



• Bathing water temperatures are recorded daily and do not exceed 43c		
• There are sufficient sharps boxes and these are of the plastic type		
• The health & safety law notice is displayed in a prominent place		
• All areas have sufficient means of ventilation		
• A thermometer exists in the building and a comfortable temperature is maintained		
• Sunblinds, fans and portable heaters are provided where extremes of temperatures occur		
• Lighting is sufficient in all areas for safety and comfort		
• All furniture complies with the Fire code and is in good state of repair		
• Storage facilities are adequate for any materials stored		
• The surface temperature of radiators and accessible pipes is not too hot to touch to cause burning or suitable protective covering has been provided		
• A First aid box or cupboard is regularly maintained on the premises		
• All fire exits are marked with the appropriate signage		
• Safety steps are available an assessment is in place for their use		
<b>2. Methods of Work</b>		
	<b>YES</b>	<b>NO</b>
• Departmental Guidelines are up to date		
• These Guidelines are accessible to staff		
• These Guidelines are used during induction of new staff		
• A hazard analysis ( <b>HACCPS</b> ) under the food regulations has been completed and all staff can access it. Staff would be able to produce this to an Environmental Health Inspector should they call.		
• Fridge and freezer temperatures are recorded twice daily and records are made available for Environmental Health Officer.		
• Food probes are used regularly and temperatures recorded		
• Every service user has a Risk Assessment checklist completed		
• Manual handling profiles have been completed for every service user		
• Risk Assessments have been completed for service users that smoke		
• Risk assessments have been completed for all identified hazards		
• All assessment review dates are adhered to		
• Fire alarms, fire protection and fire fighting equipment is tested routinely according to DRH Procedure		
• There is a record of this routine		
• The emergency fire plan is in the fire log for the information of all staff		
• A fire risk assessment is in place and is reviewed regularly		
• The fire log has been checked today and appears up to date		
• There are periodic security checks at your home to ensure outer doors and windows are secure at night time and whenever the house is left		
• Access to keys is restricted and held by the Nurse in charge.		
• Incident reports are completed following all accidents / untoward incidents and near misses		
• All machinery defects are reported to the LO and noted in the communication book		

<ul style="list-style-type: none"> <li>• All DRH vehicles are visually checked for safety before journeys.</li> <li>• A vehicle safety check is undertaken recorded every week</li> </ul>		
<ul style="list-style-type: none"> <li>• COSHH assessments have been completed and available to staff</li> <li>• All toxic/flammable materials are kept securely stored, stocks are kept in date</li> <li>• A stock check of all toxic/flammable materials is made at least quarterly and the appropriate form completed</li> <li>• No toxic or flammable materials or substances are decanted into unmarked containers</li> <li>• All chemicals stored are kept to a minimum</li> </ul>		
<ul style="list-style-type: none"> <li>• There are written procedures for the handling of the following:-  <b>Household waste</b> .. .. .. .. ..  <b>Contaminated laundry</b> .. .. .. .. ..  <b>Clinical waste</b> .. .. .. .. ..  <b>Sharps</b> .. .. .. .. ..</li> </ul>		
<ul style="list-style-type: none"> <li>• All practitioners operating in the home hold insurance cover, i.e. hairdressers, therapists, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>• All drugs are stored and administered correctly according to DRH Policy</li> </ul>		
<ul style="list-style-type: none"> <li>• Contractors visiting the homes have health and safety policies or abide by DRH health &amp; safety policy</li> </ul>		
<b>3. Maintenance &amp; Service</b>		
	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Food probes have been re-calibrated or replaced within the last 12 months</li> </ul>		
<ul style="list-style-type: none"> <li>• All lifting equipment including slings have been serviced / checked in the last 6 months and are in good working order</li> <li>• Maintenance records are kept up to date</li> </ul>		
<ul style="list-style-type: none"> <li>• The P.A.T. test certificate is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• The electrical house wiring certificate is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• The Gas Service Report is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• The Controlled Waste Transfer certificate is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• The lift service report is available</li> </ul>		
<ul style="list-style-type: none"> <li>• Wheelchairs are serviced annually and a record kept</li> </ul>		
<ul style="list-style-type: none"> <li>• The Sphygmomanometer Test Report is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• The Suction machine has been serviced within the past 12 months</li> </ul>		
<ul style="list-style-type: none"> <li>• The Blending Valve calibration certificate is available and current</li> </ul>		
<ul style="list-style-type: none"> <li>• If used the Rotowash is working satisfactorily</li> </ul>		
<ul style="list-style-type: none"> <li>• All maintenance requirements are reported to the Liaison Officer</li> </ul>		
<ul style="list-style-type: none"> <li>• Any used equipment brought into the home is provided with a safety check prior to use.</li> </ul>		
<ul style="list-style-type: none"> <li>• Unsafe equipment is taken out of service and marked accordingly.</li> </ul>		
<ul style="list-style-type: none"> <li>• Repairs/replacement of lighting is executed within a reasonable time</li> </ul>		

<b>4. Staffing</b>		
	<b>YES</b>	<b>NO</b>
• The manager is responsible for health & safety in the home and ensures that standards of safe practice are maintained		
• There is a record of staff Induction and Mandatory training completed and planned		
• Core training records are kept and monitored in house		
• All staff have received training in the correct use of cot sides/bedrails		
• All staff know how to handle a problem of suspected alcohol or drug abuse		
All staff members know where to access the following		
• Risk Assessment folder		
• COSHH folder		
• Policy Folder		
• Fire log		
• Health and Safety folder		
• Risk Assessments have been completed for any staff member with identified risks.		
• Appropriate personal protective equipment is available for use whenever there is a foreseeable risk, i.e. gloves, aprons, goggles etc.		
• Staff are up to date with fire training or the home manager has organised dates for this to take place.		
• There is a nominated Back Care Advisor		
• There is a nominated Health & Safety Representative		
• There is a nominated Risk Assessor		
• There is a nominated Coshh representative		
• There is a nominated First Aider		
• There is a nominated Control of Infection link person		
• There is a record of all staff training in the use of equipment required for work		
• The home manager regularly consults staff regarding safety issues		
• Health and safety is discussed at staff meetings		
• As part of staff health & safety training all staff complete the health & safety workbook annually.		
<b>5. Wheelchair transportation</b>		
• Only 4 point clamping systems are used to clamp occupied wheelchairs		
• Clamping systems are removed and stored away after use		
• Visual checks of clamps are carried out before use		
• The clamping systems instructions are displayed in the vehicle		
• All staff have received training or instruction in the use of clamping systems in house or externally		
• There is sufficient space for correct positioning and tension of clamps		
• Is there sufficient space around the wheelchair occupants head in case of collision		
• A detailed risk assessment has been carried out for the transportation of service users that use a wheel chair		
• Unoccupied wheel chairs are always secured during transportation		

**6. Any Other Health & Safety Problems found**

Use Section 5 to list any other Health & Safety Problems that have not been included in the above check list but which have been drawn to your attention.

NUMBER	DESCRIPTION OF ITEM
1	
2	

**7 Maintenance issues previously reported but not yet completed**

Use section 6 to highlight outstanding repair and maintenance requests

NUMBER	BRIEF DESCRIPTION
1	
2	
3	
4	

**INSPECTION REPORT  
Section 8**

**Date of Inspection**

**Any items with ticks in the “NO” column must be identified in this section**

SECTION NO	DESCRIBE PROBLEM	ACTION TO BE TAKEN	PERSON RESPONSIBLE	EXPECTED DATE OF COMPLETION

<p><b>NAMES (please print)</b></p> <p>.....</p> <p>.....</p>	<p><b>SIGNATURES</b></p> <p>.....</p> <p>.....</p>
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**THIS REPORT SHOULD BE SENT TO:**  
 The Health & Safety Advisor via the Liaison officer, a copy of section 8 will be returned to the homes safety representative  
 Amended November 2000/2003/2004/2006/ J/12/06/ J/3/08