

Urchfont C. E. Primary School

HEALTH & SAFETY POLICY 2022 - 2023

1.0 General Policy Statement

- 1.1 The Governing Body regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Urchfont C of E Primary School.
- 1.2 We are a no-smoking School. That means that smoking is not permitted in the school buildings or the grounds at any time nor in the school playing field during school hours. Vaping is also not allowed in any school building or within school grounds unless a designated area has been agreed by the Head teacher (please see separate Vaping Policy).
- 1.3 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.4 The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is an essential element in the good education of pupils.
- 1.5 The Governing Body will take all reasonable steps to identify hazards and reduce the risks from them to a minimum.
- 1.6 All staff, pupils and visitors must appreciate, however, that their own safety and that of others also depends of their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.7 Whenever required, the Governing Body, Headteacher and school staff are to seek advice from the LA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

2.0 The Duty of the Governing Body. The duties of the Governing Body are to:

- 2.1 Make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy particularly Section 4.2 (Responsibilities of the Governing Body), the Wiltshire Scheme for Funding Schools and the advice and guidance provided by the LA.
- 2.2 To take account of that policy and scheme within budget and other policy considerations.
- 2.3 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- 2.4 Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- 2.5 Identify and evaluate all risks relating to:
 - i. The premises
 - ii. School activities

iii. School-sponsored events

2.6 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

2.6 Create and monitor the management structure.

2.7 In particular the Governing Body undertakes to provide:

- i. A safe place for staff and pupils to work, including safe means of entry and exits;
- ii. Plant, equipment and systems of work which are safe;
- iii. Safe arrangements for handling, storage and transport of articles and substances;
- iv. Safe and healthy working conditions which take account of all appropriate:
 - o Statutory requirements
 - o Codes of practice whether statutory or advisory
 - o Guidance whether statutory or advisory;
- v. Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training that is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities that they are carrying out. All training will be regularly updated;
- vi. Necessary safety and protective equipment and clothing, together with information on its use;
- vii. The establishment of an effective health and safety management structure within the school and a system of monitoring and evaluation of the Headteacher's performance on health and safety matters.
- viii. Bring to the attention of the Director responsible for schools, any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- ix. So far as is reasonably practicable, the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
 - o This policy;
 - o All other relevant health and safety matters;
 - o The information and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The Duties of the Headteacher:

3.1 As well as the general duties which all member's of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The headteacher is to take all reasonably practicable steps to achieve that end through the senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

3.3 In particular, the Headteacher, on a day to day basis, is to:

- i. Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;

- ii. Ensure safe working conditions of the school premises and facilities;
- iii. Ensure safe working practices and procedures throughout the school so that all risks are controlled;
- iv. Arrange systems of risk assessment to allow the prompt identification of potential hazards, and ensure that the Governing Body are made aware of the findings;
- v. Consider health and safety in the selection of contractors and the planning of contracted work, and to provide for general supervision of contractors whilst on the school site;
- vi. Identify the Headteacher's training needs, identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;
- vii. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
- viii. Collate accident and incident information, investigate accidents, near misses and episodes of work-related ill-health and when necessary notify the HSE and/or relevant LA officers;
- ix. Monitor and evaluate the standards of health and safety throughout the school, including all school-based activities, with appropriate B.C. officers;
- x. To have and practise emergency and contingency plans;
- xi. Monitor the management structure, in consultation with the Governors;
- xii. Consult with members of staff, including Trade Union safety representatives, on health and safety issues;
- xiii. Encourage staff, pupils and others to promote health and safety;
- xiv. Comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;
- xv. Supply a health and safety performance report of standard indicators to the LA upon request;
- xvi. Bring any health and safety concern outside their own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body, the Health & Safety Executive at Wiltshire County and/or the Director responsible for schools.;
- xvii. Assess and record all significant risks to staff, pupils, visitors, contractors and hirers and ensure that they are controlled as far as is reasonably practicable;
- xviii. Develop and distribute school-specific policies on local health and safety issues;
- xix. Monitor and secure compliance with the school's policy and the control measures identified through risk assessments.

4.0 The Duties of Supervisory Staff

- 4.1 In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- 4.2 As part of their day-to-day responsibilities they are to ensure that:
- i. Safe methods of working exist and are implemented throughout their area of responsibility.
 - ii. Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - iii. Staff, pupils and others under their jurisdiction are instructed in safe working practices.
 - iv. New employees working within their area are given instruction in safe working practices.
 - v. Risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary.

- vi. Regular safety inspections are made of their area of responsibility as required by the Headteacher or at least 3 times per year.
- vii. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- viii. All plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to use by authorised persons only.
- ix. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- x. COSHH, hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- xi. They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety.
- xii. All health and safety information is communicated to the relevant persons.
- xiii. They report any health and safety concerns to the Headteacher

5.0 Duties of All Members of Staff:

- 5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.
- 5.2 All staff are to:
 - i. Take reasonable care of their own health and safety and that of any other persons that may be affected by their acts or omissions at work.
 - ii. Follow agreed working practices and safety procedures.
 - iii. Report any accident, near miss, incidents of violence, including verbal abuse, or any hazard. They are to be reported to either the Headteacher, H&S Governor or the Finance & Admin Officer.
 - iv. Ensure health and safety equipment is not misused or interfered with.

6.0 Duties of Others, Including Hirers & Contractors

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others 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.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, the principal persons in charge of the activities for which the premises are in use will be expected to maintain safe practice, as indicated in this document and as per any conditions in their letting agreement.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section and as per any conditions in their letting agreement.
- 6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
 - i. Introduce equipment for use on the school premises;
 - ii. Alter fixed installations;
 - iii. Remove fire and safety notices or equipment;

- iv. Take any action that may create hazards for persons using the premises or the school staff and pupils.

6.5 All contractors that work on the school premises are to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and are to pay due regard to the safety of all persons using the premises. All contractors are to abide by the Contractors Code of Conduct and the School will monitor and control their actions.

6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher is to take such action as necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

6.7 The Governing Body is required to draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff consultative arrangements

7.1 The Governing Body, through the Headteacher will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Procedures

8.1 The Headteacher is to ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the school at risk. That plan is to direct the action to be taken in the event of a major incident, so that everything possible is done to:

- Save life;
- Prevent injury;
- Minimise loss.

The above sequence is to be used to determine priorities within the emergency plan.

8.2 The plan is to be agreed by the Governing Body and be rehearsed by staff and pupils on an annual basis. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome is to be reported to the Governing Body.

9.0 First Aid and Supporting Pupils Medical Needs

9.1 The arrangements for first aid provision are to be made adequate to cope with all foreseeable major incidents and are set out in the following policies:

- First Aid policy and procedures
- Medical Needs Policy

9.2 Adequate and appropriate first aid provision are to form part of the arrangements for all out-of-school activities.

9.3 Injuries and accidents requiring first aid treatment are to be recorded in the appropriate books with a brief outline of how they occurred, what treatment was given, and by whom. Records are to be made and retained, in line with the school's retention policy,

for all staff, pupils or other persons requiring first aid either on the school premises or as part of a school-related activity.

- 9.4 Accidents and/or injuries to staff or to pupils which are of a more serious nature must be recorded in the HSE approved '**Accident Book**' located in the office. This includes any accidents or injuries that require reporting to the LA or under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). **First Aid Boxes** are located in the First Aid Room and the Garden Room. A list of required contents is kept with the boxes and they are re-stocked by the First Aid Coordinators. Accidents caused by physical hazards in School should also be brought to the attention of both the School Business Manager and H & S Governor.
- 9.5 Where appropriate, accidents and incidents where an injury could have occurred but did not ('near misses') are to be recorded on the appropriate stationary and reported to the LA where necessary. An investigation is to be carried out by the School Business Manager. For more serious injuries, reports are made to the Health and Safety Executive.

10.0 Reporting of Hazards and Premises Defects

- 10.1 All staff are responsible for alerting the School Management Team of any possible risks or hazards that may be identified, on a daily basis. Regular Risk Assessments are to be carried out for all appropriate risks by members of staff and reviewed annually or when there is a change to the task or the member of staff undertaking it.
- 10.2 Procedures for the reporting of hazards and premises defects are set out in appendix A.

11. Managing Risks

11.1 Working in the School

- i. All **electrical equipment** used in School is to be checked annually by the P.A.T. (Portable Appliance Tester) for safety purposes. Each item is recorded for usability. No piece of equipment that fails the test is to be used in School until it has either been replaced or repaired. No second-hand or personal electrical items are to be used in school until they have been PAT tested.
 - ii. The School is to hold regular **Fire Drills** to ensure that both children and adults are well versed in safety precautions and can carry them out without panic. The fire bell is to be tested weekly by the Head teacher and/or School Business Manager and recorded in the school's Fire Safety Manual and Log Book. A full fire drill is to be carried out at least once a term and recorded in the fire log in the office. Current School evacuation procedures are outlined in the school's Fire Safety Manual and Log Book
- 11.2 A comprehensive Fire Risk Assessment is to be undertaken every 3 years or sooner in the case of internal or external building modifications.
- 11.3 Staff training on fire safety is to be undertaken on induction with regular refresher sessions held as required throughout the year and/or following fire drills. Whole staff training by an appropriately qualified contractor is to be provided where necessary. Staff undertaking Fire Risk Assessments are to be provided with appropriate training.
- 11.4 A poster showing the School's fire safety procedures must be displayed in each area to show the emergency exit points in event of a fire. Nothing is to be placed in front of or behind fire doors to obstruct access or egress.
- 11.5 Each Area must have its own Fire Extinguisher which is to be regularly checked by an appropriately qualified contractor. Fire Blankets are to be located near to relevant cooking appliances in the Kitchen and/or staff room.

- 11.6 Staff are to be trained in the use of fire extinguishers but training sessions will be open to all members of staff interested. However, in the event of a fire, staff are to concentrate on evacuating the building and not on fighting the fire. **The person designated to take control in the event of a fire** is the Headteacher.
- 11.7 All security gates are equipped with combination locks or other appropriate locks and all staff and keyholders are to be aware of the combination codes in usage.
- 11.8 **Hot school meals.** School meals are served daily in the school hall. The mobile servery is located in the hall and all staff and children are to be instructed to maintain a safe distance. All staff and children are aware that between 11.30am and 1.30pm the kitchen area is out of bounds unless on lunchtime duty.

12.0 Manual Handling

- 12.1 Manual handling occurs whenever a load needs to be moved. All staff are to be trained in manual handling procedures and a visual risk assessment is to be carried out before any potentially hazardous manual handling activity takes place.

13.0 School Security

- 13.1 A separate Site Security policy is held in the school office.

14.0 Violence Towards Staff

- 14.1 Violence or aggression towards staff will not be tolerated under any circumstances. A separate 'Violence and Aggression Towards Staff' policy is located in the school office.

15.0 Working with Children

- 15.1 School staff are always to be very careful that they use only safe, non-toxic products (glue/paints etc.) with the children. It is therefore essential that individual teachers ensure that products brought into School by visiting artists etc. adhere to our standards, and are safe for the children to use. All such products should comply with COSHH (Control Of Substances Hazardous to Health) regulations. If there is any doubt the substances should not be used until they have been checked against the appropriate COSHH sheet.
- 15.2 Children working with tools for Design and Technology should be supervised at all times. They should be taught to handle and care for the equipment correctly and practice good safety behaviour. Staff are to refer to the Design and Technology Policy for further information regarding safety guidelines and personal protective equipment.
- 15.3 When undertaking PE activities, staff are to ensure that children are suitably dressed, that all jewellery has been removed and that children have adequate footwear.
- 15.4 Gym equipment is regularly serviced and maintained by an appropriately qualified contractor on an annual basis. Defective equipment will be marked and is not to be used until it has been repaired or replaced. Teaching staff are responsible for ensuring that children know how to handle PE equipment safely and that all large items (ropes and ladders etc.) are correctly assembled. Children are to be supervised when using the equipment.
- 15.5 When taking a group of children on a school trip, whether in the local community or further afield, the School Trips Procedures is to be followed. The procedure includes risk assessments using the county EVOLVE system, advice and trip proforma. If necessary teachers are to organise extra adults to help to assist them supervise the activity and to keep children safe. If an accident occurs the teacher has the responsibility to notify the

Headteacher, and initiate any action, either on the spot first aid or referral to an appropriate medical establishment. The Headteacher and/or office staff will liaise with parents. On return to School, the 'Accident Book' is to be completed immediately with all the relevant details. Detailed procedures are in the Staff Handbook. Our Educational Visit Coordinator is the School Business Manager.

15.6 **Missing Children** The Missing Pupil Policy is kept in the school office. However, in the event that a child goes missing, the alarm is to be raised immediately and the following action is to be taken:

- i. Inform the Headteacher and School Business Manager.
- ii. Ensure all the other children are safe.
- iii. Secure all external exits.
- iv. The Headteacher is then to:
 - o Begin a systematic search based on where the child was last seen and who they were with.
 - o Make sure that all areas are covered.
 - o Inform the child's parents.
 - o Inform the police.

16.0 On-site Vehicle Movement

16.1 The procedure for vehicle movement around the school premises is attached (appendix B).

17.0 Asbestos Management

17.1 There is some asbestos in School. This is recorded in the Asbestos Register and its condition regularly checked. All Contractors working on site are made aware of the asbestos, its location and the need to leave it undisturbed. The Asbestos Register is signed by all contractors before commencement of work to show that it has been read and understood by them. Any Contractors undertaking significant building work are also required to provide a copy of their procedures for dealing with asbestos. More details can be found in the Asbestos Management Manual for Schools.

18.0 Occupational Health Services and Work Related Stress

18.1 Occupational Health Services are available to all who work for Wiltshire Council and referrals will be made where it is requested by the employee or deemed appropriate by the School.

19.0 Staff Training

19.1 Staff Health and Safety training is identified and planned during the annual School Development Planning process and Health and Safety Policy review. All members of staff are required to attend appropriate Health and safety training, which is recorded by the school. Induction procedures for new staff include Health and Safety training. Refresher courses are arranged where required. Risk Assessment training is undertaken by key members of staff. Courses specific to senior managers are regularly attended.

20.0 Monitoring Health and Safety Provision

20.1 The responsibility for monitoring Health and Safety rests initially with everyone using the School premises. Everyone is responsible for ensuring that others are not endangered. First Aiders are to ensure that their certificates are up-dated every 3 years to keep them current.

- 20.2 Hazards can be reported either directly to the Senior Management Team as they occur, or recorded using either the online reporting link or completing a paper notification form. Paper notification forms are to be handed to the School Business Manager.
- 20.3 The school and governing body health and safety representatives are to meet termly (6 times each year) to assess risk factors in the School and to discuss relevant issues that have arisen. Issues requiring whole School intervention are to be brought to the attention of Headteacher and, where necessary, to the Governing Body for discussion and resolution.
- 20.4 Risk Assessments and safe systems of work are to be reviewed annually or when there is a change to the task or member of staff undertaking it. This Health and Safety Policy is to be reviewed every year and amended in light of any legal, organizational and/or administrative changes that may have occurred over the previous 12 months.

21.0 Sources of Advice and Technical Assistance

- 21.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council’s occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

22.0 Status

- 22.1 Statutory.

23.0 Monitoring

- 23.1 This policy is to be reviewed annually and presented to the Governing Body for consideration and approval. It will be updated, modified or replaced as necessary to ensure the health, safety and welfare of staff, pupils and others using the School site.

24.0 Date of Next Review

- 24.1 This policy will next be reviewed in: **September 2023**

Agreed by the Governing Body:

Date.....

Signed..... (Chair of Governors)

Appendices:

- A. Reporting of Hazards/Premises Defects
- B. Vehicle Procedures.

Appendix A

Reporting of Hazards and Premises Defects

STATEMENT OF INTENT

- This procedure acts as a supplement to the "Reporting of Hazards" section of the "Health and Safety Manual for Schools".
- It should be read and acted upon in conjunction with the Health and Safety Manual.

Status

Statutory

1. The Headteacher shall assume operational accountability for ensuring that all equipment and facilities in the school are safe and that equipment failures, premises defects or hazards are reported and logged.
2. The school shall have an appointed health and safety representative staff member.
3. The health and safety Governor together with the School Business Manager will carry out a termly safety audit of equipment, premises and hazards. This will be signed off with a corrective or remedial action plan with timescales for repairs. The termly audits will be reviewed by the Headteacher for operational purposes and also discussed at the Governor Board meetings.
4. The Health & Safety Governor, the Headteacher or the School Business Manager will report to the Board of Governors and take action to ameliorate any hazards, details of which will be held in the school office.
5. The Governing body will ensure that the annual health & safety school premises inspection is carried out and will discuss the content and any actions at the Governor Board meetings.
6. The Head teacher will ensure that the LA Health & Safety Audit and Premises plan is communicated with the Governing Body and actions are correctly prioritised with timescales.
7. All defects and hazards within the school premises are to be signed and cordoned. Staff are to ensure that pupils are made aware of all reported hazards and are kept away from them.
8. The Head teacher will ensure that any playground hazards are signed and cordoned off. Parents should be informed of the hazards if the risk is considered to be significant.

Appendix B

Vehicles Procedures

STATEMENT OF INTENT

- This procedure acts as a supplement to the "Vehicles" section of the "Health and Safety Manual for Schools".
- It should be read and acted upon in conjunction with the Health and Safety Manual.

Segregation of Vehicles and Pupils

1. Parents are not permitted to park on the school drive. Some parking is available at the Lamb Inn.
2. Pedestrian access on the School driveway is not encouraged between 8.45am and 9.10am and between 3pm and 3.30pm.
3. A metal and wooden fencing separates the school buildings from the drive.
4. There is a clearly marked hatched no parking area at the top of the school drive to allow cars and other vehicles to turn easily.
5. The cycle shed is accessible from the footpath to enable pupils to walk their bicycles from Top Green via the alleyway.

Use of Private Vehicles to Undertake Work Activities

6. In accordance with county guidance, the school will carry out the relevant risk assessment process should staff be required to use private vehicles to undertake work activities. Driving on school business means any journey undertaken for purposes required for staff to undertake work duties and fulfil work commitments. This includes occasional journeys such as attending training events, attending meetings, delivering materials etc.
7. In accordance with county guidance, staff will not transport pupils in a private vehicle for school activities including after school activities. (Please see below)
8. The school will actively promote a culture of safe driving and ensure that all drivers are aware of current county guidance and policies.
9. It is the responsibility of all members of staff that use their vehicle for work activities to ensure that they hold the appropriate category of business insurance and hold an up to date MOT certificate for their vehicle.
10. Staff are clearly instructed that LA policy dictates that staff should not use a hand-held mobile phone whilst driving on school business and that any contravention of this policy may be cause for disciplinary action. Staff are also reminded that whilst it is not illegal to push buttons on a mobile phone if it is mounted in a hands-free kit the driver may still be liable to be prosecuted for failing to have proper control of a vehicle or for careless or reckless driving if an offence is committed while using a hands-free kit.

Use of Private Vehicles to transport pupils

11. The transportation of pupils by staff should be done in an emergency situation only and in agreement with the Headteacher.
12. If an emergency situation arises whereby pupils are to be carried on behalf of the school/establishment/local authority then the school is to be given a copy of the

relevant drivers driving licence, business insurance certificate (clarification to be sought from the relevant insurance provider where necessary as not all business insurance includes the transport of schools pupils) and MOT certificate. Adults who are transporting children on behalf of the school must also have completed the relevant Disclosure and Barring Service checks with certificate details recorded on the Single Central Record prior to driving.

13. Written parental consent is to be obtained before transporting pupils in a private car.
14. If a private vehicle is used to transport pupils then there is to be an additional adult present in addition to the driver unless there are exceptional circumstances in which case prior parental consent is to be received.
15. Private vehicles are not to be used to transport pupils to hospital unless to the minor injuries unit. Instead, an ambulance is to be called in accordance with the First Aid procedure.