



Routine Safety Checks Of Rooms and Living Areas

Revised April 2013

ROUTINE SAFETY CHECKS ON ROOMS AND LIVING AREAS

A: Objectives:

To define a simple procedure for checking rooms for absence of Health & Safety hazards on a routine basis.

B: Scope:

Service Users' rooms, Dining rooms, Lounges and all "living" areas.

C: Responsibilities:

All Staff/Owner/Manager.

D: Procedure:

1. All staff will, during their working day, look for any potential hazards, which may be found in any room.
2. All staff will do this on a daily basis when undertaking their duties. The Domestic Staff should also be aware of any potential hazards when undertaking cleaning duties.
3. Any adverse observations or hazards should be noted and brought to the attention of the Person-in-Charge.
4. Where action is needed the Person-in-Charge will enter the details into the Maintenance Book which is located at the desk. The person in charge will make the owner/manager aware of the problem.

Potential hazard list:

Light switches and bulbs not working

Electrical appliances not working or electrical flexes worn or frayed

Broken plugs

Curtains (running correctly, torn, broken rail or runners)

Furniture - is it safe, clean, any tears or protruding nails etc.

Floor hazards - carpets unsafe, unclean

Nurse call bells all working