

## Health and Safety Audit Form

<b>Division</b>	<b>Community and Social Services</b>
<b>Directorate</b>	<b>Childrens Service</b>
<b>Department</b>	<b>Secure Residential</b>
<b>Location</b>	<b>Greenfields</b>
<b>Date</b>	<b>12.10.2016</b>

CHECKLIST		SCORE %
1	Behaviour Violence and Aggression	70%
2	Housekeeping	96%
3	Working at Height	N/A
4	Fire	36%
5	Workplace Equipment/Vehicles	45%
6	Display Screen Equipment	N/A
7	Manual Handling	17%
8	Work Place Stress	25%
9	Lone Worker	N/A
10	Induction of Staff	92%
11	Confined Spaces	N/A
12	Personal Protective Equipment	25%
13	Control of Substances Hazardous to Health (COSHH)	25%
14	Legionella	4%
15	Asbestos	0%
16	Risk Assessments	70%
17	Communication	58%
18	Incident Reporting	75%

SCORE		
RATIONALE		COLOUR CODE
0-29	Poor compliance with the requirements set. Demonstrable evidence that a start has been made to reach the standard	RED
30-69	Moderate compliance with demonstrable evidence ongoing towards achieving the standard	Amber
70-99	Substantive compliance with evidence. Standards achieved by a high percentage of people	Green
100	Full compliance, standards exceeded on relevant statutory duties	Gold

### Scoring System

To assist with the evaluation of health and safety performance the responses to questions within each Checklist can be scored from 1 to 5 and totalled. The total can then be expressed as a percentage and entered in the table on the front cover to indicate the performance in each criteria. This will help to identify the relative strengths and weaknesses with regard to health and safety in your ward / department and indicate those areas that may require further improvement.

The percentage score is calculated by dividing the total for each section by the maximum possible score that could be achieved.

For example:

There are 6 questions in section 1 so the maximum score is  $6 \times 4 = 24$ . If the actual score attained over the 6 questions is 16, then the percentage score is  $16/24 \times 100 = 66\%$ .

If one or more questions are not applicable in given circumstances then ignore them and adjust the maximum score accordingly.

For example, if only 4 of the questions are relevant then the maximum score achievable is  $4 \times 4 = 16$  and a score of 12 is obtained the percentage is  $12/16 \times 100 = 75\%$

Where possible please provide comments to justify the score given – comments will be useful when you come to re-auditing.

#### Scoring Guide

##### Score 0 –

No compliance with any of the requirements set

##### Score 1 –

Poor compliance with the requirements set. Demonstrable evidence that a start has been made to reach the standard

##### Score 2 –

Moderate compliance with demonstrable evidence ongoing towards achieving the standard

##### Score 3–

Substantive compliance with evidence. Standards achieved by a high percentage of people

##### Score 4 –

Full compliance, standards exceeded on relevant statutory duties and HSSD Policies

1: Behaviour Violence and Aggression			
		Score 0 to 4 or N/A	Justification for Score
1	Has the risk of violence to staff, service users, visitors been assessed and precautions put into place to minimise risk?	3	Procedures in place to limit access to the building and individual risk assessments in place. Life space interviews are performed and signed by service user and parent. Evidence provided.
2	Are all staff made aware of these risks and the precautions to reduce the risks?	3	Staff are made aware through daily handovers and a running observational report completed throughout the day. Evidence provided
3	Where a patient has been clinically assessed as having a potential risk of violence, are staff made aware of the control measures relating to that patient?	n/a	
4	Are suitable support mechanisms (eg debrief) in place for any staff member who is subjected to violence or abuse?	3	Debriefs provided to staff and documented. If required staff can be referred to psychology department. No evidence to support this. Independent reviews should be recommenced.
5	Does a suitable person investigate all incidents of violence resulting in injury?	2	Nominated manager signs off incidence. However no evidence as last incident was October 2015
6	Are staff up to date with training identified from risk assessments?	3	no Training needs analysis available. 100% staff in date for training in GSA and 80% compliance with TCI although there is limited sign in evidence for either course.
<b>SCORE (a)</b>		14	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		20	
<b>% SCORE FOR SECTION 1</b>		<b>70%</b>	
<b>Corrective Actions</b>			

2: Slips, Trips and Falls on the same level			
		Score 0 to 4 or N/A	Justification for Score
1	Are there any damage floors, floor tiles or carpets?	4	All floors in tact
2	Are there any slippery floor surfaces?	4	none
3	Are there any trailing cables?	4	none observed
4	Are spillages mopped up immediately?	4	Reported to be and signs available
5	When mopping is in progress are signs appropriately positioned?	4	not observed but signs available and further reduced that areas are vacated before cleaning commences
6	Where mopping is performed in public areas is the area being cleaned split to ensure dry flooring is available? Eg half of the length of a corridor or staircase at a time.	n/a	floor in corridors are hoovered when service user is not present
7	Is there any debris/rubbish on public routes	3	no rubbish observed on public routes. Fridge has been left in fire exit awaiting disposal. Rubbish stored in a secured external area.
8	Are there any sloping surfaces or changes in floor levels? Are these changes in level identified and marked?	n/a	
9	Do all staff wear appropriate footwear?	4	Policy for no open toe shoes or flip flops.
<b>SCORE (a)</b>		27	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		28	
<b>% SCORE FOR SECTION 2</b>		<b>96%</b>	
<b>Corrective Actions</b>			

### 3: Working at Height

**Work At Height means (a) work in any place, including a place at or below ground level (b) Obtaining Access to or Egress from such a place while at work, except by a staircase in a permanent workplace**

Are staff and/or service users required to work at height? If yes do they use any of the following		Yes / No	
Hop-ups/kick stool			
Step ladders			
Ladders			
Scaffolding			
Other equipment? (please give details)			
		Score 0 to 4 or N/A	Justification for Score
1	Are risk assessments completed for all working at height?	n/a	
2	Are safe systems of work available?	n/a	
3	Is a pre-use check carried out before every use?	n/a	
4	Are staff trained in the safe use of step ladders/ladders/scaffolding etc	n/a	
5	Are training records kept up to date?	n/a	
6	Are ladders/scaffolding regularly inspected for defects? If yes, are records kept?	n/a	
7	Are ladders stored safely?	n/a	
<b>SCORE (a)</b>		0	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		0	
<b>% SCORE FOR SECTION 3</b>		N/A	

#### Corrective Actions

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4: Fire			
		Score 0 to 4 or N/A	Justification for Score
1	Is there a completed fire evacuation plan	2	Evacuation plan in place which gives instruction regarding exits from the building dependent on where the fire had started. Need to establish if exiting to external areas or if the staff are to assemble at point within the building away from the fire. Needs clarity on contacting fire service and on-call
2	Are staff familiar with the fire evacuation plan for their area and any Personal Emergency Evacuation Plan?	3	Visible next to the plan, staff on duty aware. No Personal Evacuation plan for service user
3	Is there a fire warden for the area?	0	
4	Are monthly fire audits completed and returned to the health and safety team?	0	
5	Are the fire service log books completed giving details of emergency lighting tests and fire alarm testing? If so have the tests been performed as per schedule?	2	Fire alarm testing entered in log book but no log of emergency lighting monthly checks
6	Are fire exits operational and clearly marked	n/a	not appropriate for this building
7	Are staff up to date with fire training?	1	15% compliance
8	Are fire exits clear of any obstruction	2	Fridge in fire exit lobby
<b>SCORE (a)</b>		10	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		28	
<b>% SCORE FOR SECTION 4</b>		<b>36%</b>	
<b>Corrective Actions</b>			
A full fire risk assessment should be performed			

<b>5: Work Equipment/Vehicles</b>			
		<b>Score 0 to 4 or N/A</b>	<b>Justification for Score</b>
1	Is there an up to date work equipment/machinery inventory in place?	0	Discussed with manager this should include gym equipment and cleaning equipment.
2	Has the work equipment been serviced and are records available?	1	PAT testing out of date Gym equipment serviced once a year
3	Have staff been trained in the use of the equipment?	2	no evidence of training provided
4	Staff are aware of the system for reporting defects	4	
5	Procedures for the safe and efficient use of vehicles are in place including transportation of service users	2	Risk assessment required to establish the suitability of the car to include protection to the driver. Service user always sits behind passenger, child locks in place, driver had means of contacting the unit
	<b>SCORE (a)</b>	<b>9</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>20</b>	
	<b>% SCORE FOR SECTION 5</b>	<b>45%</b>	
<b>Corrective Action</b>			
<p>Surveillance cameras in place but this is a old system and function and clarity is poor there are blind spots. The organisation needs to determine through risk assessment the need for surveillance and act accordingly to the risk. Observed a number of cars parked on site which are apparently do not belong to staff or visitors, this needs to be managed.</p>			

6: Safe Working with Display Screen Equipment (DSE)			
		Score 0 to 4 or N/A	Justification for Score
1	Have all staffed recognised as "users" as defined in the Approved Code of Practice for Display Screen Equipment completed a self assessment form?	n/a	No Staff are recognised DSE users
2	Have all DSE users received adequate training, instruction or information on how to arrange the workstation to minimise risks to them?	n/a	
3	Are staff aware of the arrangements for eye tests?	n/a	
<b>SCORE (a)</b>		0	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		0	
<b>% SCORE FOR SECTION 6</b>		N/A	
<b>Corrective Action</b>			



7: Moving and Handling			
		Score 0 to 4 or N/A	Justification for Score
1	Have all staff attended the moving and handling courses including updates as set out in the moving and handling policy?	2	47% compliance with training
2	Have moving and handling risk assessments for inanimate loads been completed?	0	no moving and handling assessments completed
3	Where there are patient handling activities, has the standex moving and handling sheets been completed?	n/a	
4	Are copies of moving and handling risk assessments freely available to all staff?	n/a	
5	Are there suitable and sufficient mechanical aids available to help make patient handling and/or inanimate load handling safer?	n/a	no mechanical aids required
6	Has appropriate training been provided for staff using the equipment?	n/a	
7	Is the moving and handling key worker allocated to the area?	0	Assessment should be in place to establish the need or share with other homes
8	Are all mechanical aids in good working order and properly serviced? e.g. LOLER inspected	n/a	
9	Staff are aware of moving and handling procedures for Bariatric patients. Is the Bariatric flow chart available?	n/a	
<b>SCORE (a)</b>		2	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		12	
<b>% SCORE FOR SECTION 7</b>		17%	
<b>Corrective Actions</b>			
for service users that required assistance or a bariatric service user, help would be found from other parts of the service more familiar with hoisting			

**8. Workplace Stress**

		Score 0 to 4 or N/A	Justification for Score
1	Are details/information available to staff on confidential counselling service available to HSSD?	0	no information or details available
2	Are staff aware of the online support service provided by Occupational Health?	2	no information available however, staff are told about the service during any post incident interview
	<b>SCORE (a)</b>	2	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	8	
	<b>% SCORE FOR SECTION 8</b>	<b>25%</b>	

**Corrective Actions**

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**9. Lone Workers**

**Are any of your staff required to work alone?**

**If No go to section 10**

(Definition of a lone worker is: an employee who works by themselves without close or direct supervision. This could include staff who are community based or staff who work in a remote part of

		<b>Score 0 to 4 or N/A</b>	<b>Justification for Score</b>
1	Are risk assessments completed for staff working alone?	n/a	
2	Is a buddy system or alarm system in place?	n/a	
3	Have staff received lone worker training?	n/a	
<b>SCORE (a)</b>		0	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		0	
<b>% SCORE FOR SECTION 9</b>		N/A	

**Corrective Actions**

10. Induction of Staff			
Are all staff and contractors given a suitable induction prior to starting work?		Score 0 to 4 or N/A	Justification for Score
1-3	Permanent Staff	4	Full induction check list available
	Bank/Agency Staff	4	Full induction check list available
	Contractors	2	further work on induction for contractors should include fire instructions and site safety information
4	Are records kept of inductions for all staff?	4	
5	Do all new staff complete the fire induction checklist?	4	
6	Staff know where policies and procedures are held	4	
<b>SCORE (a)</b>		<b>22</b>	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		<b>24</b>	
<b>% SCORE FOR SECTION 10</b>		<b>92%</b>	
<b>Corrective Actions</b>			
the induction checklist should include links to HSSD intranet site and policy publishing centre			

<b>11. Confined Spaces</b>			
<b>Are any of your staff required to work in confined spaces?</b>			<b><u>If No go to section 12</u></b>
Confined space means any place, including any chamber, tank, vat, silo, pit, sewer, flue or other similar space in which by virtue of its enclosed nature there arises a reasonably foreseeable specified risk			
		<b>Score 0 to 4 or N/A</b>	<b>Justification for Score</b>
1	Are risk assessments completed prior to work starting?	n/a	
2	Where work has involved confined spaces is a permit to work process used?	n/a	
<b>SCORE (a)</b>		0	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		0	
<b>% SCORE FOR SECTION 11</b>		<b>N/A</b>	
<b>Corrective Actions</b>			

## 12. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) should be provided as a result of a Risk Assessment having already been carried out for a specific activity. PPE includes items like gloves, aprons, goggles, hearing protection, hard hats and safety shoes.

**Personal Protective Equipment must be suitable and control the risk effectively It must fit correctly and comply with relevant standards Damaged or worn items must be replaced. Equipment must be cleaned, maintained and stored in accordance with manufacturers requirements.**

		Score 0 to 4 or N/A	Justification for Score
1	Have staff undergone fit testing?	0	masks are available which are out of date. Question whether the use of masks is required, if not then score would be n/a. This should be established through risk assessment
2	Is there documented evidence of IPaC training in the use of PPE	0	No IPaC training provided
3	Personal protective equipment is available	3	
<b>SCORE (a)</b>		<b>3</b>	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		<b>12</b>	
<b>% SCORE FOR SECTION 12</b>		<b>25%</b>	

### Corrective Actions

IPaC should audit area and provide advise re cleaning chemicals and environmental assessment

<b>13: Control of Substances Hazardous to Health (COSHH)</b>			
		<b>Score 0 to 4 or N/A</b>	<b>Justification for Score</b>
1	Is a hazardous/flammable substance inventory maintained?	0	
2	Have all COSHH substances in the workplace been identified and risk assessment performed?	2	Assessment performed using HSE data, need to comply with HSSD policy and procedure relating to COSHH
3	Are the safety data sheets available and used as part of the risk assessment process?	2	COSHH Assessment performed using HSE data, need to comply with HSSD policy and procedure relating to COSHH which includes the risk assessments
4	Has the COSHH hierarchy of controls, namely elimination, substitution, change process, enclose the process, extract emissions, remove persons, PPE as the last resort, been used when deciding on the controls to be used?	0	Assessments performed but no control measures identified, EG PPE, Spill kits. There needs to be risk assessments for the management of chemicals where service users could gain access to them
5	Are staff aware of the assessments and know where to obtain copies?	2	Staff are aware of file, however assessments should be available in cleaning store where they would be more accessible
6	Are all COSHH substances stored in a suitable manner?	0	cleaning products stored in old containers with incorrect labels on them
<b>SCORE (a)</b>		<b>6</b>	
<b>MAXIMUM SCORE ACHIEVABLE (b)</b>		<b>24</b>	
<b>% SCORE FOR SECTION 13</b>		<b>25%</b>	
<b>Corrective Actions</b>			

**14: Legionella**

		Score 0 to 4 or N/A	Justification for Score
1	Are staff aware of their duties included in the Legionella Policy	0	
2	Are there designated staff identified for implementing the water outlet flushing regime and are familiar with the guidance?	0	
3	Are records kept up to date of infrequently used outlet flushing with appropriate signature, date and time	0	no records available
4	Are outlets that are no longer needed removed from the water system	0	
5	Are staff aware that they should inform the Estates department of any pending ward/department closures with estimated timescales?	n/a	
6	Are the Estates department notified of any plans made by the department to occupy vacant accommodation or return to a decanted ward/department?	n/a	
7	Has a legionella risk assessment been completed and are the recommendations being followed	0	A legionella risk assessment was performed in 2015. High risks that were found included * Poor water flow * raised cold water temperatures * Low hot water temperatures * scale and corrosion on shower outlets *dead legs. Assurances requested from JPH of work completed and risk reduction
8	Is water temperature measured monthly and are results acted upon as per policy	1	Temperatures measured but no evidence of this being acted upon
	<b>SCORE (a)</b>	<b>1</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>24</b>	
	<b>% SCORE FOR SECTION 14</b>	<b>4%</b>	

**Corrective Actions**

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**15: Asbestos**

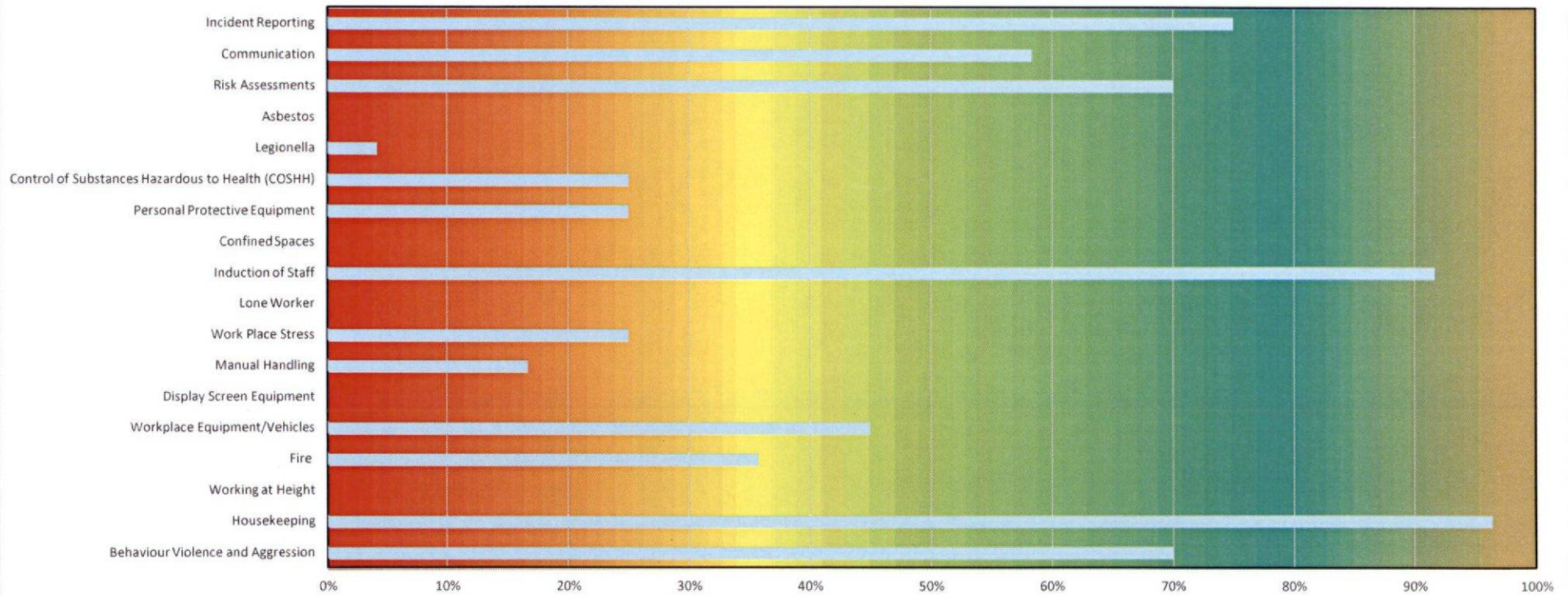
	<b>Please Score</b>	<b>Score 0 to 4 or N/A</b>	<b>Justification for Score</b>
1	Is a copy of the sites Asbestos register available to staff and contractors	0	Register not held on site
2	Is there an Asbestos Management plan in place	n/a	building asbestos free
3	Are areas where asbestos containing materials exist clearly marked?	n/a	building asbestos free
4	Has a risk assessment been completed where asbestos containing materials are accessible to service users to consider vandalism or accidental damage	n/a	
5	Do you know what to do and who to contact in the event of an asbestos escape?	0	
6	Do you know what the reporting procedure is for an asbestos incident?	0	
	<b>SCORE (a)</b>	<b>0</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>16</b>	
	<b>% SCORE FOR SECTION 15</b>	<b>0%</b>	
<b>Corrective Actions</b>			

16: Risk Assessments			
		Score 0 to 4 or N/A	Justification for Score
1	Have all significant hazards been identified and risk assessments completed?	2	Some assessments have been completed, a thorough hazard identification process should be undertaken and assessments completed. These should include a full Ligature Assessment, Security assessment
2	Have staff been involved and informed of the preventative and protective measures identified by the risk assessment?	2	Staff working with client produce individual risk assessments
3	Are all relevant staff familiar with documented safe systems of work?	4	All assessments are circulated through email and discussed in team meetings which are minuted. They are also put in resident share point file
4	Has the hierarchy of controls been considered when implementing preventative and protective measures?	2	
5	Are staff and relevant others able to access risk assessments?	4	Printed and emailed to staff
	<b>SCORE (a)</b>	<b>14</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>20</b>	
	<b>% SCORE FOR SECTION 16</b>	<b>70%</b>	
<b>Corrective Actions</b>			

17: Communication			
		Score 0 to 4 or N/A	Justification for Score
1	Is there opportunity for staff to discuss Health and Safety Issues/risks at team meetings?	4	weekly minuted staff meetings with standard agenda although this does not include health and safety issues. Monthly supervision meetings
2	Is there a evidence of a formal escalation routed?	3	Through supervision meetings
3	Safety alert and Hazard notices are available?	n/a	there have been no recent and relevant safety notices for this area
4	Notice boards have health and safety information on them?	0	none on board
	<b>SCORE (a)</b>	<b>7</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>12</b>	
	<b>% SCORE FOR SECTION 17</b>	<b>58%</b>	
<b>Corrective Actions</b>			
18: Incident reporting			
	Please Score	Score 1 to 4 or N/A	Justification for Score
1	Are all staff aware of how to report incidents?	4	yes on induction
2	Are the results of investigations communicated to staff?	2	communicated to staff in their supervision feed back although no evidence of group learning
	<b>SCORE (a)</b>	<b>6</b>	
	<b>MAXIMUM SCORE ACHIEVABLE (b)</b>	<b>8</b>	
	<b>% SCORE FOR SECTION 18</b>	<b>75%</b>	
<b>Corrective Actions</b>			
there have been no incidence reported at Greenfields since October 2015			

# Greenfields

## Audit Visual Summary



	Behaviour Violence and Aggression	Housekeeping	Working at Height	Fire	Workplace Equipment/Vehicles	Display Screen Equipment	Manual Handling	Work Place Stress	Lone Worker	Induction of Staff	Confined Spaces	Personal Protective Equipment	Control of Substances Hazardous to Health (COSHH)	Legionella	Asbestos	Risk Assessments	Communication	Incident Reporting
Series1	70%	96%	0%	36%	45%	0%	17%	25%	0%	92%	0%	25%	25%	4%	0%	70%	58%	75%