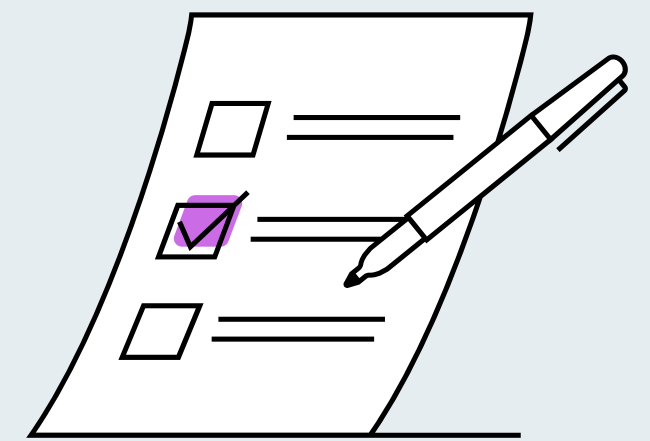


# HEALTH AND SAFETY INSPECTIONS

team  
work



Microsoft forms

## SITUATION

MHTC Msk Outpatient Physiotherapy Department had a designated member of staff who completed Annual Health and Safety Inspections, Annual COSSH updates and Annual updates of the Manual Handling Register, but the outlying Msk departments in D&G had no designated staff to cover these areas.

## BACKGROUND

I was asked to Lead in Health and Safety post Covid for the Msk Team Covering :-

- Reporting on H&S at our monthly Msk Meetings
- Completing any relevant Risk Assessments for the Team
- Covering all aspects of Health and Safety in our Outpatient dept. at MHTC
- Completing the Annual Health and Safety Inspection, Annual COSSH update and Annual update of the Manual Handling Register at MHTC
- Liaising annually with the Health and Safety Occupational Health Dept. during their Annual Health and Safety Inspection of the MHTC dept.

## ASSESSMENT

- No Health and Safety cover at Regional Msk Clinics
- Breach of Health and Safety with resultant cost implication for the Trust
- Insufficient non-clinical hours to complete further Health and safety duties in regional clinics therefore clinical time would need to be used, impacting waiting list.
- No training time available for HCSW to feel competent to complete above

## ACTIONS TAKEN

- Merged the Health and Safety Questionnaire, COSSH and Manual Handling Register into MS FORMS
- Time saved -2hours to 20mins
- Any member of Staff/Grade can complete
- Easy to collect and analyse data for Audit purposes and create an Action Plan
- Complies with The Health and Safety at Work etc. Act 1974
- No impact on waiting list
- Only required to be completed once annually

## RECOMMENDATIONS

The Health and Safety Inspection is now in place to be used annually and allows any issues in outlying areas to be highlighted for action.

<https://forms.office.com/e/4dQBnXSmaQ?origin=lprLink>