

Health and Safety Audit Action Plan

High

Category	Observation	Action taken
Disabled Discrimination	The alarm in the disabled toilet has not been subject to regular testing. No documented evidence available.	Now tested weekly
Risk assessment: General, young person and expectant mothers	Evidence should be available to demonstrate that risk assessments have been communicated to employees	Addition of signing sheets for staff to indicate that they have read and understood risk assessments.
Working at Height	There are no risk assessments in place for activities that include working at heights – use of stepladder.	
Working at Height	The stepladder available did not meet appropriate standards for activities conducted. Class 3 is for domestic use only.	New stepladder has been purchased that meets the standards.
Working at Height	There was no stepladder inspection regime in place.	Stepladder is now inspected monthly as part of health and safety monitoring regime.

Medium

Category	Observation	Action Taken
Contractors	There does not appear to be a formal sub-contractor vetting procedure in place.	
Contractors	It was unclear if the necessary insurance and safety documentation is in place prior to any work being completed by any self-employed sub-contractors. (Gardener for example).	
Disabled discrimination	There is no access ramp provided at the rear fire exit to the building, near bedrooms. It was apparent from accident record book that a service user had slipped over whilst exiting.	Anti-slip mats have been added to the steps and additional lighting.
Driving	Work-related driving risk assessments were not available.	
Driving	There was no confirmation to state company vehicles were being checked on a regular basis.	Weekly checks now in place.

Fire safety site observations	Fire exit route was being used to store coats.	Coat rack has been removed, escape route clear.
Fire safety site observations	It was unclear if some of the existing fire doors were compliant. No fire doors in annex (no currently in use) – see FRA.	
Fire safety site observations	There was no key available to test the emergency lights at the premises.	Emergency lights are tested monthly by switching the fuses off.
First aid	A first aid needs assessment requires to be undertaken to determine the facilities and training required.	Completed 22/01/2020
Legionella	The water temperature monitoring records appeared not to be in line with the requirements from your legionella risk assessment.	
Lone working	It was unclear if risk assessments had been carried out for all lone working activity.	
Risk assessment: General, young person and expectant mothers	Risk assessments observed during the visit require some updating of hazards and risks created by hazards.	
Training	The health and safety appointed person has not received formal health and safety	PE will be the appointed person, JR will arrange training for the end of September

	training. Client is currently looking into this.	
Care	During the inspection, it was apparent that vulnerable persons could gain access to high-risk areas (e.g. the kitchen/laundry areas) without supervision.	
Display Screen Equipment	Appropriate training is to be provided to DSE users before they complete DSE assessments. ATLAS e-learning course available.	E-training on Citation.
Display Screen Equipment	Display screen assessments have not been completed for all 'users' of display screen equipment (DSE). Some existing to be removed.	Completed – DSE self-assessments kept in staff files.
Food Hygiene	Not all members of staff were trained in food hygiene procedures. Clients in the process of arranging.	All staff will be level 2 trained via citation. Manager, Deputy and team leader will have level 3
Food Hygiene	Temperature records for fridge(s) and freezer(s) were being maintained, however only once a day.	Temperatures are now taken and recorded twice daily by shift leaders.
Food Hygiene	There was no documentation to confirm that the food temperature probe had been calibrated.	Probe is now calibrated on a monthly basis and recorded. NB now responsible

Working at Height	It was unclear if relevant employees have been trained in the use of stepladders.	Training from Citation for all staff

Low

Category	Observations	Action Taken
Disabled Discrimination	The cords fitted to the emergency call points in the disabled toilets did not reach the floor when inspected. Client in the process of updating.	Completed
Care	There was evidence that complimentary therapies are being used but records and checks of their competency are either not being undertaken or are not documented.	Certificate of competency displayed on the wall in the sensory room.
Hazardous Substances/COSHH	Specific risk assessments have been completed to comply with the control of substances Hazardous to Health Regulations (COSHH). It is advised to update with hazard symbols. Examples will be forwarded. Atlas template also available.	Updated