

*“Learning Today, Leading Tomorrow”*



**Bishops Down Primary School**

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

# Health & Safety Policy

Date Agreed: October 2021

Date for Review: October 2022

Reviewed and updated by: Resources Committee

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Rydal Drive, Tunbridge Wells, TN4 9SU. Tel:01892 520114. E-mail:office@bishops-down.kent.sch.uk

## **Section A – Introduction:**

### **A1 – A Note to the Head Teacher:**

Before you devise your school health and safety policy, please read the following information:

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff are aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross reference to other documents held in school.
4. The policy should be signed by the head teacher and chair of governors, dated when signed, and reviewed annually.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by HSE inspectors and KCC auditors, where applicable.

### **A2 – The Law Regarding Health and Safety Policies:**

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or KCC auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail can be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this can then be presented for approval to the school management team before final adoption by the governing body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



**Health and Safety at Work  
Act 1974**

**HEALTH AND SAFETY POLICY STATEMENT  
Of**

**Bishops Down Primary School**

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**A3: Statement of Intent:**

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.);
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors;
- provide adequate facilities and arrangements for welfare;
- provide and maintain safe plant and safe systems of work without risks to health;
- ensure safe use, handling, storage and transport of articles;
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

*Head teacher*

Date:

Signed:

*Chair of Governors*

Date:

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as ‘officer in charge’ of the premises.

The head teacher will ensure the overall implementation of the policy.

### **B2: Headteacher Responsibilities**

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the head teacher.

**B3 – Governors’ Responsibilities**

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both);
- The governing body will promote a strategic overview for health and safety;
- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises;
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere;
- The governing body will make adequate provision for maintenance of the school premises and equipment, within the school’s delegated budget;
- The governing body will support and monitor health and safety within the school;
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

**Name of Appointed Health and Safety Governors: Ibrahim Khan-Ghauri, Debs Holliday**

**B4 – Staff Responsibilities**

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do;
- Will co-operate with their employer on health and safety matters;
- Will not interfere with anything provided to safeguard their health and safety or that of others;
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

**B5 – Area Education Officers (AEO)**

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education and Young Person’s Services.
- The AEO will raise specific health and safety issues with the health and safety unit.

**Name of AEO:**

**Nick Abrahams**

**B6 –Capital & Premises Development Manager**

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

**B7 – Property and Infrastructure Support**

- Will ensure that property matters for which the Local Authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The head teacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

**B8 – Safety Representatives**

Safety representatives of a Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees;
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them;
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- Present the findings of investigations to you;
- Inspect the workplace;
- With at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

**Names of Trade Union Representatives:**

**Contact details:** at present there are no representatives.

Alternative Consultation Arrangements:

**Name of Employee Representative:**

at present there are no representatives.

**Contact details:**

Rydal Drive, Tunbridge Wells, TN4 9SU. Tel:01892 520114. E-mail:office@bishops-down.kent.sch.uk

### **B9 - Consultation with Employees**

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff briefing agendas.

### **B10 – Information, Instruction and Supervision**

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law Poster.

- A copy of the Health and Safety Law Poster can be found:

**Location of Poster:** Staffroom

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

### **B11 – Competency for Health and Safety Tasks and Training**

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records is:** Headteacher

### **B12: Monitoring**

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- Ellen Stock is responsible for investigating accidents although the accountability lies with the head teacher.

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- Jo Sheldon is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

### Section C – ARRANGEMENTS

#### C1: School Activities

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

**Curriculum Safety Risk Assessments:** Swimming, Forest school, PE, DT, visits off site.

#### C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided, \*noting registration numbers as appropriate.
- All visitors shall be made aware of the school’s fire arrangements in the event of a fire.
- All visitors shall be made aware of the school’s emergency procedures.

#### C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 7*
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

**Names of fire wardens:** See fire evacuation policy and notices in every room in the school.

**Specify sites:** communal spaces and each classroom

- Emergency evacuation will be practiced three times a year and a record will be kept:

**A record will be kept by:** Headteacher

- Kent Fire and Rescue will be contacted by:

**Specify whose role it is to make the call:** A member of Admin staff nominated by Headteacher

- Regular testing of fire alarms will occur on:

**Indicate when tests are to be carried out:** a weekly basis

**Name of tester:** Adrian Beaton

- The fire log book will be kept:

**Specify who will keep the log and where:** Site manager’s office

#### **C4 Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. *See annex 9.*

**Name of Responsible Person for Fire Safety:** Karen Miller

**C5: Maintenance of Fire Precautions:**

The head teacher will ensure regular maintenance of:

1. Fire extinguishers;
2. Fire alarms;
3. Fire doors;
4. Fire safety signs and identification of escape routes;
5. Emergency lighting and other emergency equipment

**C6: Bomb Alerts**

Bomb alerts will be dealt with in accordance with the school’s emergency planning arrangements. *See annex 1*

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

**C7: First Aid Arrangements**

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

**A list of first aiders and contact details can be found:** in the staff room and care rooms

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located at:** Care rooms

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records.
- HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

**HSE Contact Details:**

**Incident Contact Centre**  
[www.hse.gov.uk](http://www.hse.gov.uk)

Rydal Drive, Tunbridge Wells, TN4 9SU. Tel:01892 520114. E-mail:office@bishops-down.kent.sch.uk

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- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

### **C8: Information Technology**

- The headteacher will ensure that suitable arrangements are in place for the use of
- Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. *See annex 4*

### **C9: Legal Requirements for Premises**

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

### **C10: Safe Handling and Use of Substances**

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

**C11: Inspection of Premises, Plant and Equipment**

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.

**C12: Asbestos Management**

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

**C13: Legionella Management**

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school’s maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

**Property and Infrastructure Statutory Service Manager:** KCC Skanska, Envirocure

**Telephone Number:**

#### **C14: Liquid Petroleum Gas Management**

*For information: Include in your policy if you have an LPG tank.*

The Headteacher will ensure that there is an adequate risk assessment and emergency plan in place to cover all eventualities in an emergency and share this information with all relevant staff.

Risk assessments will also be sought from Calor with regards to delivery of the gas. Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant.

*See annex 1*

#### **C15: Oil Fired Boilers**

##### **Heating Oil Storage and Management**

*For information: Include in your policy if you have an outside storage tank for heating oil.*

The Headteacher will ensure that there is an adequate risk assessment and spillage action plan in place to cover all eventualities in the event that the tank or bund fails or there is a release of heating oil during the delivery process, which causes heating oil to pollute the surrounding area or surface water drains and to share this information with all relevant staff.

A specific check list is available. *See annex 7*

Reference to section three of the KCC Emergency Planning Guidance for Kent Schools is also relevant.

*See annex 1*

#### **C16: Radon Management**

*For information: Include in your policy if applicable to your school.*

The Headteacher has a duty to safeguard the health of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with Kent County Council and Health Protection Agency guidance.

#### **C17: List of Risk Assessments, Policies and Procedures to complement this Policy**

- Asbestos management
- Bomb alerts
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Drugs and alcohol
- Electricity at work including portable appliance testing
- Emergency planning
- Fire – including responsibilities of the fire wardens
- First aid requirements
- Infection control
- Legionella
- Lone working
- Managing contractors
- Manual handling
- Off-site visits
- Pedestrian and people movement
- Playground supervision
- School events
- School facilities (swimming pools)
- Slips, trips and falls
- Stress management
- Violence and aggression
- Working at height

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**SECTION D – ON-LINE ANNEXES AND REFERENCES Annex 1:**

Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

**Annex 2:** Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

## **E1: USEFUL CONTACTS**

### **KCC Health and Safety Unit**

Health and Safety Advice Line: **Tel:** 03000 418456 **Fax:** 03000 420330

**Location:** Room 3.32 Sessions House, Maidstone, ME14 1XQ

### **Outdoor Education Unit**

**Tel:** 03000 410901 Email: [outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

**Location:** The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

### **Client Services – Caretaking, Cleaners and Waste Management**

Janet Stein – Client Service Manager.

**Tel:** 03000 416050, Email: [janet.stein@kent.gov.uk](mailto:janet.stein@kent.gov.uk)

**Location:** Room m2.33, Sessions House, Maidstone, ME14 1XQ

### **Insurance and Risk Management**

Darryl Mattingly - Insurance and Risk Manager.

**Tel:** 03000 416311, Email: [darryl.mattingly@kent.gov.uk](mailto:darryl.mattingly@kent.gov.uk)

**Location:** Room 2.53 Sessions House. Maidstone. ME14 1XQ

### **Staff Care Services**

Occupational Health, Mediation Services, and Support Line. **Tel:** 03000 411411 Email: [occupational.health@kent.gov.uk](mailto:occupational.health@kent.gov.uk) **Location:** Park House, 110-112 Mill Street, East Malling, ME19 6BU

### **Property and Infrastructure Support – \*Delete if not applicable**

Bill Ogden	Operational Services Manager	<b>Tel:</b> 03000 416526
Lynn Keeley	Maintenance / Statutory Team Manager	<b>Tel:</b> 07786 191664
Steve Mercer	Building Contracts Manager (West Kent)	<b>Tel:</b> 07827 970565
Steve Hamilton	Statutory Services Manager (asbestos/legionella)	<b>Tel:</b> 07920 548911
Roger Aldridge	Mechanical & Electrical Stat. Compliance Manager	<b>Tel:</b> 07825 506627

KCC Property Service Desk.

**Tel:** 24 hours, 7 days per week: 03000 417878

**Location:** Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

### **Health and Safety Executive**

Enforcement of Health and Safety Legislation.

**Tel:** 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfserver/external/F2508IE>

**Location:** Local office: International House, Dover Place, Ashford, TN24 1HU

### **County Fire & Rescue Service**

Barry Healey, Station Manager – School Premises.

**Tel:** 01622 692121 Ext.7621

**Location:** Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

Rydal Drive, Tunbridge Wells, TN4 9SU. Tel:01892 520114. E-mail:office@bishops-down.kent.sch.uk



**RIDDOR Incident Contact Centre**

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.  
Website: [www.riddor.gov.uk](http://www.riddor.gov.uk). E-mail: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk) .

**Employment Medical Advisory Service (EMAS)**

The Executive’s Employment Medical Advisory Service (EMAS).  
**Tel:** 02089 958503  
Location: PO Box 3087, London W4 4ZP

**CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)** Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

**Safe Practice in Physical Education and School Sport**

Association for Physical Education.  
**Tel:** 0118 378 6240, email: [enquiries@afpe.org.uk](mailto:enquiries@afpe.org.uk) Website: [www.afpa.org.uk](http://www.afpa.org.uk)  
Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

**Sustainability & Climate Change Team**

Deborah Kapaj – Sustainable Estates Programme Manager  
**Tel:** 18002 03000 420019  
Location: 2<sup>nd</sup> Floor, Invicta House, County Hall, Maidstone. ME14 1XX

**Trade Union Representatives**

John Walder	NUT	Sturry Academy
Christine Dickenson	NUT	Brook Education Centre
Sandra Silvester	NUT	Norton Knatchbull School
Fred Blunt	NUT	Weald of Kent
Trevor Davies	NASUWT	Bennett Memorial School
Mark Dickinson	NASUWT	Maidstone Grammar School for Girls
Colin Mills	NASUWT	Dane Court Grammar School, Broadstairs
John Paul	ATL	Barming Primary School – ATL
Julie Huckstep	ATL	Hartsdown Technology School
Carol Arthur	UNISON	St Lawrence in Thanet CEJ School
George Hold	UNISON	St Lawrence in Thanet CEJ School

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