



---

**This Policy was adopted by the governing body of**

**Gawthorpe Community Academy**

## **HEALTH & SAFETY POLICY**

**Dated: June 2017**

**Date for Review: September 2019**

# Contents

---

<b>Policy for Health &amp; Safety.....</b>	<b>3</b>
<b>Organisation Structure &amp; Responsibilities for Health &amp; Safety.....</b>	<b>4</b>
<b>Health &amp; Safety Rules .....</b>	<b>8</b>
<b>Management Arrangements for Implementing Health &amp; Safety.....</b>	<b>10</b>
<b>Communication of Health &amp; Safety Arrangements.....</b>	<b>15</b>
<b>Monitoring Health &amp; Safety .....</b>	<b>15</b>

## Policy for Health & Safety

---

In recognition of our duty towards the health, safety & well-being of the staff, pupils, volunteers, visitors & contractors; it is our policy to:

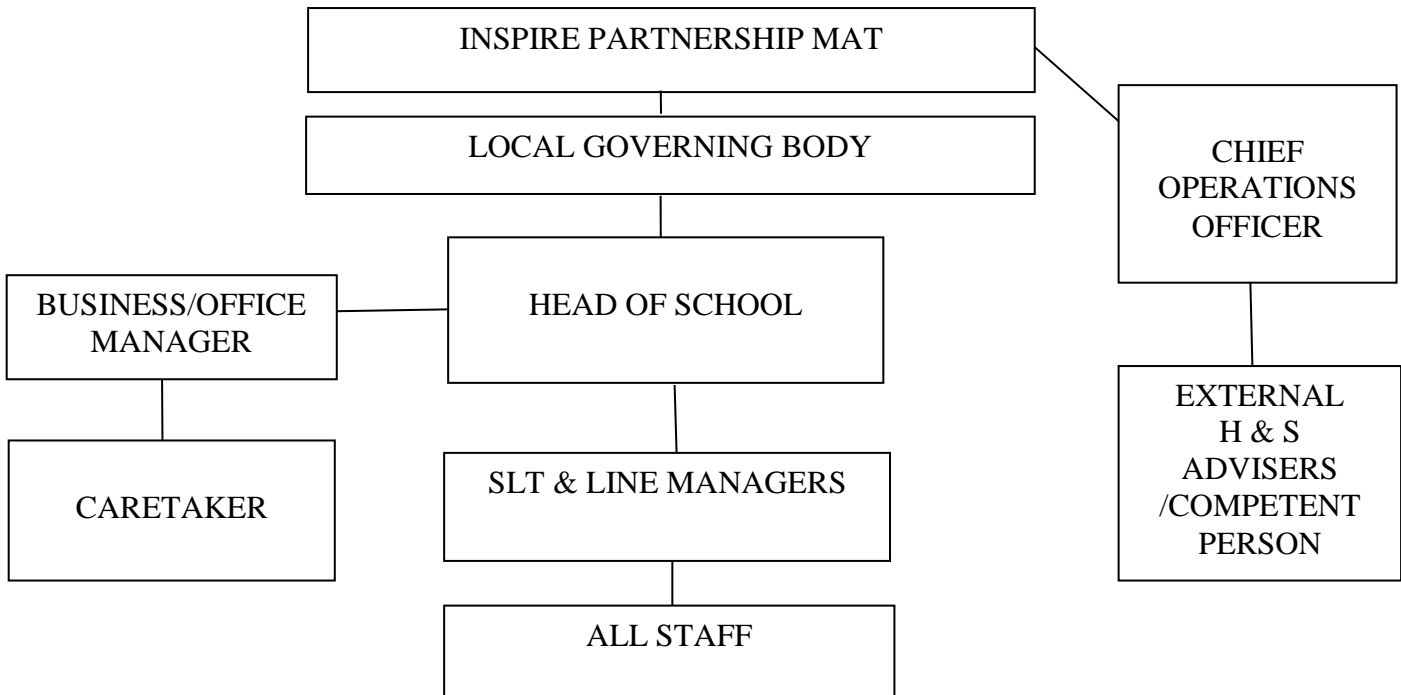
- Maintain a health & safety framework that guides & supports everyone in fulfilling their responsibilities for fire & health & safety
- Outline the responsibilities & arrangements we have for complying with our fire & health & safety obligations
- Endeavour to comply with all our relevant fire & health & safety legal duties
- Identify & prioritise areas of risk & plan for their effective management
- Seek competent professional advice, guidance & support
- Undertake regular reviews of fire & health & safety performance of all operational areas
- Learn from accidents & incidents
- Consult with staff on matters affecting their health & safety
- Employ staff, volunteers & third parties who are suitable & competent
- Provide information, instruction & training which enable staff, pupils, volunteers, visitors & contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire & health & safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review & if necessary amend this policy annually or when significant changes occur

\_\_\_\_\_ Chair of Governors

\_\_\_\_\_ Head of School

June 2017

## Organisation Structure & Responsibilities for Health & Safety



**Inspire Partnership MAT** is committed to ensuring the health, safety and wellbeing of all its employees and other persons who may be affected by the Trust’s activities. This safety policy demonstrates the commitment of the Members, Directors and CEO of Inspire Partnership MAT to achieve high standards of health and safety and fulfil the requirements of the Health & Safety at Work Act 1974.

**Chief Operations Officer** works with, & assists all those with responsibilities identified in this policy in achieving a common approach to the management of health & safety across the Trust. The Chief Operations Officer liaises with the external health & safety advisers, Ford Risk Management.

**External H&S Advisers** – Ford Risk Management are the appointed Competent Person for the Trust and provide ongoing health and safety advice and assistance. They liaise with the Chief Operations Officer to provide support & guidance with regard to appropriate health & safety requirements that the Trust/schools are required to consider.

**Local Governing Body** have the overall strategic & financial responsibility across the school for setting the framework & monitoring implementation as well as supporting the Head of School & senior leadership team in achieving realistic health & safety solutions.

The Governors have nominated one of their number to have responsibility for overseeing health & safety on their behalf.

**The Head of School** – The Head of School is the most senior member of staff within the school with specific responsibility for health & safety.

The Head of School has nominated the Office Manager to have responsibility for overseeing health and safety on their behalf.

**The Office Manager** - The Office Manager will ensure that the Leadership Team and the Line Managers all understand what is required of them when implementing the health & safety management arrangements detailed in this publication. The Office Manager liaises with the Chief Operations Officer.

## Organisation structure & responsibilities for health & safety

---

**SLT and Line Managers** are responsible for the successful management of health & safety within their areas of authority. They are expected to set a positive example & endeavour to ensure that their staff & other workers are competent & supported to maintain good standards of health & safety. They will endeavour to ensure that sufficient resources are made available to enable their staff to fulfil their health & safety responsibilities.

In particular, they are required to:

- Identify & report any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed
- Inform, instruct & train relevant staff, pupils & third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken
- Review risk assessments periodically (at least annually), or in response to an accident or incident

**Caretaker** has a general responsibility for the application of the school's health and safety policy to their own area of work. In particular, they are required to, with the support of the Office Manager; complete and

- Ensure all works are conducted under appropriate control measures and monitor the actions of contractors and vehicle movements during repairs, maintenance and alterations.
- Manage and review risk assessments of all areas.
- Establish and maintain safe working procedures including arrangements so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Office Manager any defects which need amending.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the academy health and safety training requirements.
- Where appropriate ensure relevant advice and guidance on health and safety matters is sought.
- Advise their line manager on requirements for health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Maintain up to date records.

**Staff** – Everyone working within the School environment has a health & safety responsibility & is required to:

- Co-operate on fire & health & safety matters
- Undertake their duties with due regard for the health & safety of the other people in their working environment
- Take care of their own health & safety
- Report fire & health & safety concerns as soon as possible
- Comply with the School policies & procedures applicable to their work

In addition, staff are reminded that they must not misuse equipment provided nor interfere with arrangements made in the interests of fire & health & safety.

## **Organisation Structure & Responsibilities for Health & Safety**

---

***Staff involvement in health & safety*** - In recognition of the importance of involving our members of staff in health & safety, we regularly discuss health & safety at a designated meeting. These issues are then shared with the Governing Body.

***Educational Visits Co-ordinator*** – In keeping with current advice from the Department of Education, the HSE, & British Standard 8848, we have a formal approval process for educational visits & trips which includes the person who is the school Educational Visits Co-ordinator. This senior person's role is to oversee the quality & risk management aspects of visits on behalf of the Head of School & Governing Body. The role of the EVC in our school is to:

- Ensure educational visits meet the school's requirements
- Support the Governing Body with approval & other decisions
- Assess competence of prospective leaders & staff
- Ensure risk assessments meet requirements
- Organise training & induction
- Ensure parents are informed & give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems & monitor practice
- Keep up to date with the current requirements on the types of visits & trips undertaken by the organisation

## Specific Health & Safety Responsibilities

Topic or area	Overseen by
Accident investigation and reporting	Office Manager supported by Chief Operations Officer
Consultation arrangements with staff	Head of School supported by Chief Operations Officer
Control of hazardous substances	Caretaker supported by Office Manager
Curriculum health & safety including pupil involvement with hazard awareness	Head of School, SLT & Line Managers
Dealing with health & safety emergencies – procedures & contacts	Office Manager and Caretaker supported by Chief Operations Officer
Event safety management	Office Manager, Caretaker supported by Lead teachers
Fire safety, including testing of alarms & evacuation procedures	Caretaker supported by Office Manager
First aid & supporting medical needs	Office Manager supported by appropriate colleagues
Food safety	Appointed person
Induction of new starters	Office Manager with Line Manager and external HR provider
Inspection & maintenance of playground surfaces & equipment	Caretaker
Maintenance of premises & equipment including gas safety, electrical safety, access & egress	Caretaker
Managing work-related mental ill health	External HR provider
On-site vehicle movements	Caretaker
Procedures for learning outside the classroom, including sporting fixtures, residential visits & school-led adventure activities	EVCO, SLT & Line Manager
Recording & reporting accidents to staff, pupils & visitors	All staff supported by Office Manager
Risk assessment process covering whole school as well as specific areas/tasks	Chief Operations Officer, Officer Manager, Caretaker and Ford Risk Management
School security	Caretaker
Selecting & managing contractors	Office Manager, Caretaker supported by Chief Operations Officer where appropriate.
Transport safety including selection & authorisation of minibus & volunteer drivers	Events Co-ordinator
Water quality management including legionella	Caretaker

## Health & Safety Rules

---

### Introduction

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils & visitors to the School, & may lead to disciplinary action.

If you do not understand what is expected of you, or if you are unsure about any aspect of these rules, speak to your manager or the Head of School. (The headings for these rules are in alphabetical order rather than in any order of importance).

### General requirements

Everyone has a positive duty to follow the fire & health & safety procedures & must not misuse equipment provided, nor interfere with arrangements made in the interests of fire & health & safety.

It is the duty of all to report any visible or foreseeable dangerous situation &, where possible, take immediate action to prevent injury.

### Accidents & work related illness

- All injuries, accidents & cases of work related illness, must be reported & investigated
- Inform your line manager of any medical condition, medication or other factors, such as fatigue, which could affect your ability to undertake your work safely
- You must not take any substance that could compromise your ability to work safely

### Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are competent to do so
- Report any defects to the Caretaker/Office Manager

### Fire safety

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire fighting equipment
- Do not obstruct walkways & exit routes
- Ensure that fire exit doors can be opened
- Report any issues to the Caretaker/Office Manager

### Harmful substances

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

### Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with your line manager or the Office Manager



## **Health & Safety Rules**

---

### **Machinery & equipment safety**

- Specific operating guidelines/instructions for the use of machinery & equipment must be followed
- Do not undertake repairs & maintenance on machinery & equipment unless you are competent & authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

### **Moving & handling**

- Do not underestimate the risk of injury from moving & handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move & carry correctly & that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

### **Protective clothing & equipment**

- Protective clothing & equipment provided for your safety must be used
- Keep your protective clothing & equipment in good condition.
- Report immediately any unsuitable, defective or lost items

### **Slips, trips & falls**

- Keep your work area clear from obstructions & “slipping & tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces & keep to the paths, corridors & walkways provided
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps & staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area & report the hazard
- Wear suitable footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’
- Only undertake work at height if it has been risk assessed & it is safe to do so

### **Transport & work related road safety**

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform the Business/Office Manager of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use
- Give yourself sufficient time for the journey to include rest breaks
- Observe the Highway Code & drive defensively
- Never carry any unauthorised passengers
- Never use a mobile phone whilst driving unless it is safe & legal to do so

## Management Arrangements for Implementing Health & Safety

---

### Introduction

The following sections outline in brief our fire & health & safety management arrangements for meeting the specific legal requirements of the School. We will work on those that are not yet fully implemented & will amend those where changes are needed to reflect changes in the law & best practice.

We require our staff who have supervisory roles to implement the fire & health & safety arrangements that are relevant to their areas of responsibility. (The headings for these arrangements are in alphabetical order rather than in any order of importance).

### Alcohol and Drugs Misuse

- Employees who use alcohol or other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected will not be tolerated.
- Staff with alcohol or drug/substance related problems are advised to seek help and report the issue to a trusted colleague.

### Asbestos

- The location of all asbestos or suspected asbestos is known
- We manage the potential risks from any asbestos or suspected asbestos by ensuring that no work is done until the asbestos record is checked
- The location of any known asbestos is identified by signage (a green oblong strip above the door in the room indicates no asbestos & red indicates that asbestos is present & the asbestos register must be consulted prior to work commencing)
- People who are likely to work on or near the location of the asbestos, are informed of its location

### Computer Users

- We identify 'Users' as defined under current legislation. In general we interpret 'users' as staff who use this equipment for at least an hour or more at a time on a daily basis
- Each workstation is individually risk assessed, taking into account the computer equipment, the furniture, the working environment & the user
- Staff are informed of the assessment of their own workstation
- We advise "Users" of the opportunity for free eyesight tests & the purchase of any corrective lenses, at our expense, when they are required specifically for using our display screen equipment
- The software we use is suitable for the task

### Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site & off-site, who might be harmed & how, & checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically & refined as necessary

### Contractors

- Competent contractors are appointed for the type of work required
- No work is commenced until agreement is reached on safety, taking into account the magnitude of the risks of the job & use of the area(s) where the work will be done
- Contract terms & insurances adequately protect the interests of the organisation

- Any work authorisation procedures, such as a hot work permit, are implemented where necessary for the safety of people & premises

### **COSHH – exposure to hazardous substances**

- Assessments are done on the risks to health from exposure to hazardous substances
- Secure storage is provided for of hazardous substances
- Those working with hazardous substances are instructed & are competent
- Equipment provided to control exposure to hazardous substances is maintained in effective working order & inspected in accordance with statutory requirements

### **Drug & medicines**

- Medication will only take place with the written consent of parents/guardians
- Records are kept over the use of medication & we inform parents/guardians of the medication administered.
- All staff responsible for the administration of medication are competent to do so

### **Educational Visits & Activities**

- All trips & activities are authorised, planned & risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios & the competence of supervision are determined by risk assessment

### **Electrics**

- The electrical installation & portable electrical appliances are inspected & maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school
- Visitors who bring mains operated electrical equipment supply their own residual current device circuit breaker or other similar electrical safety device

### **Events**

- Events are planned, managed & risk assessed by people who are competent.
- Each event has a nominated person to act as the event safety officer who establishes the necessary fire safety & general health & safety controls.

### **Expectant & new mothers**

- A detailed risk assessment is carried out with the member of staff who informs us that they are an expectant mother
- The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which they have made us aware
- The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs

### **External areas**

- The outdoor space is safely accessible for staff, pupils & visitors;
- All paths, steps & any ramps are maintained in good condition & free from moss, fallen leaves & similar slip hazards;
- Adequate separation is maintained between pedestrians & vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk;
- External features such as trees, walls & external buildings/storage areas are checked for safety

## Management Arrangements for Implementing Health & Safety

---

### Fire safety

- A fire risk assessment is carried out & any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- Termly fire evacuation drills are carried out
- Fire doors, fire alarms, emergency lighting, smoke detectors & fire extinguishers are checked & maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

### First aid & accident reporting

- The provision of first aid assistance available is determined by risk assessment & ensures that sufficient cover is provided during teaching time, out of hours activities, functions & for educational visits
- First aid kits are checked & replenished regularly
- Accident records are kept that comply with the Data Protection Act
- Accidents are reported, investigated & documented taking into account the severity & loss potential of the incident, as well as the regulatory & insurance requirements
- RIDDOR accidents are reported via the HSE website

### Food safety

- Adequate food safety procedures are implemented in line with current Food Standards Agency guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean & easy to disinfect
- All kitchen equipment & machinery is robust & in a good state of repair

### General building & equipment maintenance

- The buildings, their fittings & decorations are maintained in a safe condition
- Equipment is maintained & serviced to ensure it remains in a safe condition
- Statutory safety inspections are carried out on lifting equipment, gas fired appliances & fume cupboards
- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment

### General premises safety

- We carry out regular premises fire & health & safety inspections
- A procedure is in place for reporting damage or deficiencies
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms & store rooms are secure & locked
- Services (gas, water, & electricity) isolation systems are clearly marked, & are kept free of obstruction
- Glazing throughout the premises is of a suitable safety standard or is safe by position
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary

### Grounds maintenance

- Motorised grounds maintenance equipment is maintained in good condition & is only used by staff who know how to use it safely
- Herbicides & pesticides in commercial quantities are only applied by trained & licensed people
- Storage of chemicals, fuel & equipment is in secure areas

## Management Arrangements for Implementing Health & Safety

---

### Health & safety in the curriculum

- Pupils are taught about hazards & risk control as part of the School curriculum
- Lesson plans include health & safety requirements

### Legionella

- A combination of temperature control, physical checks & disinfection are in place to manage the risk of legionella from our water systems;
- Any infrequently used outlets such as showers or taps are regularly cleaned & flushed through;
- Records are maintained of our control systems.

### Lettings

- Fire escape routes & exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers are briefed about the location of the telephone, fire escape routes, fire alarms & fire fighting equipment. Notices regarding emergency procedures are prominently displayed;

### No Smoking

- The Academy is a no smoking site.

### Personal protective equipment

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction & training on the use & care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

### Physical education equipment

- Equipment is installed & used in accordance with the suppliers' recommendations
- Equipment is checked & maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment & activities for which they are used

### Play equipment

- Play equipment is designed, installed & used in accordance with the suppliers requirements
- Equipment is checked & maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

### Risk assessments

- Staff who undertake risk assessments are competent in terms of training and experience
- Risk assessments are undertaken to identify significant risks associated with the School buildings, activities & people
- Generic risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated & acted upon
- Risk assessments are reviewed regularly & following a significant accident, a change in the law or a change in key personnel

## Management Arrangements for Implementing Health & Safety

---

### **Safety awareness, induction & information**

- Induction training is provided for new staff (including any temporary staff), & ongoing safety information, instruction & training is provided for all staff.
- The statutory Health & Safety Poster – ‘What you should know’, & the current Employer’s Liability Compulsory Insurance Certificate are displayed in staff areas
- Staff are briefed on fire & health & safety issues

### **Security**

- Staff appointments are subject to rigorous reference & clearance checks
- Visitors are required to sign in at the school reception & are not permitted to walk around the school unless accompanied

### **Stress**

- Our approach to stress management is guided by the Health & Safety Executive published Stress Management Standards
- All claims of ill health due to workplace stress are documented & investigated
- All members of staff are encouraged to report any stress related concerns to their line manager or to seek advice from a trusted colleague

### **Supervision**

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant & can contact another member of staff quickly in an emergency

### **Teaching & office areas**

- Accommodation is provided with suitable lighting, ventilation, heating & space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Any cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong & secure & suitable for the materials stored on it
- Filing cabinets are fitted with anti-tilt mechanisms or are secure to prevent them tipping over
- Steps, hop-ups or stepladders are provided to gain access to high level storage

### **Transport & work related road safety**

- Transport provided by the school is suitable for the task, driver & passengers
- Contracted transport providers are vetted on a regular basis
- Checks are carried out on the suitability of drivers & vehicles used when driving on behalf of the school
- Minibus drivers are trained, accredited & authorised

### **Violence to staff**

- Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation
- Any counselling or post-incident assistance required by staff who have been subject to violence whilst at work will be provided by the school

## Management Arrangements for Implementing Health & Safety

---

### Work at height

- Work at height is only undertaken when no other method is available & it is safe to do so following completion of a risk assessment
- Findings of risk assessments are communicated to those that are affected
- Suitable training & equipment is provided where work at height is unavoidable
- Where possible work at height is carried out using scaffolds or mobile elevated work platform
- All access equipment is installed by trained personnel
- Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc to prevent persons from walking directly under an area where work is being carried out
- All ladders & stepladders are inspected on a regular basis & a record is kept

### Work equipment

- Work equipment provided is suitable & safe for the tasks intended
- Work equipment is maintained, inspected & tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified
- We provide information, instruction & training where appropriate to all staff who use work equipment
- Work equipment provided is CE marked where required

### Work experience

- All work related learning is agreed in principle with the Head of School
- All work related learning is planned & risk assessed in accordance with current guidelines
- Parental permission is obtained
- Approval of placement providers used is conditional upon on health & safety, general suitability & child protection considerations

## Communication of Health & Safety Arrangements

---

The following actions are taken in our endeavour to communicate health & safety information to employees:

- Each employee is made aware of the significant details of the health & safety policy at induction
- Ongoing health & safety issues are discussed at staff meetings
- Specific issues are communicated via email required

## Monitoring health & safety

---

A number of different checks are done on buildings & equipment to ensure the health & safety of our staff, pupils, & visitors. In addition we also:

- Carry out an annual self assessment audit
- Monitor fire & health & safety performance by undertaking spot inspections, audits & benchmarking
- Review risk assessments
- Investigate fire & health & safety issues or hazards brought to our attention
- Keep up to date with information on fire & health & safety
- Investigate accidents & near misses
- Review fire & health & safety as part of our formal risk management process

To be read in conjunction with the following School Policies/Procedures:-

- Accidents, Incidents and Near Misses Policy
- Administering Medicines Policy
- Auxiliary Aids and Equipment Statement
- Developing Quality Practice Outdoors
- Educational Visits Policy
- Emergency Fire Evacuation Procedures
- Fire Management Plan
- Food Safety and Hygiene Policy
- Lockdown Procedure
- Lone Working Policy
- Managing Aggressive Behaviour from Parents and Visitors
- Swimming Safety Policy



# Appendices

- Accidents, Incidents and Near Misses Policy
- Administering Medicines Policy
- Auxiliary Aids and Equipment Statement
- Developing Quality Practice Outdoors
- Educational Visits Policy
- Fire Management Plan
- Food Safety and Hygiene Policy
- Lockdown Procedure
- Lone Working Policy
- Managing Aggressive Behaviour from Parents and Visitors
- Swimming Safety Policy

N.B. If you are reading this policy via the academy website and would like to read any of the appendices please email: [enquiries@gawthorpeacademy.co.uk](mailto:enquiries@gawthorpeacademy.co.uk) to request a copy.