

**INDEX OF FORMS**

Version 4.0 Last Up-dated 01 February 2008 ©GMP Systems, Year 2008

Form Title / Description  
No:

**4. HEALTH & SAFETY MANAGEMENT**

- 12.4-01 Declaration of Health & Medical Fitness
- 12.4-02 Return-to-Work Health Questionnaire
- 12.4-03 Fire Risk Assessment - *The Home's Environment*
- 12.4-04 Fire Risk Assessment - *Record of Findings & Action Plan*
- 12.4-05 Record of Fire Equipment Testing
- 12.4-06 Temperatures - *Hot Water Supply*
- 12.4-07 Record of Missing Service User
- 12.4-08 Accident Record
- 12.4-09 Record of Restraint of a Service User
- 12.4-10 Record of First Aid Training
- 12.4-11 Record of First Aid Treatment Given
- 12.4-12 Contents Check of First Aid Box
- 12.4-13 List of Qualified First Aiders
- 12.4-14 Risk Assessment - Hazard Report
- 12.4-15 C.O.S.H.H. Register of Substances Used in the Home
- 12.4-16 Substance C.O.S.H.H. Assessment Record
- 12.4-17 Cleaning - *Kitchen & Food Handling Areas*
- 12.4-18 Cleaning - *Bathrooms & Toilets*
- 12.4-19 Cleaning - *Service Users' Rooms & Communal Areas*
- 12.4-20 Cleaning - *Disinfection of Shower Heads*
- 12.4-21 Authorised Signature Log for Drugs
- 12.4-22 Record of Disposal of Drugs & Medicines
- 12.4-23 Register of Service Users' Personal Equipment
- 12.4-24 Risk Assessment - *Radiators*
- 12.4-25 Risk Assessment - *VDU Workstations*
- 12.4-26 Audit of Accidents & Incidents
- 12.4-27 Risk Assessment - *Employee Work-related Stress*

**Food Hygiene (England) Regulations, 2006:**

- 12.4-60 Staff Training Plan - Summary & Record - *Food Handling Staff*
- 12.4-61 Staff Training Plan - *Food Handling Staff*
- 12.4-62 List of Catering Suppliers to the Home
- 12.4-63 List of Catering Contractors to the Home
- 12.4-64 Start-up & Closing Checks of Food Hygiene Standards - *Daily Records*
- 12.4-65 Start-up & Closing Checks of Food Hygiene Standards - *Problems & Action Taken*
- 12.4-66 4-Weekly Review of Food Hygiene Standards
- 12.4-67 Food Hygiene Audit (*Food Hygiene (England) Regulations, 2006*)
- 12.4-68 Temperature Records - *Refrigerators / Freezers / Chillers*
- 12.4-69 Temperature Probes - *Calibration Check*