# Managers Monthly Safety Checklist

# Westmorland and Furness Care Services

## Policy

To ensure the health and safety of all customers.

## Procedure

1. [Appendix 1 – Managers Monthly Safety Checklist](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45302131942.docx) must be completed monthly by the manager or a delegated person at the managers request. One checklist form is to be completed each moth through a visual observation or physical check as appropriate.
2. Hazards and or defects must be actioned without delay.
3. Hazards and or defects must be reported to the manager/supervisor who must ensure any repairs or replacements are completed in line with the Maintenance and repairs of buildings and equipment procedure.
4. [Appendix 2 – Managers Monthly Safety Checklist for Wheelchairs, Walking Aids, Profile Beds and Mattresses](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45226162557.docx)  must be held for each individual service users and completed monthly. The delegated person will sample 10% of service user occupancy. When a service user has no equipment, this must be recorded in care/support plan. If a current service user needs change and they receive equipment, then [Appendix 2 – Managers Monthly Safety Checklist for Wheelchairs, Walking Aids, Profile Beds and Mattresses](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45226162557.docx)  must be completed as above.
5. For services using Electronic Care Planning, the heading “equipment” is recorded in the service users daily notes each AM and PM shifts.
6. [Appendix 1 – Managers Monthly Safety Checklist](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/4522616240.docx) and [Appendix 2 – Managers Monthly Safety Checklist for Wheelchairs, Walking Aids, Profile Beds and Mattresses](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45226162557.docx)  must be archived in accordance with the archiving procedure.

## Appendices

[Appendix 1 – Managers Monthly Safety Checklist](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45302131942.docx)

[Appendix 2 – Managers Monthly Safety Checklist for Wheelchairs, Walking Aids, Profile Beds and Mattresses](https://cumbria.gov.uk/elibrary/Content/Internet/327/38541/38630/45226162557.docx)