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| Premises, Health and Safety Management Timetable ‘23– ‘24 | | | | | |
|  | **Autumn Term** | | **Spring Term** | | **Summer Term** |
| **Repeating Tasks** | * Review terms of reference * Review Management Timetable * Safety inspection/accident reports * Playground equipment, electrical equipment, fire and legionella– check logs and reports * Health & Safety Policy * Review 1st aid needs assessment |  | * Review Fire Action Plan & Review Fire Action policy * Review general/Fire Risk Assessments * Review Coshh Risk Assessments * Review asbestos plan & notices * Violence and aggression policies – child and adult * Medication policy |  | * Inspection of building & review maintenance plan. * Complete workplace inspection form * Review accessibility plan within Equality policy * Review freedom of information policy |
| **New Initiative Tasks** |  |  |  |  |  |

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| Premises, Health and Safety Management Timetable ‘24- ‘25 | | | | | |
|  | **Autumn Term** | | **Spring Term** | | **Summer Term** |
| **Repeating Tasks** | * Review terms of reference * Review Management Timetable * Safety inspection/accident reports * Playground equipment, electrical equipment, fire and legionella– check logs and reports * Health & Safety Policy * Unavoidable school closures guidance |  | * Review Fire Action Plan * Review general Risk Assessments & fire risk assessments * Review Coshh Risk Assessments * Review asbestos plan & notices * Online safety policy * Infection control guidance / procedures |  | * Inspection of building & review maintenance plan. * Complete workplace inspection form * Smoke free policy * Data protection policy |
| **New Initiative Tasks** |  |  |  |  |  |