safety Management Structure



2.2. Health and Safety Responsibilities

The Board of Governors

The Governors undertake to provide a safe and healthy working environment within Kimbolton School. In particular, they will:

- a) Ensure an effective and enforceable policy is created which promotes the correct attitude towards health and safety throughout the School.
- b) Prioritise and arrange for resources to be supplied to adhere to this policy and current legislation.
- c) Constantly monitor the effectiveness of the implementation of this policy through their involvement with the Health and Safety Review Committee (see 2.3 Governor's Health and Safety Review Committee - Terms of Reference).
- d) Ensure that any changes in this policy will be drawn to the attention of all employees and that action required through these changes is implemented.

Headmaster

The Headmaster will be responsible to the Governors in enabling the school to fulfil its health and safety obligations. The Senior Leadership Team (SLT) will assist him with this. In particular, he will:

- a) Be fully committed to the Board of Governor's Statement of Intent for Health and Safety.
- b) Ensure the co-operation of all teaching staff at all levels as regards to the working of this policy.
- c) Allocate responsibilities for health and safety to specific teaching staff and ensure those persons fully understand their responsibilities and are given both the time and encouragement to pursue them.
- d) Ensure that all teaching staff have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Take steps to ensure that any changes in the curriculum and also changes in systems of work are considered for their health and safety implications.
- f) Ensure that health and safety performance is measured both actively and reactively.

Bursar

The Bursar acts as the School Health and Safety Co-ordinator and is responsible for the day to day maintenance and development of safe working practices and conditions of all school activities. In particular, he will:

- a) Ensure the co-operation of all support staff at all levels as regards to the working of this policy.
- b) Allocate responsibilities for health and safety to specific support staff and ensure those persons fully understand their responsibilities and are given both the time and encouragement to pursue them.
- c) Ensure that all support staff have sufficient experience, knowledge and training to perform the tasks required of them
- d) Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Prioritise any actions where resources are required as well as ensuring that actions are taken.

- f) Ensure that appropriate information on significant risks is given to visitors, contractors and the general public.
- g) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- h) Ensure that emergency procedures are in place.
- i) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- j) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Ensure arrangements are in place to monitor premises and performance.
- l) Ensure that accidents are investigated and any remedial actions required are taken or requested.
- m) Ensure that health and safety is included on Governor's meeting agenda and present an annual report to the Governors on health and safety performance.
- n) Appoint a specialist health & safety consultant.

Health and Safety Manager

The Health and Safety Manager will assist the Bursar in co-ordinating, implementing and monitoring the Health and Safety Policy. In particular, she will:

- a) Advise the Governors, via the Health and Safety Review Committee, on the application and monitoring of the Health and Safety Policy.
- b) Act on directives from the Health & Safety Review Committee within an agreed time frame.
- c) Develop and implement the Health and Safety Policy in consultation with key staff.
- d) Co-ordinate the risk assessment process for the school.
- e) Advise and support all departments and encourage managers to follow and enforce safety procedures.
- f) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- g) Ensure that staff are adequately instructed in health and safety matters about their specific work place and the school generally.
- h) Monitor first aid provision and arrange training as necessary.
- i) Manage all areas relating to Fire Safety including:
 - Satisfactory provision and periodic checking of fire equipment and alarm systems.
 - Liaison from time to time with Cambridgeshire Fire Service.
 - Reviewing the Fire Risk Assessments.
- j) Manage the keeping of records of all health and safety activities.
- k) Pass information received on health & safety matters to appropriate people.
- l) Liaise with the school's health and safety consultants particularly in relation to the Health and Safety Audit and Action Plan.
- m) Bring to the attention of the Bursar any concerns relating to health and safety

TEACHING AREAS

Heads of Department and Prep Headmaster

The Heads of Teaching departments, the Prep Headmaster and staff in charge of activities will be responsible to the Headmaster for the following:

- a) Applying the School's Health and Safety Policy to their own department and being directly responsible for the application of the health and safety procedures and arrangements.
- b) Providing and maintaining written Risk Assessments for the activities for which they are responsible as required by the *Management of Health and Safety at Work Regulations 1999*.
- c) Drawing up and reviewing departmental procedures based on the findings of the risk assessment and ensuring that all staff under their control are familiar with the procedures.
- d) Ensuring that the staff, for whom they are responsible, co-operate fully with any school safety procedures outlined in the Health and Safety Policy e.g. accident reporting, fire practices etc.
- e) Resolving health and safety problems members of staff refer to them, or refer to the Bursar any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) In line with risk assessments, carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required.
- g) Ensuring that departmental training is given as soon as possible after a new member of staff starts work and for all other health and safety training required by their staff.
- h) Ensuring as 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.
- i) Keeping records of all health and safety training given and for passing copies to the Health and Safety Manager.
- j) Implementing of any control measures required specific to their department e.g. COSHH, ionising and radiation etc.
- k) Where appropriate, establishing with the technician a programme of regular and frequent checks on any safety equipment.
- l) Including Health & Safety as agenda item at all departmental meetings. Passing down any health and safety information received and reporting, to the appropriate person, health and safety concerns from their staff.

All Teaching Staff

Teachers at the Senior and Preparatory School are expected to:

- a) Exercise effective supervision of their pupils knowing the procedures for fire, first aid and other emergencies and how to carry them out.
- b) Follow the particular health and safety measures in their own teaching areas as laid down in the departmental risk assessments and Health and Safety Policy and ensure that they are applied.
- c) Carry out visual safety checks of work areas and equipment before use.
- d) Give clear oral and written instructions and warnings to pupils when necessary.
- e) Follow safe working procedures.
- f) Correctly use protective clothing and guards where necessary.

- g) Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- h) Report all defects and areas of concern to their Head of Department.

Classroom and Laboratory Assistants/Technicians

They will be responsible to the Head of Department as appropriate for the following:

- a) The security of all dangerous substances that may be used in their department. To this end ensuring that all stores are kept securely locked at the end of the teaching day.
- b) Ensuring that all experiments and services are rendered safe on hearing the fire alarm.
- c) In consultation with the Head of Department, implementing procedures for checking control measures e.g. machine guards, fume cupboards etc. Ensuring that these items are correctly maintained and a record of the checks is kept.
- d) Checking all equipment and tools prior to use.
- e) Keeping up to date with current safety information, practices and procedures and informing the Head of Department where changes may need to occur.
- f) Following safe working procedures and ensuring that they are adequately trained in all the tasks they are to perform.

SUPPORT SERVICES

Support Staff Heads of Department

This section refers to the managers who head the non-teaching departments. These managers will be responsible to the Bursar for the safe running of their activities and the following:

- a) Applying the School's Health and Safety Policy to their own department and being directly responsible for the application of the health and safety procedures and arrangements.
- b) Providing and maintaining written Risk Assessments for the activities for which they are responsible as required by the Management of Health and Safety at Work Regulations 1999.
- c) Drawing up and reviewing departmental procedures based on the findings of the risk assessment and ensuring that all staff under their control are familiar with the procedures.
- d) Ensuring that the staff, for whom they are responsible, co-operate fully with any school safety procedures outlined in the Health and Safety Policy e.g. accident reporting, fire practices etc.
- e) Resolving health and safety problems members of staff refer to them, or refer to the Bursar any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) In line with risk assessments, carrying out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections as required.
- g) Ensuring that departmental training is given as soon as possible after a new member of staff starts work and for all other health and safety training required by their staff.

- h) Ensuring as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety.
- i) Ensuring that anyone named as a 'Competent Person' has the appropriate training, experience or qualifications to be responsible for the task.
- j) Keeping records of all health and safety training given and for passing copies to the Health and Safety Manager.
- k) Implementing of any control measures required specific to their department e.g. COSHH, manual handling, PPE etc.
- l) The security of all dangerous substances that may be used in their department. To this end ensuring that all stores are kept securely locked except when actually being used.
- m) Implementing procedures for checking control measures e.g. machine guards, electrical equipment etc. Ensuring that these items are correctly maintained and a record of the checks is kept.
- n) Implementing procedures for checking all equipment and tools prior to use.
- o) Including Health & Safety as agenda item at all departmental meetings. Passing down any health and safety information received and reporting, to the appropriate person, health and safety concerns from their staff.

AREAS OF SPECIFIC RESPONSIBILITY

Boarding House Parents

House Parents are responsible for ensuring that any instructions or advice on matters of Health and Safety are properly followed in their Houses and that:

- a) There is adequate supervision of pupils in the boarding house.
- b) All fire doors are kept closed at night, this task being undertaken by them or house staff and not delegated to pupils.
- c) Arrangements for night-time/early morning fire practices at termly intervals and recording the results by sending a report to the Health and Safety Manager.
- d) All pupils and house staff are fully familiar with all fire procedures.
- e) There is a proper method of taking roll call to establish that all persons resident in the House have been accounted for in the event of a fire.
- f) All means of escape in case of fire are at all times kept free and unobstructed.
- g) Any problems or defects with any fire equipment e.g. extinguishers, alarms, fire doors etc. are immediately reported.
- h) All the rooms are constantly monitored as to correct use of authorised equipment.
- i) Checks are made of all electrical equipment on a regular basis with the Clerk of Works.

Clerk of Works

In addition to the responsibilities outlined as a Support Staff Head of Department, the Clerk of Works is also responsible for:

- a) Satisfactory provision and periodic checking of fire alarm call points, emergency lighting, fire doors and exits.
- b) Monitoring the control and condition of asbestos and reviewing and updating the asbestos register.
- c) Monitoring and record keeping outlined in the School's Legionella Policy.
- d) All electrical testing, including portable appliance and electrical installation testing, in accordance with the School's procedures.
- e) Arranging gas safety checks.
- f) Inspection and labelling of all ladders as part of maintaining a ladder register.
- g) The inspection and service of woodworking machinery and dust extraction systems in the Maintenance department.

Contingent Commander of CCF

The officer commanding the CCF is responsible for:

- a) All aspects of CCF training.
- b) Ensuring that all such training is conducted in accordance with the instructions contained in the current MoD publication relating to Cadets.
- c) The safe guarding of all munitions and weapons.

All Employees

No safety policy can be successful unless it actively involves everyone. All employees are reminded they have a duty to co-operate with the senior leadership of the school in meeting the requirements of the Health and Safety at Work etc. Act, 1974. To this end all employees have a responsibility to:

- a) Take reasonable care for the health and safety of themselves and others when undertaking their work.
- b) Be aware of, respect and adhere to the rules and procedures contained in the Health and Safety Policy and other departmental and School policy documents.
- c) Act in accordance with all safety rules, regulations and training both statutory and School and conform to any safe system of work that may be developed.
- d) Use all work equipment and substances in accordance with instruction, training and information received and not intentionally interfere with or misuse any equipment or fittings provided for health and safety purposes.
- e) Take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor or the Health and Safety Manager.
- f) Wear and use all personal protective equipment and safety devices that are provided by the School for their protection.
- g) Report all accidents, incidents, near misses and damage to the Health and Safety Manager. They should also report immediately any situation that could jeopardise the wellbeing of him or herself or any other person.

Pupils

Pupils, allowing for 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.

Safety Advisors/Consultants

Kimbolton School employs a Safety Adviser who will liaise with the Health and Safety Manager to undertake the following tasks:

- a) Conduct monitoring visits to audit the implementation of the current Health and Safety Policy.
- b) Present a written report on the audit to the Health and Safety Review Committee.
- c) Advise on revisions and updates to health and safety.
- d) Assist with accident investigation and monitoring.
- e) Provide support and assistance to all staff with health and safety responsibilities.

Responsibilities of all Other Persons

While the Governors of Kimbolton School will do all that is within its powers to ensure the health and safety of all visitors, contractors and members of the general public, it is recognised that health and safety is the responsibility of each and every individual associated with the School. With this in mind visitors and contractors are requested to adhere to all health and safety instructions and notices.

2.3. Governors' Health and Safety Review Committee

INTRODUCTION

The Governors of the School have appointed the Health and Safety Review Committee as a committee of the School for the purposes of overseeing the School's Health and Safety arrangements to ensure a safe and healthy working environment for pupils, staff and visitors to Kimbolton School and adopt best practice pursuant to Article 5.3 of the School's Articles of Association.

MEMBERSHIP

The Committee shall consist of up to five Governors (including ex officio appointments), the Headmaster, Prep School Headmaster and the Bursar. In addition, the Health and Safety Manager shall also attend. Other Governors, or experts, maybe invited to attend the Committee at the discretion of the Committee Chairman. The Bursar's secretary shall also act as secretary.

TERMS OF REFERENCE

The Committee shall discuss the following, making recommendations to the Full Board as necessary:

- a) Preparation and monitoring of the School Safety Action Plan.
- b) Preparation of new initiatives to accommodate changes in legislation, policy or practice.
- c) Ensuring appropriate resources are allocated to meet agreed actions.
- d) Receive regular reports from departments on Risk Assessments and significant Health and Safety issues.
- e) Preparation and review of safety audits and track outcomes.
- f) Ensure appropriate safety, emergency and technical training of personnel is carried out to meet or exceed regulatory requirements.
- g) Carry out planned regular reviews on Health and Safety issues.

MEETINGS AND PROCEDURE

- a) The quorum for meetings of the Committee shall be three Governors including the Chairman.
- b) The Committee shall determine the frequency of its meetings provided that the Committee shall meet at least twice annually.
- c) The Minutes of the Committee shall be presented to the Full Board.
- d) In most cases, decision-making will be by consensus. However, in exceptional circumstances (decided at the Chairman's discretion) decision-making will be by a majority vote of Committee members present. In the event of a tied vote the Chairman will have the casting vote.
- e) A resolution in writing, signed by all the members of the Committee shall be as valid and effective as if it had been passed at a meeting of the Full Board.

3. PLANNING AND IMPLEMENTATION OF ARRANGEMENTS.

3.1. Safety Training, Induction and Employee Information

SAFETY TRAINING

It is the policy of Kimbolton School to comply with the law as set out in *The Health and Safety at Work etc. Act 1974* and *Management of Health and Safety at Work Regulations 1999* with respect to training.

Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.

Details of training required to comply with areas of health and safety legislation will be set out in the arrangements for each specific policy.

Departmental Training

Teaching and Support Staff Heads of Department and the Prep Headmaster will be responsible for co-ordinating relevant training within their department. This will include:

- a) Departmental training on general and specific departmental risks.
- a) Updates to the departmental training as exposure to new or increased risks, due to transfer or change of responsibilities, or due to the introduction of new or changed work equipment or technology, occurs.
- b) Periodic refresher training as appropriate.

Heads of Department will maintain a record of all training that has been given.

Copies should be sent to the Health and Safety Manager.

First Aid and Specific Skills Training

The Health and Safety Manager is responsible for co-ordinating and maintaining records on all first aid and specific skills e.g. fire safety, working at height, manual handling training. This includes a system for ensuring that refresher training (e.g. in first aid) is undertaken within the prescribed time limits.

Records of this training will be entered on to the School personnel system as well as being recorded by the Health and Safety Manager.

INDUCTION

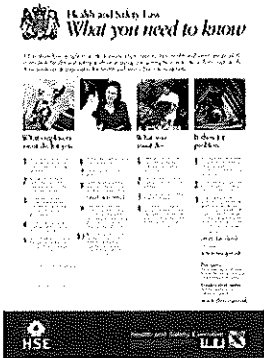
All new staff will attend health and safety induction training. This will give general health and safety training on the risks associated with the School, including arrangements for first aid, fire evacuation and reporting of accidents.

Attendance at induction training will be entered on to the School personnel system as well as being recorded by the Health and Safety Manager.

EMPLOYEE INFORMATION

The Health and Safety Review Committee meets termly to discuss health and safety issues. Action points from meetings are brought forward for review by the Senior Leadership Team. Issues that cannot be dealt with at departmental level should be brought to the attention of the Bursar or the Health and Safety Manager who will raise any unresolved items at these meetings.

DOCUMENT CHANGE HISTORY	Created: May 2012	Reviews: 3	Last Review: March 2018
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Communication of Information

The Health and Safety Manager will ensure that systems are established so that staff are familiar with the arrangements set out in this document. All health and safety policies are made available on the school intranet and changes communicated via Heads of Department (HoDs) or Bursary meetings.

The Health and Safety Law poster (see left) is displayed in staff rooms and at various locations round the school.

3.2. Specific Policies

Specific Policies
Health and Safety Policy – Statement of Intent
Risk Assessment Policy
<u>Accidents and Emergencies</u>
Accident Reporting Procedures
Fire Safety
First Aid
<u>Machinery, Equipment and Plant</u>
Machinery and Work Equipment
Woodworking Machinery
Working at Height
<u>Hazardous Substances</u>
Asbestos
Control of Hazardous Substances (COSHH)
Ionising Radiations
Legionella
<u>Construction and Contractors</u>
Contractors
<u>Staff Health</u>
Control of Noise
Display Screen Equipment
Lone Working
Manual Handling
New and Expectant Mothers
Young People at Work
<u>Other</u>
Tree Management
<u>School Policies with Health and Safety Implications</u>
Educational Visits
Staff Wellbeing

3.3. Supporting Documentation

The specific policies that make up the arrangements section of the Health and Safety Policy will be supported by documentation to enable the policies to be applied.

This documentation will include Approved Codes of Practice (ACoPs) and advice from the HSE and other organisations as well as pro formas to enable staff to implement the arrangements. All this information will be available on the school's intranet.

4. MEASURING PERFORMANCE.

Introduction

The Board of Governors are responsible for an on-going review of the effective implementation of this policy. Monitoring provides the information to review activities and decide how to improve performance.

To enable them to do this the School's Health & Safety Review Committee has the task of measuring the health and safety performance throughout the school.

4.1. Active Measurement

Active monitoring systems for health and safety are required to draw attention to deficiencies in health and safety management and allow for remedial action to be taken to prevent an accident, or the onset of ill-health.

Active monitoring checks that standards are being implemented and management controls are working effectively before something goes wrong. It will involve regular inspections and checking in the following ways:

Departmental Health and Safety Inspection Form

Annually all departments will monitor their areas for basic health and safety hazards e.g. fire safety, slips, trips and falls etc. as well as specific risks e.g. working at heights, manual handling and PPE. A departmental health and safety inspection form and guidance have been developed to assist in this process. The completed form is returned to the Health and Safety Manager to collate.

Health and Safety Checklist

An extensive health and safety checklist outlines the inspections that take place in the School. Some of the checks are required for compliance with health and safety legislation and others are a way of monitoring the application of the Health and Safety Policy. Items on the list that have not taken place will be reported to the Bursar. The full checklist is considered annually at the Health and Safety Review Committee.

4.2. Reactive Measurement

Reactive monitoring, after things go wrong, involves learning from your mistakes, whether they have resulted in injuries and illness, property damage or near misses identifying in each case possible causes.

The Health and Safety Review Committee will consider information such as accident reports and accident investigations to make decisions regarding management and resources.

5. AUDIT AND REVIEW.

5.1. Audit

Audits complement monitoring activities by looking to see if the Health and Safety Policy, organisation and systems are actually achieving the right results. They tell you about the reliability and effectiveness of your systems. The Health and Safety Review Committee will use the results from audits to improve the schools approach to health and safety management.

External Audits

Where considered appropriate by the Health and Safety Review Committee, the School's external Health and Safety Consultant will be asked to conduct specific area or topic audits.

5.2. Review

The Health and Safety Review Committee will assess the effectiveness of the Health and Safety Policy by considering the achievement of stated objectives within given time-scales. These achievements will be based on findings and an action plan from external audits.