

Suggested 9 Term Plan. “PLAN-DO-CHECK-ACT” is a term from the HSE’s management system guidance. See [HSE](#) for further guidance)

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8	Term 9
PLAN Audit H&S policy check	plan major project for next 3 yrs For example do you have a new SEN student coming to the school ?	Check updates to LA guidance Particularly the A to Z guide	DO Review H&S policy check	Site security review	Check updates to LA guidance Particularly the A to Z guide	CHECK Assess H&S policy check	Term 1 audit report - final check for recommendations not yet implemented	Check updates to LA guidance Particularly the A to Z guide Are we better than we were in Term 1?
Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill	Fire drill
Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP	Update fire risk assessment	Site security (safeguarding) risk assessment	Local responsibilities for building maintenance under the Property SLP
Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review	Use of external adviser or auditor required this year ?	School trips review	Incident and first aid records review
Asbestos review with Corporate Property Adviser	Maintenance review with Corporate Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser	Asbestos review with Corporate Property Adviser	Maintenance review with Property Adviser	Condition survey review with Corporate Property Adviser

Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work	Target setting for H&S policy	Risk assessment update	H&S training review AND H&S promotional work
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Stanton Community Primary School

Nurture, Enjoy, Aspire, Achieve



Health and Safety Policy Statement.

General Statement of Intent and Commitment

The governors and headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and

- To support the published policies and aims of the county council, and
- To promote continuous improvement in the health and safety performance.
- To learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2. The headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;

3. The governing body must ensure that the headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for health, safety and welfare of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

Charlotte Hare (chair of governors)

The head teacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

Sue Chapman (head teacher)

EDITION NUMBER 9

DATE THAT THE POLICY WAS ADOPTED
BY THE GOVERNING BODY
16/01/2017

ORGANISATION

Task	Name of person responsible	Job title of person responsible
HSW System & Policy review	Sue Chapman	Head teacher
Health and safety committee and/or governor committees	Jon Illingworth	Chair of H&S
Communication and information management	Sue Chapman	Head teacher
Critical Incident Management	Sue Chapman	Head teacher
¹ H&S Training	Sue Chapman	Head teacher
Programmed updating training	Sue Chapman	Head teacher
Personal safety procedures (also Schoolsafe)	Sue Chapman	Head teacher
Planned checks Procedures/Premises/Equipment	Sue Chapman Wendy Billings	Head teacher Caretaker
Risk assessments for managed moves, EOTAS and excluded pupils	Sue Chapman	Head teacher
Infection Control	Sue Chapman Wendy Billings	Head teacher Caretaker
Incident reporting/investigation	Sue Chapman	Head teacher
Coordination of risk assessment work	Sue Chapman	Head teacher
Fire procedures including personal emergency evacuation plans	Sue Chapman	Head teacher
Locally organised premises maintenance, repair and improvement	Jan Bates	Office Manager
First Aid (training and equipment)	Sue Chapman	Head teacher
Vehicle control and pedestrian safety	Sue Chapman	Head teacher
Educational visits coordinator (EVC)	Sue Chapman	Head teacher
Stress and Wellbeing	Sue Chapman	Head teacher
School Minibus	N/A	N/A
Child Protection Co-ordinator	Sue Chapman	Head teacher
Supporting pupils with medical needs	Sue Chapman	Head teacher
Premises Security	Wendy Billings	Caretaker
Contractors on site	Sue Chapman	Head teacher
Outside lettings	Sue Chapman	Head teacher
Other (specify)		
High Schools Only – Radiation Protection Supervisor		

¹ Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health And Safety Coordinator**.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the headteacher so that hazards can be dealt with quickly.

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school. For example, a head of department or subject coordinator therefore has an implied higher level of responsibility than a basic grade teacher, even if the hsw policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

Guidance For The 'ARRANGEMENTS' Section Of The School's Health, Safety & Welfare Policy

This guidance is presented as a series of headings each followed by questions or statements which can be used as the prompt for the school's own statements. The adoption of the 9 Term Plan will constitute a solid and demonstrable system for implementing the arrangements and critical elements such as the asbestos management procedures will be easily programmed into normal business.

HSW Policy Review

- The school's health, safety and welfare policy will be reviewed annually and at each review the school will formally adopt the new policy and renew the relevant signatures
- The view process incorporate views from the staff gained from staff representatives
- Any targets included in the policy document will be reflected in the school's health, safety and welfare development plan
- The school's policy document will be displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans

Health, Safety and Welfare Committee or Governor Groups/Committees

- The school has a termly committee meeting including governors that considers health, safety and welfare issues. The group monitors progress regarding any targets identified in the current edition of the school's h&s policy and other information.
- The Terms of Reference for the committee have been reviewed and adequately cover the functions that the school needs for the hsw system to be effective and complete.
- The proceedings of the meetings are formally recorded and action points brought forward for review
- The chair of the health and safety committee presents a termly report in the recommended format for health and safety to the whole governing body
- The committee reviews the school's incident records for each term, and for each year, to identify any patterns or other indicators requiring management attention

Communication and Information Management:

- If / when the head teacher receives updates either from the LA or from other sources she will inform the Health and Safety committee.
- When the Chair of the Health and Safety committee receives updates he will bring these to the attention of the Head teacher or raise them at the next committee meeting depending on the urgency.
- The school passes on to the relevant people within the school relevant health and safety information. Subject leaders must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's health and safety committee or local health and safety coordinator informed about new information and guidance received.
- The school health and safety policy is made available to staff by placing a copy of the policy on the staff room noticeboard. Cleaners, caretakers and midday supervisors, have a briefing session with access to a printed copy of the policy for later reference.
- There is a specific notice board, for general health and safety information that any member of staff may refer to at any time
- Items include:
 - The school's health and safety policy *
 - A copy of the "Health and Safety Law poster
 - Notes from the school's health and safety committee meetings
 - Poster displays or other awareness raising, etc. campaigns
 - Incident reporting procedure
- Union information is made available to staff. The LA consults with the unions and advises accordingly.

Critical Incident Management and temporary staffing absences

- The county's guidelines are followed and staff are aware of the advice
- The school will make reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

All staff will receive an appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees may include the following, which includes both basic and more specialised criteria. Absolutely essential items for induction are highlighted.

- **Overview of the school's health and safety policy and organisational structure**
- **Tour of the premises**
- **Current health and safety priorities for the school – safety policy targets**
- **Communication and relationships with other departments, schools and Suffolk County Council.**
- **General health and safety advice, including the schools own guidance and that from the LA**
- **The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.**
- **Where appropriate, curriculum specific guidance**
- **For certain staff (head teacher, bursar, business manager, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.**

- **Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment**
- **Smoking restrictions around the school site.**
- **Fire evacuation and emergency procedures**
- **Critical Incident procedures**
- **The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)**
- Introduction to recognised unions and the local representatives
- Infection Control arrangements
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)
- **Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)**
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- **Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.**
- **Fire extinguishers and blankets – location and use**
- Access to well-being advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress
- **What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)**
- **Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.**

Routine Updating Training

- Whole staff training is updated as appropriate
- Managers consider refresher training for their staff on health and safety matters, including first aid training which is a special case, at least once every three years
- Records are maintained for all health and safety training attended by staff. Ideally, such records should be properly validated by being countersigned and dated by the staff themselves.

Personal Safety procedures, Schoolsafe and control of violence

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, will be trained to the Schoolsafe standard or an equivalent recognised standard
- The school has a policy advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). The policy includes clear procedures on reporting and investigating such incidents.
- Staff will be advised about the recently published “Dealing with abuse, threats and violence towards school staff” guidance
- Visitors and people entering the building are monitored - they should sign in at reception and be issued with a badge or label.
- Visitors should be clearly directed to use the main entrance to the school.
- The relevant authorities are promptly advised of changes to key holders
- Specific risk assessments are available for the safety of lone workers for these potentially higher risk activities.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures

Equipment

Premises

Procedures

- The health and safety committee monitor health and safety issues termly including progress towards completion of the school’s objectives for the year, safety inspections and review of incident report forms

Equipment

All equipment is subject to a **formal, appropriate, programmed** and **recorded** maintenance check.

For example:

- All indoor and outdoor **sports** and **play** equipment. Make sure new equipment is added to the schedule for any contractor or inspector. Make sure any equipment likely to be used is suitably sited even if only temporarily, with a safety surface, if required.
- The school’s water system(s)- hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in design technology
- Fume cupboards and other exhaust ventilation equipment (eg. ventilation for kilns, design and technology machines, toilets, and reprographics areas.
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Lifting gear, winches and hoists, lifts and stays
- Printing and reprographics machines
- Kilns, autoclaves, compressors
- All electrical equipment is safety tested annually
- The school will make use of an externally organised contract and act upon their recommendations
- Staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.
- The school ensures there is annual PAT testing of all electrical equipment

Premises

- The whole school is site inspected once a term by the health and safety committee that reports to the school's leadership team and the governing body. Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits may form **part** of the school's arrangements for checking the school, but inspections should take activities into account as well the structure of the buildings, etc. A comprehensive checklist and action plan detailing the actual items checked and the findings and responses are essential to show due diligence. Records should be kept for at least three years.
- Visual checks on certain items carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. **Such checks are essential to ensure that safety critical facilities operate as planned every day.**

Infection Control Arrangements in school

- The school ensures advice is available for staff on infection control, intimate care arrangements and managing medicines and students with medical needs.

Incident Reporting/Investigation

- The school has in place an incident reporting system, that meets the local authority's specification
- The school's procedure for recording and reporting incidents follows the local authority's advice. It is vital that the school has a procedure to ensure that the necessary details are recorded on EVERY incident record before the information is sent to the local authority.
- The SMT has been briefed on when and how to use the school's incident reporting system. The relevant staff seen the 'What is a Significant Incident' guidance and recently circulated updated advice. See <http://www.suffolklearning.co.uk/leadership-staff-development/health-safety/incident-reporting>
- The headteacher, or deputy headteacher checks every incident record before it is submitted to the authority.
- Every incident subject to investigation as appropriate with a view to preventing recurrence
- Finding of the investigation are shared with the staff and the authority and other people with a relevant interest if relevant
- The school reviews relevant risk assessments after any incident or near miss?
- The school's health and safety committee periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents

Coordination of Risk Assessment Work

- Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations

- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Hinge protectors for doors and gates
- Clinical waste
- Supervision of swimming (on or off site)
- School fetes, drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

- A fire risk assessment has been completed and is reviewed annually
- The fire risk assessment will be reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom
- A personal evacuation plan will be required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements. Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use. Information about the EVAC Chair can be obtained from <http://www.evac-chair.co.uk/>
- An evacuation practice (fire drill) is carried out once per term. At least twice per year is the absolute minimum.
- There is a check to ensure all fire extinguishers have been examined during annual maintenance checks?
- All staff trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire
- All staff adequately trained in fire extinguisher use to enable them to escape in an emergency
- The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems)
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a log book
- Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly. However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. Records **must** be kept in a fire precautions log book.
- The wheelie bins **are locked** in an external garage so that they cannot be used to set fires close to the school building.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit
- The fire safety arrangements have been comprehensively checked with a competent adviser within the last 3 years

Locally Organised Premises Maintenance, Repair and Improvement

- Procedures in place to ensure the Form 13 procedure is followed
- The relevant staff (bursar, caretaker/custodian, site manager, etc) and governors know the asbestos procedures. We have been advised about the asbestos survey report
- Arrangements are in place to ensure any necessary alterations to the asbestos survey report are notified to the County Council after discussion and assistance from your county council's Property Adviser
- Schools that procure services (such as cleaning, catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject

to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

First Aid – Training and equipment

- The first aid equipment is appropriately located. Kits are located close to sites likely to need it most frequently (eg. design technology, sports, play and science areas)?
- Lone workers are trained to enable them to deal with their own minor first aid needs and do they have ready access to a first aid kit. Caretakers and cleaners exposed to particular health risks may need special consideration.
- The office staff monitor stock levels in first aid kits ensures maintenance and replenishment
- The procedure for disposal of clinical waste, including incontinence and sanitary waste is satisfactory
- Records kept of who is trained, and when their certificates expire The whole school staff is adequately briefed about the school's first aid provisions. The head teacher maintains the list of trained staff and the list is displayed in the staffroom.
- The injury reporting procedures require the recording of the incident in our own 'incident book' and they are monitored by the health and safety committee.
- Relevant staff have access to GP telephone numbers for emergency use.
- First aid arrangements for visits and trips are always thoroughly thought through

Vehicle Control and Pedestrian Safety

- Due to restricted parking and access to the car park via an entrance also used by pedestrians, only people who have permission from the head teacher are allowed to park in the car park
- Contractor vehicles are directed not to access the school site between 8.30 - 9.10 a.m. and 3.00 – 3.30 p.m.

Education Visits Coordinator (EVC)

- The school has a trained School Visit Coordinator (Mrs. Sue Chapman)
- The school has adopted a policy which follows the model provided by the county council
- There are clear written procedures that have to be followed before any child can leave the school premises for the purpose of an educational visit

Stress and Well Being

- The school belongs to the Well-Being and Employee Assistance Programme run by Suffolk County Council
- The school works alongside the Professional Unions to manage staff stress and workload
- Stress and workload management issues are discussed and recorded during performance review discussions
- When a member of staff informs the school that they are suffering from stress then a risk assessment will be undertaken and wherever possible, the school will aim to reduce the factors causing the problem and will provide an opportunity for counselling.

Child Protection Procedures

- The current county council guidance is followed (see Safeguarding Children policy)

Supporting Pupils with Medical Needs

- The latest county council guidelines are followed (see policy for Supporting Children with medical needs)

Protection from the Sun

The school recognises that when the sun risk factor is high we must ensure nobody, particularly children, spends too long unprotected in the sun. The risk of sunburn can be significant after as little as 15 minutes in the UK's strongest sunshine.

In order to minimise the risk to both adults and children, the school adheres to the following guidelines:

- Parents are encouraged to prepare their children for outdoor activity in school during sunny weather by applying a high factor, all day sunscreen
- If children bring their own sunscreen, their parents must ensure that their children can apply their own cream
- Children **must not** offer their sunscreen to other children in case they are allergic to it
- Care needs to be taken against cross-contamination as some creams and lotions may contain nut oils and other allergens
- The wearing of sunhats is also encouraged for people who may be out in the sun
- Medical research suggests that drinking insufficient plain water may be connected with a variety of conditions ranging from poor concentration, headaches and obesity. Therefore the school has a policy of unlimited access to drinking water.

Premises Security and visitor safety

- Current county council guidance is followed.

Contractors on Site

- All contractors must sign in at reception and will be issued with an identification badge before being allowed into the main school
- There are written instructions for contractors outlining relevant health and safety issues, including fire, smoking and asbestos procedures
- The caretaker, head teacher and all other staff have responsibility for monitoring the contractors safety performance in order to prevent danger to people other than the contractor' staff

Lettings

- Any party wishing to let all or part of the school building will be issued with a 'Lettings Pack' which provides information on any relevant health and safety issues
- The school will then enter into a written agreement with the leasee

Health and Safety and Premises Committee Report To Governors - Recommended minimum content

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on h&s audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

