

RISK ACTION PLAN

Item Reference # 1.	
Risk	Malfunctioning and faulty equipment.
Summary - Recommended response and impact	
Action Plan	Carry out regular preventative maintenance and scheduled pre-emptive checks.
Proposed actions	Notify all persons to bring to attention faulty equipment to a staff member so they can deal with accordingly preventing any further risk.
Resource requirements	display notices and signs to report any and all faulty equipment to staff.
Responsibilities	all patients, clients and staff have an obligation to bring immediate attention to staff about any concerns or worries regarding faulty equipment.
Timing	Implemented asap/daily
Reporting and monitoring required	daily.
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