

Shared Drives

Google Shared Drives used in ANGLO centres and how they work.

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Shared Drives Overview

Below is a list of Shared Drives accessible to Centre Managers, and a list of members. Click the Shared Drive name to learn more.

Note that some of the pages require you to be logged in with your ANGLO Workspace account to be viewed

Shared Drive Name	Members*
{centre} Academic	PM, TM, WTS
{centre} Activity	PM, AM, SWO
{centre} PM	PM
{centre} Safety	PM, TM, WTS, AM, SWO
Signs	PM, TM, WTS, AM, SWO

* Head Office staff have access to all Shared Drives

In the table above and throughout this site, {centre} denotes a generic placeholder for the actual name of the centre

Safety Shared Drive

ANGLO {centre} Safety

Be sure to read about the [Key Documents](#) if you haven't already - these are not explained in detail below

There are 4 main folders:

1. ☐ Bedroom Checks (store any files created to help perform bedroom checks in here)
 1. ☐ Damage Audit Form (create a copy using the template provided)
2. ☐ Fire Safety
 1. ☐ [Fire Drill Record](#) (create a copy using the template provided)
3. ☐ Incident Reports (Incident Reports should ordinarily be filed via the [Staff Hub](#), but PDFs can be stored here)
4. ☐ Risk Assessments
 1. ☐ Activity & Sports Risk Assessments
 2. ☐ Campus Risk Assessments
 3. ☐ Excursion Risk Assessments
 4. ☐ Workshop Risk Assessments

Please see the dedicated [Risk Assessment](#) pages for more detailed information

Signs Shared Drive

Signs

Signage in ANGLO centres is essential. Your centre is supplied with laminated, durable versions of these signs. However, if you need extra copies, you will find them in the Signs Shared Drive.

There are signs for all centres categorised by type, there are centre-specific signs.

If you need signs in bulk, or laminated signs, email your request to distribution@anglo.uk.com