



STONAR

HEALTH AND SAFETY POLICY (including EYFS)

This statement of Health and Safety Policy is produced in respect of Stonar School only and forms the basis of future planning and implementation of health and safety matters within the school. It should be read in conjunction with the both the Safeguarding and Security and Supervision Policies.

I. Statement of general policy

- 1.1. The Directors working in conjunction with information, procedures and codes of practise is responsible for setting out the overall policy in so far as Stonar School is concerned.
- 1.2. The planning and implementation of the policy is the direct responsibility of the Head, ensuring that Managers, teachers and supervisors at all levels and all employees fulfil their duties to cooperate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees.
- 1.3. The Directors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the School's safety committee procedure.
- 1.4. It is the Director's policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Directors policy to extend this protection to pupils, staff, contractors and members of the public from foreseeable risks.
- 1.5. The Directors recognise their responsibility under the Health and Safety at Work etc Act 1974 so far as is practicable to:
 - a) provide plant, equipment and systems of work which are safe and without risk to health;
 - b) make arrangements for ensuring safe handling, storage and transportation of articles and substances;
 - c) provide adequate training, information and supervision so far as is reasonably practicable to enable all staff and pupils in the school to perform their work safely and efficiently;
 - d) to promote and develop the maintenance of sound health, safety and welfare practices;
 - e) to maintain the premises in a good condition that is safe and without risk to health and safety and the maintenance of access to and egress from the premises;
 - f) to provide and maintain a working environment that is, so far as is practicable, safe, without risks to health and adequate as regards welfare facilities for staff and pupils;
 - g) to ensure that sufficient funds are available to provide as necessary protective clothing/equipment and substances;
 - h) maintain a close interest in all health and safety matters in so far as they affect activities in the premises under the control of the school.
- 1.6. Stonar School Directors will require the Bursar to present an annual management audit on Health and Safety matters in order to determine the strengths and weaknesses and to resolve the way forward.

2. Organisation

- 2.1. The Directors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling Health and Safety matters. The Directors will also ensure that the School budgets reflect the finance necessary to implement these arrangements.

A summary of individual duties including reporting arrangements and hence the organisation and accountability as follows:

2.2. The Head

- 2.2.1. The Head is responsible and accountable to the Directors for implementing the School Health and Safety policy and for all matters relating to health, safety and welfare within the establishment.
- 2.2.2. The day to day management of health and safety matters will be delegated to the Health and Safety Adviser.
- 2.2.3. The Directors will require the Head to ensure that the School Health and Safety Policy is implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- 2.2.4. The Head is responsible for ensuring that all new, amended or updated material regarding Health and Safety matters is brought to the attention of the relevant personnel immediately on receipt.
- 2.2.5. The Head must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters function efficiently and effectively.
- 2.2.6. The Head with the Health and Safety Adviser shall review from time to time:
- a) the provision of First Aid in the School and
 - b) fire and evacuation procedure.
- 2.2.7. The Head will monitor and inform the Directors that appropriate training has been given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfer of staff within the premises to other functions.
- 2.2.8. The Head must ensure that in all schemes of work the pupils' arrangements are in place regarding adequate information, instruction, training and supervision for Health and Safety matters.

2.3. The Bursar

- 2.3.1. The Bursar must be aware of all contractors and/or third parties entering the school premises to undertake maintenance, service or contract works. All contractors will complete a 'Contractors Questionnaire' which details qualifications, levels of competence, references and health and safety records.
- 2.3.2. The Bursar will be responsible for coordinating all contractual work and maintenance carried out on School premises. To liaise with Heads of Department and ensure safety procedures and policy arrangements are adhered to.
- 2.3.3. The Bursar will ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovation or re modelling schemes.
- 2.3.4. The Bursar will ensure good communications exist within the school especially between outside contractors and the School.
- 2.3.5. The Bursar will be responsible for compiling a 'Buildings Register' identifying known hazardous substances and materials eg asbestos, lead, flammables etc.
- 2.3.6. The Bursar will be responsible for repairs and general maintenance of the school swimming pool. To ensure that procedures are adhered to by users of the pool in accordance with 'Safety in Swimming Pools'.

- 2.3.7. The Bursar will be responsible for ensuring competent person(s) or specialists are consulted as necessary, to advise on Health and Safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- 2.3.8. The Bursar will be responsible for ensuring that a property survey of the buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- 2.3.9. The Bursar will seek advice, when necessary, from outside agencies who are able to offer expert opinions.
- 2.3.10. The Bursar will have the right to stop what is considered to be unsafe practices, or the use of plant, tools and equipment which are considered to be unsafe.
- 2.3.11. The Bursar will make arrangements for improvement to the premises and, with the appropriate member of staff, using plant, tools and equipment which are the School's responsibility
- 2.3.12. The Bursar will carry out risk assessments for employees with particular needs eg pregnancy or disability.

2.4. Heads of Departments

- 2.4.1. Heads of Department are responsible and accountable to the Head for all matters relating to Health, Safety and Welfare within their departments.
- 2.4.2. In the exercise of this responsibility Heads of Department must ensure that all staff under their control receive instruction in their duties regarding Health and Safety matters.
- 2.4.3. Heads of Department must ensure that all staff under their control are adequately trained to carry out their roles.
- 2.4.4. Heads of Department must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- 2.4.5. Heads of Departments are responsible for producing their own departmental Safety Policy, defining safe working practises and bringing it to the attention of members of staff including new entrants.
- 2.4.6. Heads of Department are responsible for ensuring that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/ equipment, registers and log books.
- 2.4.7. Under Section 6 of the Health and Safety at Work etc Act 1974 Heads of Department are responsible for ensuring that everything received from suppliers: machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use.
- 2.4.8. Heads of Department must report to the Bursar or Head all problems, defects and hazards.
- 2.4.9. Heads of Department must ensure that a copy of the Fire Drill Instructions and assembly points are prominently displayed in all areas for which they are responsible.
- 2.4.10. Heads of Department must carry out regular safety inspections in their area of responsibility. Priority must be given to plant, machinery, equipment, electrical appliances and risk assessments to include the use of substances.
- 2.4.11. Heads of Department must ensure that all staff responsible to them are informed of pupils' medical conditions.
- 2.4.12. Heads of Department must prepare a risk assessment with regards to the safety of their areas, and ensure that staff are aware of the measures to be taken to eliminate or reduce risk.

2.5. House staff

- 2.5.1. House staff are responsible and accountable to the Head for all matters relating to Health, Safety and Welfare within their Boarding House.
- 2.5.2. House staff must ensure that any staff under their control receive instruction in their duties regarding Health and Safety matters.
- 2.5.3. House staff must ensure that all staff under their control are adequately trained to

carry out their duties effectively.

- 2.5.4. House staff are responsible for appropriate signage within their Boarding House, this will include signing in books and First Aid equipment.
- 2.5.5. House staff must ensure that a copy of the Fire Drill instructions and assembly points are prominently displayed in the Boarding House.
- 2.5.6. House staff must ensure that regularly updated lists of all pupils in their Boarding House are available for Fire Drills.
- 2.5.7. House staff must carry out regular safety checks in their boarding house and report any defects to the Caretaker or Bursar, using the Collegiate Maintenance Request system.
- 2.5.8. House staff must ensure that they are aware of any pupils' medical conditions and the procedures to deal with any emergency that may arise from their condition.

2.6. Teachers and technicians

- 2.6.1. Teaching staff and technicians are responsible and accountable to their Head of Department for the implementation of the Health and Safety Policy in the performance of their duties.
- 2.6.2. Teaching staff and technicians must be familiar with the Health and Safety Policy, and equally any procedures, arrangements and practices relating to their Department.
- 2.6.3. Teaching staff and technicians must conform to responsibilities as laid down in their own Departmental Policy and safe working arrangements.
- 2.6.4. Teaching staff and technicians must ensure that where conditions apply, all pupils or persons under their control receive instruction and are provided with on the job training to enable them to operate in a safe and efficient manner.
- 2.6.5. Teaching staff and technicians must report to their Heads of Department, using an agreed procedure, all problems, defects and hazards that are brought to their notice.

2.7. Domestic Bursar

- 2.7.1. The Domestic Bursar is responsible and accountable to the Bursar for all matters relating to health and Safety within the sphere of their own activities.
- 2.7.2. The Domestic Bursar must ensure that she is familiar with the school Health and Safety Policy and that all Housekeeping staff are equally aware of the implications of the Policy as it affects their work activities.
- 2.7.3. The Domestic Bursar must ensure that the domestic staff have knowledge of their own Health and Safety Policy and are instructed and informed to work accordingly.
- 2.7.4. The Domestic Bursar must report to the Bursar any defects or hazards that are brought to her attention.
- 2.7.5. Under Section 6 of the Health and Safety at Work etc Act 1974 the Domestic Bursar is responsible for ensuring that everything that is received from suppliers is accompanied by adequate information and instruction prior to use.
- 2.7.6. The Domestic Bursar must inform the Bursar whenever contractors are due to enter the School to undertake works contracts.
- 2.7.7. The Domestic Bursar will inform the Head and Bursar of any outside lets using the premises outside school hours, the weekends and during the school holidays.
- 2.7.8. The Domestic Bursar will seek to ensure that hirers who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 2.7.8. The agreement produced by the Domestic Bursar for each outside let will include all relevant safety policies, operating procedures and emergency contact details.
- 2.7.9. All outside lets that hire the school premises will have responsibility for safe practises during the hire period.

2.8. Caretakers

- 2.8.1. The Caretakers are responsible and accountable to the Bursar for all matters relating to health, safety and welfare within the sphere of his own activity.
- 2.8.2. The Caretakers must ensure that they are familiar with the Stonar School Health and Safety Policy.
- 2.8.3. The Caretakers must report to the Bursar any defects or hazards that are brought to his attention.
- 2.8.5. Under Section 6 of the Health and Safety at Work etc Act 1974 the Caretakers are responsible for ensuring that everything received from suppliers is accompanied by adequate information and instruction prior to use.
- 2.8.6. The Caretakers must inform the Bursar whenever contractors are due to enter the School to undertake works contracts.
- 2.8.7. The Caretakers must ensure that all outside contractors have the correct risk assessments and Health and Safety policies in place as necessary.
- 2.2.8. The Caretakers are responsible for the safe treatment of Stonar School swimming pool and of the plant, equipment and storage of substances used to maintain the pool.

2.9. Catering Manager

- 2.9.1. The Catering Manager is responsible and accountable to the Bursar for all matters relating to Health, Safety and Welfare within the sphere of her own activities.
- 2.9.2. The Catering Manager must familiarise herself with Stonar School Health and Safety Policy and what it means to her work activities.
- 2.9.3. The Catering Manager will ensure that all catering staff are instructed and informed to work in accordance with the Health and Safety Policy.
- 2.9.4. The Catering Manager and her staff must be familiar with the Food Safety Act 1990 and the implication as far as Stonar School is concerned.
- 2.9.5. The Catering Manager must inform the Bursar of any defects or potential hazards;
- 2.9.6. The Catering Manager shall take responsibility for informing and training any part time or new employee of the implications of Health and Safety practises and procedures in the kitchen.
- 2.9.7. The Catering Manager is responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace.

2.11. School staff/employees

- 2.11.1. All staff must be made aware of what is expected of them particularly in relation to the Department in which they work. Departmental procedures and practises must be clearly defined, with adequate training and instruction provided as necessary.
- 2.11.2. All staff have responsibilities under the Health and Safety at Work etc Act 1974 and must report any hazards or defects to the Head of Department or line Manager who will in turn report them to the Bursar.
- 2.11.3. All staff will be given access to the Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the School.

2.12. Health and Safety Adviser (Domestic Bursar)

- 2.12.1. To be responsible and accountable to the Bursar for all matters relating to Health and Safety.
- 2.12.2. To be responsible for informing the Bursar of any new Health and Safety Regulations which will affect Stonar School, staff, pupils, outside contractors and members of the public.
- 2.12.3. To provide the Health and Safety Committee with areas for discussion during their meetings.
- 2.12.4. To advise Heads of Department regarding Risk Assessments and Safety Policies;

- 2.12.5. To provide information and advice to outside lets using the school premises during the holidays and after school hours.
- 2.12.6. To inform the Bursar whenever contractors are due to enter the school to undertake maintenance, services or works contracts.
- 2.12.7. To record all Health and Safety training.

2.13. **The role of Specialist Advisers**

- 2.13.1. The Directors recognise that there will be occasions when the school will require specialist advice on fire prevention, ventilation systems, specific inspections etc.

2.14. **Fire Safety Officer**

- 2.14.1. The Fire Safety Officer will ensure that general fire precautions are in place for the safety of staff, pupils and any other person using the premises.
- 2.14.2. The Fire Safety Officer will make a suitable and sufficient assessment of the risks to persons exposed in order to identify the general fire precautions.
- 2.14.3. The Fire Safety Officer will review the assessment with regards to young persons, prior to their employment ie on work experience.
- 2.14.4. The Fire Safety Officer will have fire safety arrangements in place for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.
- 2.14.5. The Fire Safety Officer will ensure that routes to emergency exits from the premises and exits themselves are kept clear at all times.
- 2.14.6. The Fire Safety Officer will establish appropriate procedures, including safety drills, to be followed in the event of serious or imminent danger nominating sufficient competent persons to implement those procedures.
- 2.14.7. The Fire Safety Officer will ensure that all equipment and devices provided are subject to a system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- 2.14.8. The Fire Safety Officer will appoint one or more competent persons to assist in undertaking the preventative and protective measures, ensuring co-operation between competent persons.
- 2.14.9. The Fire Safety Officer will provide information to staff on the risks to them identified by the fire risk assessment, the preventative and protective measures, the procedures in place and any nominated persons with regards to fire safety.
- 2.14.10. The Fire Safety Officer will provide comprehensive and relevant information to outside employers and the self employed as to the risks to their employees, and the preventative and protective measures.
- 2.14.11. The Fire Safety Officer will provide all staff with adequate safety training;
- 2.14.12. The Fire Safety Officer will coordinate fire safety information and procedures.

3. **Arrangements**

3.1. **Housekeeping**

All areas of the school are cleaned on a day to day basis. If any Head of Department or Houseparent has a problem with the cleaning of their area or a spillage that cannot be dealt with in the department the Domestic Supervisor or Domestic Bursar should be informed as soon as possible. It is the responsibility of the Heads of Department and Houseparents to keep work areas clear and free from debris to assist in the prevention of accidents. Outside contractors will be called in from time to time for specialist cleaning of certain areas eg catering.

3.2. Training arrangements

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training or retraining requirements.

- 3.2.1. Induction training: This will apply to all new employees or transfer of employees to another department. They will be shown the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements.
- 3.2.2. Information/awareness training: In-house training will show staff what they can and cannot do. Supervision should be provided until they gain an understanding of what is required. Written procedures and arrangements must be provided.
- 3.2.3. Specific training: This is a hands-on approach which is recognised by the Directors that employees will require an accepted level of competence for example: First Aid and minibus driving. All staff dealing with dangerous machinery or equipment must have the relevant qualification to do so.

3.3. Regulations

All staff can access a Health and Safety Course and Fire Safety Course through Educare for Education, an online training provider. The HR Officer will register staff when they commence employment.

3.4. Security

A Security Guard is on duty from 15:00 to 00:00 Monday to Friday and 19:00 to 00:00 Saturday and Sunday. The Security Officer commences the locking procedure of the school at 18:00 and is in mobile telephone contact with the duty member of the Leadership Team and/or Houseparents whilst on duty.

The Caretaker commences unlocking the premises at 07:00, Monday to Friday. The Boarding Houses are unlocked by the Houseparents to enable pupils to go to the Equestrian Centre. All school buildings have electronic keypad locks that are activated throughout the day; at night they are deactivated. The buildings are kept locked as far as possible throughout the school holidays.

3.5. Visitors

All visitors to the site, including contractors, must sign in at Reception, where they will be issued with a visitor's lanyard. They will be escorted around the school by the person they are here to see. There is also a signing in book located at the Equestrian Centre.

3.6. Use of premises outside school hours

The Head and the Bursar must be informed if the school is to be used by an outside organisation. The Domestic Bursar must inform the Security Officer on duty by email: security@stonarschool.com. An outside organisation that uses the school premises must have completed the appropriate paperwork, issued by the Domestic Bursar. There is an Operating Procedure for the following areas: Buckle Hall, Prep School Hall, Fitness Suite, Swimming Pool, Sports Hall and Astroturf. A Safety Information Board is located in each building that Lets will use. There are rules for the Equestrian Centre which outside organisations must adhere to. A member of the Equestrian Centre staff is on duty whenever the area is used.

3.7. Testing of fire equipment

- 3.7.1. The testing of fire alarms will take place once a week and recorded by the Caretaker;
- 3.7.2. The fire alarms will be tested three times a year under contract;
- 3.7.3. The emergency lighting systems will be tested monthly and recorded by the Caretaker;
- 3.7.4. The emergency lighting system will be tested every six months under contract;
- 3.7.5. Fire-fighting equipment will be checked every six months under contract.
- 3.7.6. Regular fire drills will be carried out by House staff involving boarding houses and whole school fire drills concerning all personnel on site, these will be recorded.
- 3.7.7. Means of escape and fire doors will be checked every month.

3.8. Management of Hot and Cold Water Systems

- 3.8.1. The Caretaker checks and records the temperature of the hot and cold water systems monthly to ensure temperatures are within recommended limits.
- 3.8.2. The Caretaker undertakes annual tank/cistern visual inspections.
- 3.8.3. In accordance with ACoP L8 legislation (The Control of Legionella in Water Systems), the school commissions a periodic audit of tanks/cisterns by an external contractor, and undertakes a programme of upgrades and maintenance following the resulting recommendations.

4. Consultation arrangements with employees

- 4.1. The Health and Safety Committee that meets once a term consists of Heads of Department from all areas of the school, both academic and support. The Bursar chairs the meetings, also present will be the Head of Senior School, Head of Prep and Deputy Head. The Bursar presents a Health & Safety report to the Directors at each Advisory Body meeting. The Health and Safety Officer prepares an audit report for the Directors annually.

5. Risk assessments

- 5.1. The Head and Bursar will ensure that all Heads of Department carry out a risk assessment for their areas of responsibility.

6. Emergency Plans

- 6.1. The Head and Bursar will ensure that the Critical Incident Plan will cover all foreseeable major incidents which could put at risk the occupants or users of the school. The plan will indicate actions to be taken in the event of a major incident by individual members of staff to ensure that everything possible is done to:
 - * save life
 - * prevent injury
 - * minimise loss
- 6.2. The plan will be agreed by the Directors and be regularly rehearsed by staff and pupils.

7. First Aid

- 7.1. The coordinator of all first aid provision at Stonar School is the Health and Safety Officer. A First Aid Policy has been produced and is updated annually.

- 7.2. All necessary equipment and facilities will be provided in every department of the School. Members of staff will be trained with various degrees of qualification, areas that are assessed to be high risk areas will have first aiders who have qualified on a three day First Aid at Work course.
- 7.3. The School Nurse is responsible for stocking and checking boxes on a regular basis. All sporting events and school trips require the member of staff in charge to take a First Aid kit.
- 7.4. Any pupil with specific medical needs, that for the health and welfare of the pupil requires shared information with school staff, will be assessed by the School Nurse on admission. An Independent Medical Plan will be produced for their care on the school site and on school trips. This is updated annually by the School Nurse. Copies of the IMP are kept in the staff work room and in boarding houses in green labelled files. A Medical Alert is posted on the pupil's schoolbase file.
- 7.5. All teaching staff and House staff will make themselves aware of pupils' medical conditions, including relief staff, the responsibility for this information lies with the Heads of Department.
- 7.6. There will be first aid cover whenever pupils are on the school site.

8. Selecting and controlling contractors

- 8.1. All contractors who work on the school premises are required to ensure safe working practises by their own employees under the provision of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 the Health and Safety at Work etc. Act 1974. All contractors must complete the contractor's questionnaire document before commencing work on the school site. References are rigorously checked.
- 8.2. The Head and Bursar have the right to stop any work carried out by contractors that creates hazardous conditions which cause risk of injury to persons in his or her care.

9. Management of asbestos

- 9.1. The Directors of Stonar School recognise that asbestos and asbestos bearing materials have been used in the construction and equipment likely to be found in the school. The Directors recognise that asbestos is a hazardous material and that where present need to be treated in a safe and appropriate manner.
- 9.2. A site survey has been carried out by a qualified outside contractor for all buildings constructed before 2000. The survey is kept by the Caretaker and shown to any outside contractor that carries out work on the school premises.
- 9.3. An Asbestos Register is kept by the Caretaker noting any works undertaken to items identified on the asbestos survey.
- 9.4. An annual condition check of surveyed areas known to contain asbestos is undertaken by the Caretaker.
- 9.5. All maintenance staff are trained in Asbestos Awareness.
- 9.6. Any works to areas containing asbestos are carried out by appropriately qualified contractors.

10. Manual handling

- 10.1. The Directors recognise that members of staff will be trained in manual handling. If a risk assessment requires staff to move items around the school site, manual handling training will be given. This will include maintenance, housekeeping and riding school staff.

11. Slips and trips

- 11.1. All accidents caused by slips and trips will be investigated by the Health and Safety Officer and the School Nurse. Remedial work will be carried out immediately on the specific area, which will be cordoned off if necessary. The Caretaker will be informed of any changes to the surface to prevent further accidents.

12. On site vehicle movements

- 12.1. The Directors recognise that a large amount of vehicles will drive on the Stonar School site at various times throughout the school day. Signage in the drive restricts speed along with speed ramps. Pupils are not permitted to play in the vicinity of the drive or car parks. Staff explain the dangers of traffic to pupils.
- 12.2. Delivery lorries are not permitted on site unless they are fitted with reversing warning systems. Specific safe routes around the school site are known to staff and pupils. Buses pick up and drop off at the Sports Hall car park, with a member of staff supervising the pick-up point in the evening.

13. Control of hazardous substances

- 13.1. The Directors recognise that all substances hazardous to health must be controlled under the Control of Substances Hazardous to Health Regulations 2002. A full assessment must be made of any work that is liable to expose through inhalation, ingestion or consumption, any member of staff or pupil to hazardous liquids, dust, fumes or gases. The assessment must be completed in order to determine the health risks and to decide on actions to eliminate or reduce these risks.
- 13.2. Employees will be provided with all the necessary information and training to ensure that they understand fully the use of hazardous substances in their work, the risks involved and the control measures to be used at all times.

14. RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012)

- 14.1. The School Nurse will report any accidents that are listed in these Regulations to the Health and Safety Executive, these reports are audited for the Health and Safety Committee and form part of the report that the Health and Safety Officer presents to the Directors.

15. Off site visits including school led adventure activities

- 15.1. Off site visits are subject to the approval of the Head, completion of relevant documentation and following procedures laid out in the School Trips Policy, which is reviewed annually.

16. Occupational health services and work related stress

- 16.1. An Occupational Stress Policy is available in the Staff Handbook, this document lays out procedures to follow for staff and management.
- 16.2. Occupational health services are available after consultation with the school doctors.

