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Introduction

The health and safety of both staff and students has always been of paramount importance in MOD Schools. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Headteacher has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Headteacher shares with HQ MOD Schools the responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the Headteacher and HQ MOD Schools, with MOD Schools providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, DCYP Safety Policy and Safety Information have been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the school's own safety policy has been devised to complement that of DCYP and provide those details that the former can't.

It is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions or suggestions from members of staff would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to safety management also plays an essential part in MOD Schools approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the MoD budget.

I warmly commend it to all staff.

Headteacher:.....

Date:.....

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Headteacher acknowledges their extensive role and responsibilities in the local management of the school
- the Headteacher and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the DCYP Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the DCYP Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School SHEF Action Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management

General Statement of Policy

In partnership with MOD Schools, the Headteacher recognises their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within their power to fulfil this responsibility.

Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from DCYP and through persons competent in health and safety matters
- a written system of safety management which includes: the identification of needs and objectives, in order of priority
- the allocation of appropriate funds
- the integration of health and safety planning within the School SHEF Action Plan
- the regular monitoring of progress, and of safety performance, to be used in the planning process
- an annual review of the safety policy
- the inclusion of health and safety on the agenda of Headteacher SHEF meetings, at least once a term

Headteacher

The Headteacher is responsible to HQ MOD Schools for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff that comprises of the management team, such as Deputy Heads and Phase Leaders.

The Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with MOD Schools guidance and the DCYP Safety Policy, comprising:
- the identification of safety requirements and objectives
- the clear identification of priorities
- the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School SHEF Action Plan
- the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with MOD Schools guidance
- provide regular reports on significant issues and general progress to HQ MOD Schools
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Deputy Headteacher

The Deputy Headteacher(s) assists the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

KS/Phase Leaders

Key Stage Leaders are responsible to the Headteacher for the safe management of the Phase Group, in accordance with MOD Schools guidance and the DCYP Safety Policy, and for implementing all school procedures relating to health and safety. Key Stage Leaders will identify and clearly prioritise both the immediate and long term requirements of the Department/Subject, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

- Key Stage Leaders will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School SHEF Action Plan and/or budget planning.
- Phase Leaders will assist in the fostering of a positive safety culture within their phase groups.

Subject Coordinators

The Subject Coordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with MOD Schools guidance and the DCYP Safety Policy, and for implementing all school procedures relating to health and safety.

The Subject Coordinator will identify and clearly prioritise both the immediate and long term requirements of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of all safety publications and guidance issued by HQ MOD Schools, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School SHEF Management Plan and/or budget planning.

The Subject Coordinator will assist in the fostering of a positive safety culture within his/her Subject.

Safety, Health, Environment and Fire (SHEF) Coordinator

The SHEF co-ordinator is responsible to the Headteacher in assisting in the day to day management of the SHEF policy. In particular he/she will:

- A. Promote a positive SHEF culture within the establishment.
- B. Be the focal point for day to day references and management of SHEF and give advice or indicate sources of advice.
- C. Maintain contact with MOD Schools SHEF advisors to obtain expert advice.
- D. Organise or carry out regular inspections of the premises, equipment and working practices, record findings and make recommendations for improvement.
- E. Ensure that accidents are recorded and reported as appropriate and that remedial action
- F. is taken, if appropriate, to prevent a reoccurrence.
- G. Make appropriate checks to ensure that appropriate risk assessments are in place for all workplace activities and that the administrative system for reviewing them is kept up to date.
- H. Make appropriate checks to ensure that the appropriate risk reducing measures are put into place to ensure safe practice and commend/implement new measures when necessary.
- I. Ensure all SHEF arrangements are up to date and review them at least annually.
- J. Review SHEF information, instructions and qualifications and identify and co-ordinate training needs.
- K. Attend SHEF Committee meetings.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Subject Coordinator and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Subject Coordinator or Headteacher
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

Ensuring a safe working environment is a collaborative effort and all members of staff are responsible for contributing to that aim.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the DCYP Safety Policy.

Ayios Nikolaos Primary School SHEF Committee Meetings

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from HQ MOD Schools or enforcing authorities
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

Meetings will take place each term where possible with additional meetings called as required by the Headteacher.

First Aid

The requirement for first aid provision for employees is laid down in the Health and Safety (First Aid) Regulations. DfE Guidance is followed by the School. The general responsibility for taking reasonable care of pupils is enshrined in common law under the in loco parentis doctrine. In addition the Early Years Foundation Standard (EYFS) demands specific first-aid cover for FS1 and FS2. Therefore it follows that although the Health and Safety (First-Aid) Regulations do not specifically cover pupils those responsible for pupils have a duty to provide adequately for them as well as any visitors/contractors on the premises. For that reason first aid arrangements for employees should be combined with those for pupils.

What is First Aid?

First Aid is the immediate and temporary care given until the services of a medical practitioner can be obtained.

First Aid can save lives and prevent minor injuries becoming major ones.

Role of the First Aider

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called. (see school procedures below).
- ensure school policy and practice on accident reporting is followed.
- Staff should NOT give first aid treatment for which they have not been given training.

Unqualified staff on medical room cover should call for assistance from a qualified first aider if necessary.

A list of currently qualified first aiders is on display at the entrance to the main office area, the SHEF notice boards and the Y1/F2 shared areas. The School Secretary is responsible for ensuring the list is updated and all certificates are current.

Medical Room

Ayios Nikolaos Primary School has a dedicated medical room in the school office. Any pupil, staff member, contractor or visitor to the school should go to the school office to access any first aid assistance and / or report an accident.

Pupils with non-emergency illnesses should be referred in the first instance to the School Secretary who may seek further advice.

The School Secretary is responsible for admitting pupils to the Medical Room and staff should not leave sick/injured pupils in the Medical Room without informing her.

First Aid Supplies

All first aid supplies and off-site first aid kits are held in the medical room. There are also first aid kits held in the Da Vinci Den and in the FS1 and FS2 Classrooms.

The Health and Safety Representative monitors the medical supplies and re-orders supplies as necessary. Any first aider or staff member should inform the Health and Safety Rep immediately if they are aware of any first aid supplies diminishing / needing replacement.

First Aid off School Premises

A qualified first aider will accompany pupils on any off school premises trips or excursions. A first aid kit must be taken and be adequately stocked. It is the responsibility of the first aider to check the kit before the trip or excursion and notify the Health and Safety Rep if it is incomplete.

- The first aider must ensure that any pupils with a Health Care Plan have their medication taken on the trip and are familiar with the medical requirements of that child.
- Any first aid administered on the trip must be recorded on return to the school in the medical room records or through the school accident process as necessary.

Reportable Accidents

Where an accident involves a pupil or adult being sent home or taken to the Medical Centre it immediately becomes 'a reportable accident'.

Where this occurs the person giving treatment is required to complete a more detailed accident report form and follow Ayios Nikolaos Primary School accident reporting procedures. The accident forms are to be found in the school office with instructions on the completion process.

Additional information on the MOD Schools Accident Procedure including accident investigation can be accessed in the MOD Schools SHEF Manual (copy in Headteacher's office).

All staff are advised to familiarise themselves with the reporting process.

Senior Staff (Head, Deputy Head or if off school premises the lead teacher) must be informed of any accident/incident where a pupil requires outside medical assistance.

Pupils with Specific Medical Needs

Ayios Nikolaos Primary School wishes to ensure that pupils with medical needs receive proper care and support at school. The administration of prescribed medication within school is, however, a matter within the discretion of the Headteacher. Ayios Nikolaos Primary School follows the guidance set out in MOD Schools 'Managing Medicines in Schools and Settings'.

- Medication will only be accepted in school when it has been prescribed by a Doctor. Staff can only administer prescription medication with the agreement of the Headteacher and only when a school/parental consent form has been completed with a Health Care Plan.
- Pupils with specific medical needs e.g. asthma, will have a Health Care Plan, a copy of which is kept in the medical room and the pupil's classroom. Details of pupils with medical conditions will also be on display in the staff room and the medical room medical boards. Health Care Plans are prepared by the School Nurse and the health and Safety Representative in consultation with the pupil's parents.
- Any supply staff in classrooms must check for of any Health Care Plans and medications relevant to that classroom.
- Medication for pupils with Health Care Plans is held in the medical room cabinet or their classroom as appropriate. A list of medications held in the school is detailed on the inside of the medical room cabinet. Medications handed into the school by parents must be suitably labelled with details of name and dosage.
- Staff training will take place with a qualified Health Care Professional for recognising and dealing with the conditions of asthma, anaphylaxis and epilepsy as necessary.
- Any medication required for a pupil must accompany that pupil on all trips or excursions off school premises if so stated in the Health Care Plan.
- Any medication administered to a pupil must be recorded in the medical room day book or as per arrangements in the Health Care Plan.

- It is the parent's responsibility to ensure that the medication remains in date, to inform the school of any change in medication, a change in dose requirements or the discontinuation of medication.
- The School will encourage and support pupils to administer their own medication i.e. inhalers under supervision as appropriate and in accordance with the Health Care Plan. If a child refuses to take medication the school will inform the parent.
- Pupils should not carry any medication with them in school with the exception of inhalers but only when this has been agreed by the Headteacher and parents have completed the 'Parental request for pupil to carry his/her own medication' and a Health Care Plan.
- Ayios Nikolaos Primary School staff does not, at any time, apply any topical medications to pupils (i.e. lotions, ointments, balms, cream, gel or other product that is applied to the skin).

Infection Control

Ayios Nikolaos Primary School adheres to the Health Protection Agency's 'Guidance on infection control in schools and other childcare settings'. A copy of this can be found in the school's medical room.

Dealing with Bodily Fluids

School staff may occasionally encounter situations where they deal with body fluids or discharges of a pupil, a colleague, or someone else. Examples of these situations are: spontaneous nosebleeds, bleeding from wounds in normal or haemophiliac individuals, vomitus, urine, stool or saliva of a person during epileptic seizures, pus from open infected wounds, etc. In all these and similar situations, normal precautions should be taken (staff should ensure they adopt basic hygiene measures e.g. thoroughly washing hands, wearing disposable gloves etc) as contact with bodily fluids can potentially result in contamination, infection and illness.

Vomit, urine and faeces must be cleaned away immediately by informing the school cleaning staff. Anyone involved in the cleaning process should use hot water, detergent and disposable paper towels or cloths and following the guidelines below;

- Wear disposable gloves.
- Dispose of all materials in a leak proof bag in the appropriate bin (in the medical room).
- Carpeted areas are shampooed as soon as possible after decontamination.
- Soiled clothing, including with blood, should be placed in a plastic bag sealed for transporting.
- Wash hands thoroughly on completion.
- Disinfect any non-disposable equipment used in the clean-up process.
- Disinfect any hard surfaces or equipment as appropriate.

Additional information is available in MOD Schools 'Guidelines For The Cleaning Up Of Bodily Fluids'.

This can be found in the SHEF information folder for staff (in the library).

Building and Site Maintenance

The Headteacher is in charge of the maintenance of the school site and its buildings.

The Caretaker has a responsibility for the reporting of building/site defects to the Headteacher and the Help Desk and Contractors for maintenance as appropriate.

The Caretaker is responsible for liaising with all contractors and personnel in order to coordinate any necessary safety precautions during the progress of any building/site maintenance.

All contractors and those carrying out appropriate works within the school premises will be given a safety brief by the Caretaker (and informed of any relevant safety information) and be required to sign in/out of the register held in the Resources Room.

Fire Safety

- A fire drill is held every term the records of which are held in the SHEF Fire Folder.
- All staff receives annual fire training. Any new staff member has access to the fire training DVD and should request this if they have not been present for the annual fire training.
- A visual check of the fire alarm control panel is conducted by the Caretaker daily. The Caretaker tests the fire alarm system every week at 13.45 every Monday and maintains a record of this in addition to fire extinguisher and emergency lighting, and fire exit checks.
- Fire extinguishers and fire alarm call points are placed at regular intervals throughout the school with corresponding signs easily recognisable and visible.
- Staff should acquaint themselves with the fire assembly point (Car Park by Sunbeams) and the emergency exits and routes to this area.

Fire Evacuation Procedures for Staff

1. On discovery of a fire:
 - Break nearest alarm call point.
 - Give details of location and extent of fire to the School Secretary who will telephone the Fire Brigade.
 - Notify HT/DHT as soon as possible.
2. On hearing the fire alarm during school time:
 - Remove children from the room in an orderly manner in accordance with the Classroom Evacuation Route.
 - Close doors and provided it does not delay/impede evacuation close windows, switch off lights, fans and all other electrical equipment.
 - Escort class quietly to assembly point where they should line up, at their designated place (Y6 at the far end nearest the fence with classes lining up in order, FS1 closest to the School gate) in class groups and in register order, if appropriate.
 - On Playground, class teachers will be given their registers to check attendance according to morning register.
 - If all pupils are present teachers will hold up hand. If any child is missing then the teacher will alert HT of this fact.
 - CMS (Music Service) staff will bring any children having individual tuition to assembly point and take the child to the appropriate class.
 - Teachers remain with Class until further instructions are given by HT and/or Fire Service.
 - School Secretary to check presence of local staff and visitors and report to HT.
 - HT to inform Fire Officer of any staff, pupils or visitors not accounted for.

STAFF RESPONSIBLE FOR CHECKING OTHER AREAS OR WHO HAVE OTHER SPECIFIC DUTIES MUST FIRST ENSURE THEIR GROUPS ARE ESCORTED TO ASSEMBLY POINT AND CHECKED.

3. End of School Day

Should the alarm sound at the end of the school day but when parents are waiting to collect children, parents must also be advised to move to the assembly point. Parents should NOT take their children home until such time as the register has been taken to establish that all adults and children have been safely evacuated from the buildings and premises.

4. Outside normal hours

Staff are to evacuate to the School car park and are not to re-enter the building until the all clear has been given by the Fire Brigade and they have been notified by HT / DHT that it is safe to return.

5. Return to school

After staff and pupils are safely evacuated and accounted for, all must remain at the assembly point until re-entry of the building is allowed by the Fire Brigade and they have been notified by HT / DHT that it is safe to return.

Ladder and stepladder safety

- All members of staff who have reason to use a ladder or stepladder must first consult the Caretaker before doing so.
- Any member of staff using a ladder or stepladder must be satisfied that they are competent to do so and apply all the safety guidelines available for their use.
- The Caretaker is responsible for inspecting all ladders and stepladders and for maintaining an inspection register.
- It is the responsibility of any person using a ladder or stepladder to familiarise themselves with the information contained in the SHEF Manual 'Working At Height' and 'Safe Use Of Ladders'.
- They should also consult the staff H&S notice board and the SHEF information folder for staff (in the library) for additional information and guidance on ladder and stepladder safety, alongside relevant risk assessments.

Manual Handling

- Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.
- Where possible manual handling will be carried out by the Caretaker and staff who have received manual handling training.
- Staff undertaking any manual handling should familiarise themselves with available manual handling guidelines(staff H&S board, MOD Schools SHEF Manual) and any relevant available risk assessments.
- Assistance must be sought if there is any doubt in any task involving manual handling.

Display Screen Equipment

Staff who are using a computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All workstations must be assessed periodically and new workstations must be assessed before being put into use. Staff using DSE must inform their Line Manager immediately of any problems or concerns with their work station.

Machinery and Work / Play Equipment

All new machinery and work / play equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order. The Caretaker routinely checks all equipment.

The Caretaker undertakes PAT testing on all relevant electrical equipment and maintains an up to date register of this. The Caretaker liaises with contractors regarding the maintenance schedules of school equipment and any repairs etc. to ensure it is safe for purpose and use.

If any member of staff has any problems or concerns regarding any equipment, they must report this to the Caretaker immediately.

Personal Protective Equipment

Where PPE is identified as a control measure in a work activity risk assessment, staff must ensure that they use the PPE and that it is appropriate for the task to ensure adequate protection.

Staff must inform their Line Manager of the possible need for PPE for any tasks required of them where they have identified such a need.

Playground Safety and Supervision

- A rota is employed to ensure that there is teacher and LSA coverage for supervision at break times in the playground and apparatus areas.
- All staff must ensure they know when they are on duty and where possible arrange cover for their duty in their absence.
- All staff are to familiarise themselves with the rules regarding the apparatus equipment and any relevant risk assessments regarding outdoor play areas

Extra-Curricular Activities

Extracurricular activities are the responsibility of the organising teacher. The health and safety of all persons engaged in extracurricular activities is of the same importance as any normal curricular activity which would happen during school time. The organising teacher must ensure that they have completed any necessary risk assessments as required for the extracurricular activity which has been authorised by the Headteacher or Deputy Headteacher.

Off-site Activities and Trips

The lead teacher is responsible for ensuring the health and safety of all persons engaged in offsite activities. The lead teacher must have the authorisation of the Education Visits Coordinator and have submitted all necessary paperwork including relevant risk assessments to the EVC before the commencement of the activity or trip. The EVC must be satisfied that an appropriate risk assessment has been conducted for the activity or trip.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations introduced measures to improve the health and safety at work of pregnant workers and workers who have given birth (to a living child or, after 24 weeks of pregnancy, a stillborn child) within the previous 6 months or are still breastfeeding. A specific risk assessment must be raised for each employee known to be in this category.

Therefore, all MOD SCHOOLS female employees should inform their line manager in writing as soon as they become aware that they are pregnant to enable the risk assessment process to commence

Additional information available in Leaflet 9 to Part 3 of the MOD Schools SHEF Manual.

Risk Assessments

A written assessment of all activities that involve a significant risk to health and safety should be produced, in which hazards, risks and necessary precautions are identified.

Ayios Nikolaos Primary School risk assessments (excluding those for external trips) can be found in the SHEF Risk Assessment (Staff) folder in the H&S File. All staff are to familiarise themselves with these and ensure that they adhere to those relevant for their workplace tasks as appropriate. If any member of staff has any concern regarding a specific risk assessment or absence of a risk assessment, they must inform their line manager immediately.