



Hillcross Primary School

Health and Safety Policy

Mission, Vision and Culture

At Hillcross we nurture our children to think critically and creatively within a collaborative community.

Our outstanding practice ensures our children meet their full potential, both personally and academically, and provides opportunities for them to develop their unique talents and skills. As a nationally recognized Thinking School, we nurture an empathetic community of creative and critical thinkers. We achieve success for all through our dynamic and ambitious curriculum, inclusive learning, promoting fairness and celebrating diversity. Through our school culture of high aspiration, embracing challenge, acting with compassion, a shared responsibility and by showing respect for all, we aim to develop a resilient school community of compassionate global citizens.

Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils. We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

This policy should be read in conjunction with:

- The Premises Management Policy
- The Critical Incident Policy
- The Site Security Policy
- The Fire Safety Policy, Procedures and Plan – including the Emergency Evacuation Plan

Name/Signature of Chair of Governors:

Date:

Name/Signature of Head teacher



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Date:

Review date:

Part 2: Responsibilities and Organisation

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- c) A lead governor for health and safety is nominated.
- d) People have sufficient experience, knowledge and training to perform the tasks required of them.
- e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- f) Sufficient funds are set aside with which to operate safe systems of work.
- g) Health and safety performance is measured.
- h) The school's health and safety policy and performance is reviewed at least annually.

The Head Teacher

Mrs Lisa Francis is responsible for the following:

- a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Ensure that a clear written local health and safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that suitable emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.



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- l) Ensure arrangements are in place to monitor premises and health and safety performance.
- m) Ensure that all incidents are investigated and suitable remedial actions are taken.
- n) Report to the Governing Body at least annually on the school's health and safety performance.

Lead Governor for Health and Safety

Rob Chidley is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- b) Scrutinise and review health and safety performance.
- c) Provide support and challenge to the Head teacher in fulfilling their health and safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator (School Business Manager)

Mrs Ruth Short is responsible for the following:

- a) Coordinates and manages the annual risk assessment process for the school.
- b) Coordinates performance monitoring processes, preparing a termly and annual report for the Headteacher and governors on Health and Safety.
- c) Makes provision for the inspection and maintenance of work equipment.
- d) Manages the keeping of records of all health and safety activities including management of building fabric and building services in liaison with the Site Team and other contractors.
- e) Advises the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) Ensuring action is taken on issues arising from the health and safety visits carried out by the Corporate Safety Section.
- g) Ensures that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.
- h) Ensures that all new staff receive a copy of the school health and safety policy, and sign to the effect that they have read and understood their responsibilities (*working with HR Business Officer and induction mentors*).
- i) Arrange health and safety courses to meet identified staff training needs (*working with CPD Coordinator*) and assist the Head Teacher to ensure that all staff receive refresher health and safety training appropriate to their job and the tasks they carry out

The school Business Manager will ensure that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at: <http://intranetapps/accident/> and in line with the Corporate Accident and Investigation procedure (*deputised by HR and Facilities Business Officers*).



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Other staff members holding positions of special responsibility

Deputy/Assistant Headteachers, Senior Leadership Team and the Site Team assist the Head Teacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

Health & Safety Responsibilities of Senior Leadership Team

- Ensure that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc. for their area of work.
- Ensure so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff.
- Identify appropriate health and safety training for staff under their line management and supporting them in attending this training

Health & Safety Responsibilities of the Site Team (supported by School Business Manager)

- Maintains records of all health and safety activities including the management of building fabric and building services in liaison with the School Business Manager (overseeing Site Jobs spreadsheet).
- Resolves health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carries out regular inspections of the school environment inside and outside and of their areas of responsibility to ensure that buildings, equipment, furniture and activities are safe and record these inspections where required. Ensuring records are kept and maintained including:
 - Maintenance of fire alarm and other fire safety checks;
 - Maintenance of gas appliances;
 - Inspection and testing of portable electrical equipment;
 - Maintenance of hoists, lifting equipment etc;
 - Lightning protection inspection and Working at Heights;
 - Emergency Lighting;
- Advises the School Business Manager and/or Senior Leadership Team Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Disseminate health and safety information to appropriate persons throughout the school
- Ensure that all staff and visitors are properly informed of the school's health and safety arrangements.
- Ensures that contractors, members of the public and visitors follow the school's safety procedures.
- Ensures that contractors working on at the school are signed in and out, using the Inventory signing in system. Works only to be carried out by appointment (unless emergency works) and that all health and safety implications have been covered with the contractor before work is allowed to commence.

Health and Safety Responsibilities of Class Teachers and Teaching Support Staff

All **Class Teachers** are required to:



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- **Report all accidents, defects and dangerous occurrences to the Site Team and School Business Manager via the Google Noticeboard/Operational/Site Jobs.** The Site Team will respond directly on this document to indicate the timescale for addressing any issues raised and will confirm when remedial action has been taken.
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written safety instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their **Headteacher** or **Line Manager** on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- **Report all accidents, defects and dangerous occurrences to the Site Team and School Business Manager via the Google Noticeboard/Operational/Site Jobs.** The Site Team will respond directly on this document to indicate the timescale for addressing any issues raised and will confirm when remedial action has been taken.
- Report all incidents in line with the incident reporting procedure.
- Inform their **manager** of what they consider to be shortcomings in the school's health and safety arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Act in accordance with any specific health and safety training received.
- Exercise good standards of housekeeping and cleanliness.
- Cooperate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



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Accident Reporting and Investigation

- Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's Incident Report book. Where first aid is given this will be reported on the First Aid Record of Treatment form.
- The First Aid Record of Treatment forms are kept by: **The Admin team/ Qualified First Aiders.**
- **Headteacher** and School Business Manager will investigate all incidents and act on findings to prevent a recurrence.
- **School Business Manager** is responsible for reporting incidents to the Corporate Safety Section and maintaining records.

Health and Safety Representatives/ Consultation with Employees

The Governing Body of Hillcross Primary School recognise the role of Health and Safety Representatives appointed by recognised trade unions. Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the **Headteacher or Governing Body.**

Union-appointed safety representatives are: *There are no union-appointed safety representatives.*

Therefore, the school invited interested employees to become an elected representative of employee safety, the main purpose of which is to act as a link between senior management and staff. **Lisa Riddle** has been formally appointed to this role.

Communication and consultation with employees is provided through weekly staff briefings (the minutes of which are emailed to all staff), a health and safety noticeboard, the whole school email system, google noticeboard/site jobs and training on INSET days.

Display Screen Equipment and Workstations

The **School Business Manager** is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Intranet if they do not have an assessment or their existing assessment is over two years old.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA). The school's appointed Educational Visits Coordinator (EVC) is **Lee Christy.**

Emergency Procedures – Fire and Evacuation

Please refer to Fire Safety Policy, Fire Safety Procedures and Fire Safety Plan; the Fire Risk Assessment and the Fire Safety Folder.

- Fire Safety Policy:
https://docs.google.com/document/d/1os_MG_ddQ4lpEwa4YJmLHylba3wRFadgbKVwANIda5s/



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- Fire Safety Procedures:
<https://docs.google.com/document/d/1sL9BWkXpRsu3qsdW3ronODcOIPOfD5UCGdYCO2Ei1uE/>
- Fire Safety Evacuation Procedures:
<https://docs.google.com/document/d/1EVv4Ak3X2IS-shgOCTP1msP3wVCyNHCHAGBDCK0Bb4g/>
- Fire Risk Assessment: <https://drive.google.com/drive/folders/0ACCJJx7tYRWCUk9PVA>

First Aid

Please refer to the First Aid Policy:

<https://docs.google.com/document/d/14a1Y4sTishyXijo90J-SZuMI1zdewdWnPvB2gexjg4Y/edit>

General Risk Assessments

General Risk Assessments will be coordinated by the **School Business Manager** following guidance and documentation available on the Merton Extranet.

Relevant **school leaders, subject teachers and class teachers** will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Extranet.

The Senior Leadership Team and Site Team will be responsible for ensuring all required actions and control measures are implemented. Please see relevant documents :
<https://drive.google.com/drive/folders/1Dz55zTbq70nsTe1mzQ13l5tnX99CEkMT?usp=sharing>

Hazardous Substances

The School Business Manager, Site Team and cleaning contractor will identify hazardous substances and ensure Safety Data Sheets AND COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Extranet.

Health and Safety Training

All statutory Health and Safety training is recorded on the Statutory Training Record:
<https://docs.google.com/spreadsheets/d/1VBRuCMnSdXAE6Ujzak7q0DazBNSLM1BoGor-sCK9aTY/edit#gid=787958284>

Induction: Health and Safety induction training will be provided for all new employees and for work experience placement students by the **Site Team/School Business Manager/Headteacher**.

The following training will be the responsibility of:

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- Accident Reporting and Investigating **Headteacher /School Business Manager**.
- Asbestos Awareness **Headteacher/School Business Manager/Site Team**.
- Control of Substances Hazardous to Health **Site Team/School Business Manager**.
- Critical Incident Management **Leadership Team**.



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- Display Screen Equipment (workstations) **School Business Manager.**
- Educational Visit Coordinator **Assistant Headteacher, Lee Christy.**
- First Aid **Inclusion Manager**
- Fire Risk Assessment **Headteacher/School Business Manager.**
- General Awareness for Staff **Headteacher** to disseminate.
- School Caretakers Health and Safety Awareness: **Site Team.**
- General Awareness for Managers **Headteacher/School Business Manager.**
- Introduction for Risk Assessment **Headteacher/School Business Manager.**
 - Risk Management in PE and School Sport: **PE co-ordinator.**
- Safe Manual Handling of Static Loads **Site Team.**
- Water Safety **Site Team.**

Occupational Risks

- First Aid at Work: **Qualified first aiders.**
- Emergency First Aid at Work: **Qualified first aiders.**
- Paediatric First Aid (for schools with children up to age 5): **EYFS trained paediatric first aiders.**
- Manual Handling: **Site Team**
- Moving and Handling of Disabled Pupils: **Individual LSAs.**
- Safe Use and Inspection of Ladders and Stepladders: **Site Team.**

Information and Advice

Statutory Health and Safety Law Poster(s) is displayed in the Staff Room and main school corridor.

Health and safety advice is available from the Headteacher, School Business Manager and from Corporate Safety Services on (020) 8545 3384.

Management of Asbestos

The asbestos register and asbestos management plan is held by: **School Business Manager.**

The **School Business Manager** is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

This information can be found in the Contractor's pack that is given to all contractors prior to them engaging in any work on the school site. The Site Team shows contractors the actual locations of known asbestos before starting work.

Managing Medicines

Please refer to Supporting Pupils with Medical Needs and Administering Medicines Policy:
https://docs.google.com/document/d/1SOxjSCkItRloh34Vh7yktN_6Vf_6ai47iaHfO5cKJJw/edit

Manual Handling



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Manual handling risk assessments will be carried out by **Headteacher**, following guidance and documentation available on the Merton Extranet.

Monitoring

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: **Facilities School Business Manager, supported by the Senior Leadership Team**

Occupational Health

Access to occupational health services is via Duradiamond Healthcare w.e.f June 21

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the **Site Team**.

Any problems or defects with plant and equipment should be reported to the **School Business Manager**.

Selection and Management of Contractors

School Business Manager is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the London Borough of Merton.

School Security and Visitors

Please refer to School Security Policy:

https://docs.google.com/document/d/1_wJcschve2rYIbMGM9NTYrGK-i5cEw1IOPS93YUP3PQ/edit

Violence to Staff

Please refer to the Physical Violence Against Staff Policy:

https://docs.google.com/document/d/1Q5YD-fMinBO-i0O95m1Pay3P8qXidN5kHF5-32JtR_M/edit

Where applicable the assessment cross-refers to the school's **Behaviour Policy** and **Positive Behaviour Policy**.

Part 3: Arrangements and Procedures

The arrangements relevant to Hillcross Primary School are listed in the Table of Arrangements below. This details the operational arrangements in place at Hillcross Primary School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc. It describes how Hillcross Primary School will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The table is split into two parts. The first part lists mandatory health and safety arrangements that ALL sites MUST have in place. The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Hillcross Primary School.



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The Headteacher has delegated responsibility for ensuring that suitable health and safety arrangements and procedures are in place at Hillcross Primary School and for ensuring the following arrangements are accurately completed at all times to Ruth Short, School Business Manager.

Table of Mandatory Arrangements as of January 2023

Table of Mandatory Arrangements for: Hillcross Primary School				
Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Ruth Short SBM	Electronically in B:\Health& Safety\Accident Reporting. paper copy to be printed and stored in H&S file located with Site files and Accident book in medical room – main office. See also : Staff handbook and first aid policy.	March 2015	Summer 23
Asbestos Management	Lisa Francis Head Teacher	Electronically in B:\Health & Safety\Asbestos	Feb 20	Annually
Client Handling	Lisa Francis Head Teacher	Head Teacher's office This is only reviewed if there are children who require it.		
Control of Hazardous Substances	Facilities Manager	Cleaning cupboard		Ongoing
Critical Incident Management	Leadership Team	Electronically : https://docs.google.com/document/d/19Ilbvowlh6m3ATWn4fb6zAAhRLI3Nm_phQeiOVX7DMo/edit	August 2018	October 23
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Lee Christy Assistant Head Teacher	SLT area	April 22	Annually (April 23) or as appropriate if changes are notified by HSE/DfE.
Facilities / Buildings Management	SBM/Facilities Manager	System currently under review (for most up to-date current information see B:\premises	Ongoing	



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First Aid Arrangements and Supporting Medical Needs	SENCO	Google Noticeboard/Policies	Ongoing Policy Reviewed Sept 22	April 23
Health and Safety Training for all staff	Leadership team	Head Teacher's office	Ongoing Sep 2022	Sep 2023
Lettings	Business Team	Business Office - Lettings Policy : Google Noticeboard/Policies	Ongoing	Lettings Policy March 23
Lone Working	Lisa Francis Head Teacher	Staff Handbook and as appropriate	June 2022	June 2025 &/as appropriate
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	SBM/ Facilities Manager	In house facilities management	Ongoing	
Managing Work Related Stress	Lisa Francis Head Teacher	Staff Personal files in SBM office	As necessary	
Manual Handling of Static Loads	SBM/Facilities Manager	System currently under review (for most up to-date current information see B:\premises	As necessary	
Occupational Health Services	Lisa Francis (HT) and Ruth Short (SBM)	Staff files in Business office – as appropriate.	Ongoing	
Personal Protective Equipment (PPE)	SBM/ Facilities Manager	In house facilities management		
Risk Assessment (including general and activity/task specific)	SBM/ Facilities Manager	System currently under review (refer to HT/SBM for information if required)	On-going	On-going
Safety in School Science (CLEAPS)	N/A			Summer 2023
School / Workplace Safety Inspections	Rob Chidley Governor	HX School - during governor visits	Termly	



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School Security	HT/SBM	Staff handbook for matters relating to pupils/staff safety. Google noticeboard/home page:Health & Safety Site Security		
Selecting and Managing Contractors	SBM	Business team	As and when required	
Slips, Trips and Falls	SBM	Electronically in google drive shared with staff	Ongoing	
Violence and Aggression to Staff	SBM	Electronically in google drive shared with staff	Ongoing	
Workstation (Display Screen Equipment) Assessments	SBM	Business office	Summer 2019	Annually – review by June 23

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with the most recent version of Keeping Children Safe in Education, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Privacy Policy

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

Monitoring and Evaluation



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Review Cycle: This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid.

Reviewed: June 22

Date of next review: June 23