

AUDIT TEMPLATE FOR HEALTH AND SAFETY IN CARE HOMES.

▶ Risk Assessments		YES	FURTHER ACTION REQUIRED	N/A
1.0	Have risk assessments been carried out for all staff?			
1.1	Have all service users' risk assessments been carried out?			
1.2	Has each area within the care home been risk assessed, such as the kitchen, bathrooms, service users' rooms, etc.			
1.3	Have risk assessments on violence and aggression been carried out?			
1.4	Has a risk assessment on lone working been carried out?			
1.5	Have risk assessments for manual handling been carried out?			
1.6	Have risk assessments for staff with medical conditions been carried out?			
1.7	Have staff been risk assessed for workplace stress?			
1.8	Have DSE self-assessment forms been completed or have workers been risk assessed?			
1.9	Has medication management and administration been risk assessed with appropriate control measures in place?			
1.10	Has it been evidenced that risk assessments are reviewed following any incidents, accidents or near misses?			
1.11	Are all staff DBS checked?			
1.12	Are all risk assessments available on site and accessible for staff to view?			
▶ Health and Safety		YES	FURTHER ACTION REQUIRED	N/A
2.0	Have risk assessments been carried out for all staff?			
2.1	Can staff access up-to-date health and safety policies and procedures?			

2.2	Is there a health and safety law poster displayed for staff to see?			
2.3	Are all staff up-to-date with mandatory training?			
▶ Equipment Safety		YES	FURTHER ACTION REQUIRED	N/A
3.0	Are all staff trained and competent in using equipment, e.g. hoists, bath chairs, commodes, etc.?			
3.1	Have all manufacturer-required maintenance checks been carried out on the equipment?			
3.2	Are there regular visual inspections scheduled for equipment and furniture around the premises? E.g. are hoisting slings checked for frays and wear? Is communal furniture clean and safe?			
3.3	Do service users have access to any required equipment as outlined in their risk assessments and care plans?			
3.4	Is all lifting equipment labeled with a safe working load?			
▶ First Aid		YES	FURTHER ACTION REQUIRED	N/A
4.0	Are there a sufficient number of first aiders available on each shift?			
4.1	Are all first aid certificates up-to-date and held on record?			
4.2	Are first aid supplies available in sufficient amounts?			
4.3	Are there systems in place for replenishing first aid stock?			
4.4	Are the locations of first aid supplies clearly labelled and are all staff aware?			
▶ Fire Safety		YES	FURTHER ACTION REQUIRED	N/A
5.0	Is there a robust fire evacuation plan in place and is it suitable for the building and its access?			
5.1	Have personal emergency evacuation plans (PEEPs) been drawn up and implemented where required?			
5.1	Are all staff aware of the fire safety policy and what procedures to follow in case of an emergency?			
5.3	Are fire action notices displayed correctly and easily visible?			

5.4	Are fire drills scheduled to take place regularly?			
5.5	Have all staff completed an up-to-date fire safety course?			
5.6	Is the fire alarm serviced and certified every six months?			
5.7	Is the fire alarm tested every week?			
5.8	Are emergency lights serviced and certified annually?			
5.9	Are emergency lights 'flick-tested' monthly?			
5.10	Are there sufficient numbers of fire extinguishing and safety equipment on the premises and are they checked annually?			
5.11	Do all fire doors close and seal correctly?			
5.12	Are all fire exit doors and escape routes free from obstructions?			
▶ Premises Maintenance		YES	FURTHER ACTION REQUIRED	N/A
6.0	Is there a member of staff assigned to the premises maintenance?			
6.1	Is there a designated folder for maintenance, and are all records up to date?			
6.2	Has an up-to-date asbestos survey been carried out and is this recorded?			
6.3	Are water safety checks up-to-date and is this recorded?			
6.4	Have hot and cold water systems been risk assessed and are control measures in place?			
6.5	Are infrequently used outlets and shower heads flushed through weekly to prevent legionella in stagnant water?			
6.6	Are shower heads descaled quarterly?			
6.7	Is there an up-to-date gas safety certificate on record?			
6.8	Is all portable electrical equipment being visually inspected before use?			
6.9	Have all necessary pieces of equipment been PAT tested and labelled by a competent person?			

6.10	Are there measures in place for testing to be renewed when needed?			
6.11	Is there an up-to-date electrical safety certificate for the property?			
6.12	Are there scheduled inspections and testing of local exhaust ventilation (LVE) and are they up-to-date?			
6.13	Has the air quality been tested?			
6.14	Are all floor surfaces well maintained to avoid slips, trips and falls hazards?			
6.15	Are all trailing wires secured out the way where possible?			
6.16	Have the premises been inspected for damp?			
▶ Hazardous Substances, Infections and Diseases		YES	FURTHER ACTION REQUIRED	N/A
7.0	Have all Control of Substances Hazardous to Health (COSHH) assessments been carried out and are they up-to-date?			
7.1	Are all COSHH assessments accessible to staff with sufficient information of the hazards?			
7.2	Are all staff appropriately trained in COSHH?			
7.3	Are appropriate control measures in place to protect all within the home from exposure to hazardous substances?			
7.4	Is sufficient personal protective equipment (PPE) available wherever necessary?			
7.5	Have checks been undertaken to ensure that harmful substances do not exceed the workplace exposure limit (WEL)?			
7.6	Are there adequate measures in place to reduce the risk of infectious diseases?			
7.7	Are there isolation measures in place for infectious service users?			
7.8	Is sufficient PPE available to protect staff and service users?			
7.9	Are spot checks done for hand washing and hand hygiene?			
7.10	Is hazardous waste handled correctly, e.g. correct disposal methods and safe laundry management?			

▶ Incident Reporting		YES	FURTHER ACTION REQUIRED	N/A
8.0	Are all staff knowledgeable in how to report any incidents, to whom and where to record them?			
8.1	Is there recorded evidence of reviews being undertaken after an incident occurs?			
8.2	Are steps being taken to learn from incidents and make changes to better manage the risks?			
▶ Food Handling and Preparation		YES	FURTHER ACTION REQUIRED	N/A
9.0	Are staff familiar with The Food Safety Act 1990?			
9.1	Can all staff who handle food for service users do so in a way that does not put them at risk of harm?			
9.2	Are there good hand hygiene practices in place during meal times?			
▶ Medication		YES	FURTHER ACTION REQUIRED	N/A
10.0	Are all staff responsible for dealing with medications sufficiently trained and is this up-to-date?			
10.1	Are all medications labeled and stored safely to avoid risk of harm?			
10.2	Are there appropriate inventory checks and ordering systems in place?			
10.3	Are there additional control measures where risk has been identified?			
▶		YES	FURTHER ACTION REQUIRED	N/A

▶		YES	FURTHER ACTION REQUIRED	N/A

▶ **Comments on items needing further action**

Question Number	Action to be taken	When

Name of staff member			
Position			
Location			
Signature		Date	