## FORM A – Hazard inspection (initial)

**Please note:** if you feel immediate action is required to prevent serious consequences, and you are not able to own the issue, please stop completing this form and report to your supervisor or higher manager immediately.

| **Category** | **Items to be checked** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **1.**  **Transfer and lifting equipment** | 1.1 Hoists and beds electronically operated are in good working condition, including working brakes |  |  |  |  |
| 1.2 Hoists are able to be wheeled under the bed with no obstruction |  |  |  |  |
| 1.3 Sling is appropriate for service user’s needs |  |  |  |  |
| 1.4 Standing lifters are in good working order, for example brakes, straps, battery & remote control |  |  |  |  |
| 1.5 Slide sheets are folded and readily accessible in service user’s room if appropriate |  |  |  |  |
| **2.**  **Furniture** | 2.1 Furniture is in correct position and does not pose as pathway obstacles |  |  |  |  |
| 2.2 All brakes on furniture are in working condition |  |  |  |  |
| 2.3 Floor is clean & tidy and safe for service users |  |  |  |  |
| 2.4 Floor is free of spills |  |  |  |  |
| **3.**  **Bathroom and Toilets** | 3.1 Handrails are positioned appropriately and are in required areas, such as the shower, bath and toilet |  |  |  |  |
| 3.2 Flooring in good condition, for example no tiles broken or cracked |  |  |  |  |
| 3.3 Raised toilet seats are available if appropriate |  |  |  |  |
| 3.4 Adjustable chairs and mobility aids are available, if appropriate, for service users |  |  |  |  |
| **4.**  **Other hazards** | 4.1 Electrical equipment – plugs, cords, cables – not visibly damaged/frayed |  |  |  |  |
| 4.2 Access to emergency alarms and calling / communication systems |  |  |  |  |
| 4.3 Antimicrobial hand-cleaner present |  |  |  |  |
| 4.4 Non-slip mats where necessary on  rug edges / trip hazards |  |  |  |  |
| 4.5 Other unspecified items in the room(s) – e.g. sharp edges, broken items |  |  |  | [you must specify what the hazard is] |