

Health & Safety Policy (Senior School)

Introduction

The purpose of this document is to define the principles, aims and organisation of Health and Safety within The Ladies' College senior school. This policy has been compiled in accordance with The Health and Safety at Work (General) (Guernsey) Ordinance, 1987 which defines the responsibilities of employers and employees.

This policy should be read in conjunction with The Ladies' College Melrose and The Ladies' College Pre-Preparatory Health and Safety Policy, the Offsite Visits Policy and the College's IT policies: Acceptable Use, Staff E-Mail, Data Protection, E-Safety and Social Media Code of Conduct. It should also be read in conjunction with departmental Health & Safety policies. (Some departments have specific Health & Safety issues because of the nature of the activities/equipment involved in the subject specialism so the following departmental policies are particularly relevant:

- Art
- Design Technology
- Drama
- PE
- Science

Principles

The policy of The Ladies' College is to ensure that, in so far as is reasonably practicable, we provide a safe, secure environment in which teaching and learning may effectively take place.

Responsibilities

1. The ultimate responsibility for health and safety in the School lies with the Board of Governors. The Board of Governors delegates to the Principal the task of establishing an adequate Health and Safety Policy and for setting a framework for its implementation, monitoring and reform as necessary and to the Bursar the achievement of the School's Health and Safety Policy overall.
2. Health and Safety is not exclusively the responsibility of management but involves everyone. Staff and pupils must endeavour to practise and promote high standards and take reasonable care of themselves and others.
3. Specific responsibilities must be assumed by particular Heads of Departments – Art, Design Technology, Drama, PE, Science and IT – who are required to produce their own policy document relating to their department.

4. The Premises Manager will provide the Policy for Fire Safety and Health and Safety, which affects several departments e.g. outside visits and excursions, dining area at lunchtimes, hall use during examinations and corridor behaviour.
5. The Bursar, Principal and Deputy Principal will assume a general responsibility for consultation with staff and pupils on all aspects of Health and Safety.
6. Health and Safety training will be provided as and when is necessary.
7. Any member of staff who becomes aware of an actual or potential Health and Safety problem must bring it to the attention of their Head of Department, who in turn should report any concerns in writing to the Bursar or the Health & Safety Committee.
8. Staff and pupils must remember that security is an essential part of Health and Safety and therefore they must take care to ensure that unnecessary risks to persons and property are avoided.

Committee

The Committee currently consists of Principal, Deputy Principal, Bursar, Melrose Head Teacher, Premises Manager, Educational Visits Co-ordinator and representatives from the Art, Design Technology, PE and Science departments.

Guidelines Relating to Responsibility on Health and Safety Matters

The Principal bears the ultimate responsibility for all school safety organisation. She delegates to the Bursar and Deputy Principal the following responsibilities.

- a) To be the focal point for day to day references on safety and give advice or indicate sources of advice.
- b) To co-ordinate the implementation of the approved safety procedures in the school.
- c) To maintain contact with outside agencies able to offer expert advice.
- d) To stop any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe until satisfied as to their safety.
- e) To make recommendations to the Board of Governors for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so.
- f) To make or arrange investigation of premises, places of work and working practices on a regular basis and to ensure that appropriate procedures are in place so that accidents and hazardous situations can be reported.
- g) To review from time to time:
 - (i) the provision of First Aid in the school (see Section 2 of Practical Arrangements) and
 - (ii) the emergency regulations (see Sections 3 and 4 of Practical Arrangements on Fire/Bombs)
 - (iii) to make recommendations for improving the procedures laid down.
- h) To review regularly the dissemination of safety information concerning the school.

- i) To recommend necessary changes and improvements in welfare facilities.
- j) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
- k) To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- l) To inform the Board of Governors periodically of the safety procedures of the school.

Staff: Teaching and Support

All staff are expected to take the following responsibilities:

- a) To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- b) To observe standards of dress consistent with safety and/or hygiene.
- c) To exercise good standards of practice.
- d) To know and apply the emergency procedures in respect of fire and first aid.
- e) To use and not wilfully misuse, neglect or interfere with things provided for one's own safety and/or the safety of others.
- f) To co-operate with the appropriate safety authority of the States of Guernsey and the enforcement officer of that authority.

Heads of Departments and Non-teaching Staff holding special responsibilities with respect to Health and Safety

The staff have the following additional responsibilities:

- a) To bear the responsibility of formulating (in writing) and applying a safety policy (statement of arrangements) for their own department or area of work. They are also responsible directly to the Principal for the application of existing safety measures and procedures within that department/area of work. Advice or instruction given by the Principal must also be observed.
- b) To establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water and guillotines.
- c) To resolve any Health and Safety problem any member of staff may refer to them and to refer to the Bursar or to the Health & Safety Committee any problems for which they cannot achieve a satisfactory solution using the resources available to them. (See Hazard Report Form – Appendix G).
- d) To carry out a regular (at least once a year) safety inspection of the activities for which they are responsible. Inspections should be accurately recorded and, if required, a report submitted to the Bursar or Health & Safety Committee.
- e) To 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 safety and health at work.

- f) To, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- g) To propose to the Bursar or to the Health & Safety Committee requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

Class Teachers

The safety of pupils in classrooms, laboratories, studios, kitchens and workshops is the responsibility of class teachers. Teachers have, by tradition, carried the responsibility for the safety of pupils when they are in their charge. If, for any reason, a member of staff cannot accept this responsibility the matter should be discussed with the Principal before the lesson takes place.

Class Teachers are expected to fulfil the following:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out. At the beginning of each academic year they should go through these rules with their classes.
- b) To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- c) To give clear instructions and warning as often as necessary.
- d) To follow safe working procedures personally.
- e) To require protective clothing, guards, special safe working procedures, etc. where necessary.
- f) To make recommendations to their Head of Department e.g. on safety equipment, additions or improvements to tools, equipment or machinery, which are dangerous or potentially dangerous.
- g) To be aware of any pupils' health problems which may affect their health and safety in the classroom.

Pupils

Pupils are expected to take into account the following:

- a) To exercise personal responsibility for the safety of themselves and of other girls in the school premises and school grounds.
- b) To observe standards of dress consistent with safety and/or hygiene.
- c) To observe the school rules relating to behaviour, uniform and hair at all times

Other users of the premises

Other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school will be made aware of the appropriate health, safety and welfare policy and arrangements applicable to them by the teacher to whom they are assigned. A terms and conditions document covering Health & Safety issues must be signed.

Contractors on School Premises

Building work on occupied premises may create risk for those engaged in the work, for staff and pupils, and for those entering the premises. The Governors of the school have responsibility for the safety of the fabric of the building and for ensuring the safe procedures of outside contractors.

Practical Arrangements

1. ACCIDENTS

- a) All accidents must be recorded on a Pupil/Student Injury Form (Appendix B) available from the Principal's PA's office. This must be given in to the Principal for review/sign off.
- b) Serious accidents may require investigation. This accident investigation will be carried out internally by the Principal or Deputy Principal in accordance with advice given in Health and Safety in Schools, (p. 49/50), 1991, B. Stock, Croner Publishers.
- c) The procedures listed above apply to accidents concerning girls if, however, any member of staff or visitor is involved in an accident the Bursar must be informed immediately and the relevant Accident Form completed for sign off by the Principal and Bursar.

2. FIRST AID

Pupils requiring First Aid should report to Reception, which is always staffed with a qualified First Aider. Untrained staff may attend to minor injuries, e.g. cuts, bruises, grazes and minor burns, but in the event of other injuries of a more serious nature, e.g. deep cuts, suspected dislocations or fractures, they must seek assistance from a First Aider. Gloves must be worn by staff attending to injuries involving blood.

First Aid Boxes

These are made up and issued by the Receptionist.

- a) Printed card listing the contents; a leaflet giving general guidance on First Aid; a dental trauma advice sheet.
- b) Gloves
- c) Plasters/Assorted adhesive dressings (Mepore)
- d) First Aid dressings and eye pad
- e) Triangular bandage
- f) Safety pins
- g) Vent Aid/face shield (not for use by untrained staff)
- h) Eye wash (sterile single tubes)
- i) Saline wound cleansing wipes
- j) 'Instant Cool Paks'

- k) Vomit bags
- l) Scissors
- m) Hazard disposal bag
- n) Antibacterial hand wipes

First Aid boxes should be constructed so as to ensure that the contents are kept clean and dry and labelled with a cross on a green background so as to be easily identifiable.

First Aid boxes are located in every Science Laboratory, Art Studios, Music room, Design and Technology room, Gym, Swimming Pool, Sixth Form Centre, Kitchen and Staff Room. There is also a first aid cabinet in the reception area.

NOTE: It is the responsibility of the member of staff using items from the First Aid kit to notify the Receptionist promptly that replacements are required. First Aid boxes must be returned to the Receptionist at the end of every term for checking.

‘Travelling First Aid Kits’

Kits must be taken on out-of-school visits e.g. trips, field courses. These must be collected from the Receptionist and returned to her after the event.

First Aid Treatment for non-Ladies’ College students (e.g. Elizabeth College boys)

In the event of a student requiring first aid treatment he or she should:

- Where possible report direct to Reception where there are qualified First Aiders.
- If the student is unable to report to Reception, First Aid assistance should be summoned by telephone or by sending a messenger to reception.
- The Receptionist or office staff on duty may administer First Aid treatment and will ensure that another member of staff is there to chaperone.
- In the case of male students a male First Aider or male chaperone will be summoned if the treatment required is deemed to be of a sensitive nature or necessitates the removal of clothing.
- In the event of an emergency the emergency services will be summoned in the normal way.
- If a student receives First Aid treatment or is sent home unwell the relevant college office is to be contacted with the details. Elizabeth College office staff will then contact parents if necessary.
- Where an injury has been sustained at The Ladies’ College an accident report form should be sent to the relevant school.

Ambulance

If it is seen to be necessary to summon an ambulance, the parents will be notified. A brief note giving details of accident/illness together with the girl’s name, address and name of her

family should be given to the ambulance crew. If it is possible, a member of staff will accompany the girl to hospital in the absence of the parents.

On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents.

3. FIRE

Fire drills take place 2/3 times a year.

The Premises Manager is responsible for the maintenance of exits and fire routes and the regular maintenance of the fire extinguishers and that the Fire Log is completed correctly and updated regularly.

Fire Procedures

If you discover a fire:

Raise the alarm by operating the nearest fire alarm call point; these are located at strategic points throughout the buildings.

Emergency Assembly Area:

This is located at the front of the main building on the grass area.

If you hear the fire alarm:

The fire alarm is signalled by continuous bell.

Teaching Staff:

- On hearing the fire alarm close all windows. Switch off lights. Leave the room immediately, escorting all the pupils to the nearest exit. The door should be closed behind you.
- Follow the fire exit routes as displayed in every classroom. Check fire doors close as you move through the building.
- Ensure the area is evacuated and assemble on the front lawn.
- Form Tutors to collect their registers and check. If a Form Tutor is absent the Deputy Principal will assign another teacher to the group.
- Check absences against the attendance printout and inform Year Co-ordinator
- Year Co-ordinators to inform Principal/ Deputy Principal of unaccounted for pupils.
- Return register to Office Staff.
- Form Tutors to remain at the front of their groups and await further instructions.

Students:

- Leave your classroom immediately and walk in silence via the nearest available exit to the front lawn.

- Do not stop to collect personal belongings.
- Line up in their Form groups. Sixth Form boys nearest the canteen, then Remove, with Sixth Form girls nearest Melrose.
- Line up in alphabetical order.
- Wait in silence until officially dismissed.

Office Staff:

- Collect the following items:
 - Pupil registers
 - List of absent pupils
 - Lates signing in lists
 - Pupil signing in and out lists
 - List of Staff and cover list
 - Visitors book
 - Staff signing in and out book
- Leave the building as quickly as possible and assemble on the front lawn.
- To check that all Staff are present. Check 'cover list' for names of any staff absent and signing in and out book.
- Check visitor names against the visitor book.
- Inform the Principal/ Deputy Principal of any absences.

The Caretakers or Site Manager:

- Will check the location of the fire on the control box.
- Check the reported location of the alarm and if possible take steps to extinguish the fire but without taking personal risk and ensuring that a clear escape route is available at all times.
- Receive the Fire Service onto the site.
- Direct the Fire Officer to the fire alarm panel.

Other Staff on site:

- Assist with the evacuation of the students and leave the building as quickly as possible.
- Assemble on the front lawn. If you do not have a responsibility for a Form Group then wait in a group at the rear of the student lines.
- You should be checked by Office staff.

The Principal/Deputy Principal:

- Will report any names of Staff, visitors or students unaccounted for to the Fire Officer on the arrival of the Fire Service.

A copy of this document should be displayed in every classroom and brought to everyone's attention at the start of every term.

The Principal/ Deputy Principal is responsible for ensuring that the Staff register is updated on receipt of staffing change information. In addition, that the Visitors' Book, Pupil Signing In/Out and Staff Signing Out logs are maintained.

NB. All students and staff leaving the premises MUST sign the book in reception at the time of leaving. Lists of names of students who are taken off site during the school day should be left in the Office.

4. BOMB SCARES

General Principles

- (i) The Principal is responsible for ensuring a procedure is in place to deal with bomb scares.
- (ii) An assessment of a bomb scare needs to be made within the context of the local or national situation at the time, using a Risk Assessment strategy (Appendix C).
- (iii) Plans to evacuate a building should be related to fire drill procedures.
- (iv) Plans should be drawn up to search the premises for suspicious devices.
- (v) Any participation by the teaching or non-teaching staff in assisting with a search must be voluntary. Pupils must not be involved in a search.
- (vi) The plan should take count of the recovery from either bomb damage or disruption.
- (vii) The plan will need to take into account any media interest if the threat is made public.
- (viii) Any statement issued should be made in conjunction with the Police.
- (ix) All persons using the building should be familiar with the plan.
- (x) The Police and Board of Governors should be informed of all bomb scares.

Good Practice

1. The school Secretary should have immediate access to Appendix D (from Home Office booklet) which lists actions to be taken on receipt of a bomb threat.
2. The Risk Assessment Form (Appendix C) and the above mentioned Appendix D should not be made available to pupils in order to prevent attempts to make the 'perfect hoax'.
3. The media should not be informed. The Guernsey Police have a policy not to inform the media about bomb calls and have an agreement with them not to publicise such calls.

Procedures

1. On receipt of a bomb threat call the Principal who should made an assessment of the threat to the school using the Risk Assessment form (Appendix C).

2. If the threat is considered to pose a serious risk (i.e. 75 – 100 points on the Risk Assessment form) the Police should be informed immediately and asked to assist. The evacuation and search plan procedure should commence under the direction of the Principal.
3. The procedure will be organised from the PA's office, which has good internal and external communication.
4. Search teams should comprise staff willing to search those areas with which they are most familiar.
5. If a suspect device is located control of the operation will pass to the Police.
6. If the search proves negative the Principal will co-ordinate the re-occupation of the building. (NB. The Police will agree on the completion of a search but generally will not go so far as to state that it is safe to return. This decision is one for the Principal to take in the light of all the facts of the case).
7. If the threat is considered to be less than serious according to the Risk Assessment score that appropriate response outlined in the risk Assessment form should be followed.

5. HAZARDS

Everyone is responsible for identification of hazards.

They should report hazards (using Hazard Report Form – Appendix G) to the Premises Manager or Bursar who may take interim measures pending rectification. The Premises Manager is responsible for arranging for remedial works.

6. ELECTRICITY SAFETY

The four major principles of the Electricity at Work Regulations 1989 are: -

- a) to ensure that electrical systems or services are designed to prevent danger
- b) to ensure that electrical systems or services are maintained so as to prevent danger
- c) to ensure that electrical equipment (i.e. the portable electric equipment which is connected to the electrical systems) is suitable for use and properly and competently maintained
- d) to ensure that every work activity which involves electricity is organised and carried out so as to avoid danger.

Procedures

- (i) The fixed electrical circuits within the school should be inspected and tested at least every 5 years by a competent person. The Premises Manager is responsible for making the arrangements for this section.
- (ii) Where wiring is more vulnerable to damage and abuse, e.g. surface wiring in a temporary classroom, it should be inspected every 3 years.
- (iii) Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- (iv) The electrical circuits associated with stages/theatre halls should be inspected every two years.

- (v) Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use. This is the responsibility of all Heads of Departments.
- (vi) Equipment, which was not manufactured to current standards, may require modification.
- (vii) Home-made or modified equipment should be inspected and tested by a competent person before use.
- (viii) All electrical equipment should be PAT tested and visually tested annually.
- (ix) Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- (x) Where equipment used outside the building via a flexible cable a residual current device (RCD) should be used in the supply circuit.

7. SUBSTANCES ‘HAZARDOUS TO HEALTH’

The Control of Substances Hazardous to Health (COSH) Regulations 1988 cover substances in the following categories:

- a) substances labelled by suppliers as very toxic, toxic, harmful, corrosive or irritant
- b) substances for which a maximum exposure is specified
- c) a micro-organism used at work that constitutes a hazard to health
- d) dust of any kind if it is present in substantial concentration in air
- e) any substance not included above which creates a comparable hazard to health

Procedures

- (i) Departmental Health and Safety policies should take account of hazardous substances used within their departments.
- (ii) Where small quantities are involved the Premises Manager will store hazardous substances for some departments and, following an annual inspection of the materials, will inform the departments of the need to replace such materials if necessary.
- (iii) The Premises Manager is required to ensure, so far as is reasonably practicable:
 1. that cleaning staff are informed of the hazards and necessary precautions to be taken;
 2. that cleaning staff take the recommended precautions;
 3. that the specified personal equipment is kept available, is maintained in good use and is used.
- (iv) Cleaners are legally required to make full and proper use of the personal protective equipment provided to protect their health and to report immediately any defect in that equipment to the Premises Manager.

8. HYGIENE AND HEALTH

Medicines supplied by parents and with their consent for their daughters' use in school are kept safely in Reception in named containers. Upon request these are dispensed to pupils, in an appropriate dosage. In the event that a pupil for whom no named medicines are held reports to Reception and requests a painkiller the Receptionist will contact parents to obtain consent before administering paracetamol tablets/ibuprofen as per parents' preference. Parents will be asked to state quantity.

Where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases.

Procedures

- (i) A high standard of personal hygiene must be encouraged.
- (ii) Staff should ensure that any cuts or broken skin are covered with waterproof or other suitable dressing while at work.
- (iii) Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid.
 - 1. Plastic gloves should be worn.
 - 2. Ordinary household bleach diluted 1:10 with water should be used for disinfecting purposes. NB. Do not allow this solution to come into contact with skin or eyes. Flush with water if contact occurs.
 - 3. Keep people from the area until the spillage is dealt with.
 - 4. If the position of the spillage allows – expose the area to diluted bleach for 30 minutes.
 - 5. Contaminated paper towels should be flushed down the toilet or treated as infected waste.
 - 6. Infected waste should be incinerated or placed in a yellow plastic sack for disposal.
 - 7. On completion of work involving the cleaning up of body fluids hands should be thoroughly washed.
- (iv) Medication. The parent must be responsible for providing the medicine in question in a suitable container clearly labelled with the child's name and directions for administration, and for replenishing supplies as necessary. The medication must be kept under lock and key with office staff responsible for administering doses. When a pupil suffers from a disease such as epilepsy or asthma, it is important that all members of staff who may come into contact with her, are fully aware of the problem. Also staff should be aware of any limitations that need to be applied to the child's activities plus what to do in an emergency.
- (v) Smoking. There must be no smoking on the school premises.
- (vi) Pupils should be made aware of over exposure to the sun.

9. ENVIRONMENT

Any defects in heating, lighting and ventilation should be reported to the Premises Manager or the Bursar who will take action to rectify the fault.

Lighting – The Chartered Institution of Building Services, in its Code for Interior Lighting 1984, recommends levels of 300 lux in halls, classrooms, libraries, gymnasium and workshops and 500 lux in art rooms, needlerooms (with supplementary local lighting) and laboratories, (p. 128, Health & Safety in Schools, B.Stock, 1991, Croner Publishers).

Temperatures – The Education (School Premises) Regulations 1981 specify the following:-

- a) Temperature of 18°C in areas where there will be an average level of activity and an average level of clothing (e.g. classrooms).
- b) Temperature of 20°C in areas where persons are lightly clad and inactive (e.g. medical room, changing rooms).
- c) Temperature of 14°C in areas where occupants are lightly clad but where activity is vigorous (e.g. gymnasium).
- d) Temperature of circulation spaces, corridors etc. should be within 3°C of the area they serve.

10. HEALTH & SAFETY COMMITTEE

- (i) The Committee consists of the Principal, Deputy Principal, Bursar, Melrose Head Teacher, Premises Manager, Educational Visits' Co-ordinator and four full-time members of staff. Other members of staff will be invited to attend meetings where appropriate. Minutes of all meetings will be recorded and will be accessible to all staff. The meetings will be chaired by the Bursar.
- (ii) The Committee shall meet once a term. Additional meetings will be held where circumstances warrant them, subject to agreement between the Principal and staff representatives.
- (iii) The objective of this committee is to promote co-operation between all employees and pupils with a view to achieving and maintaining a safe and healthy workplace for staff and pupils.
- (iv) The following will be standard agenda items:
 - a) discussion of all accidents which have occurred since the last meeting (ref. accident slips) and of any remedial action taken to prevent a recurrence
 - b) report of fire drills taken since last meeting and to discuss any matters arising
 - c) discussion of any reported hazards and any action taken to rectify and prevent a recurrence
 - d) to review the school's Health and Safety Policy annually and make any necessary amendments
 - e) to discuss departmental Health and Safety Policies annually (PE, IT, Science, Art, Drama etc.).

11. INSPECTIONS

The Premises Manager takes the responsibility for organising inspections by specialist agencies e.g. fire, gas and electricity.

Departments are responsible for developing their own Health and Safety Policy and operating their own inspections as and when is required e.g. annual inspection of electrical appliances. Heads of Departments are required to keep a record of all equipment and dates of inspections. The Premises Manager is responsible for undertaking inspections for general areas and small departments of the school.

12. INFORMATION

Staff can obtain Health and Safety information from diverse sources:

- a) School Health and Safety Policy. Each member of staff must have access to a copy of this document.
- b) Health and Safety in Schools. B. Stock, 1991, Croner Publications Ltd.
- c) Professional organisations e.g. Association for Science Education, ATL etc.
- d) The Guernsey Health and Safety Executive <http://www.gov.gg/article/5162/Health-and-Safety>
- e) CLEAPSS <http://www.cleapps.org.uk>

13. INDUCTION OF NEW STAFF

New staff will be provided with a Staff Handbook and The Ladies' College Health and Safety Policy and, where appropriate, a Departmental Handbook containing departmental health and safety policy. Health and Safety issues will be dealt with during the induction sessions led by the Principal and Deputy Principal.

November 2012

Reviewed by the Health & Safety Committee May 2013

Reviewed by the Health & Safety Committee November 2015

APPENDIX G
HAZARD REPORT FORM

Hazard reported to:
Reported by:
Date reported: Time reported:

Description of hazard

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Immediate action taken (if any)

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Report received by:

Date: Time:

Action Taken

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FOR BURSAR

Received by:

Date:

Action taken:

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Cost: