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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
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| **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
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| **New Initiative Tasks** |  |  |  |  |  |