




Duty Manager Checks (V1.1)

Date		Event/Venue	
Duty Manager			

It is the responsibility of the allocated duty manager to ensure that all of the following has been completed for their shift and staff have been appropriately allocated areas and equipment to check.

To be completed	Requirement	Please sign and write the time when completed
Staff sign in	Are all staff signed in/clocked in on paper or QR code including their emergency details which you will need in case of an emergency	
Accreditation	Have all staff visited accreditation and have a wrist and either attached to their wrist or their clothing	
Have all staff signed out a radio	All staff must carry a radio whilst in the venue and be in contact at all times. It is the responsibility of the staff to complete a radio check at the start of their shift.	
Are all staff wearing the appropriate hi-vis?	All staff must be wearing a Hi Visibility jacket with NO EXCEPTIONS.	
Briefing	All Staff must receive an event briefing (see separate checklist for content). This is an opportunity to check all staff are dressed appropriately for work, long hair is tied back etc.	
Cleaning	<p>Please ensure that the room cleaning has been completed (allocate this out to the team as it is unfair for one person to complete alone) and ensure the cleaning checklist is completed either on paper or online at:</p> <p>http://www.smartsurvey.co.uk/s/generalchecks/</p> 	
Room Equipment	All the equipment in the room must be checked to ensure it is functional. The checklist for this is online alongside the cleaning checks	

To be completed	Requirement	Please sign and write the time when completed
Drug Checks	Ensure all OTC drugs are in date and the minimum stock is available. Temperatures of the paramedic drugs and the resus trolley drugs should be checked and logged	
Response Bags	A response team must be allocated a bag to be checked (check sheet in the front of the bag and online) at the start of the shift.	
Paramedic Bag	The paramedic must check their response bag and their medications bag at the start of their shift as per the checking book in the front of the bag	
Ambulance	An ambulance crew (paramedic plus blue light driver) will have been allocated for the event. Ensure the vehicle checks and cleaning checks are completed as per the folder or online check sheet and the ambulance is I the correct position	
Orientation to the venue	ensure all staff know the layout of the venue and the names for each area. Also that the operational plan has been read and knowledge of fire exits and evacuation points are known.	
Record of patient numbers	As patients are discharged please complete the events statistics log	
Safeguarding referrals	please ensure that you have discussed any safeguarding issues with the safeguarding lead: Caroline Medcraft (07746969125) or deputy lead: Paul Saddington (07904706660) and completed the relevant documentation and submitted details in an email to safeguarding@quadmedical.co.uk	
Incident reports	Ensure that all near misses and incidents are reported via the incident reporting system or a paper report has been completed and included in the shift paperwork. Notify Paul or Caroline (numbers in the box above) of any incidents and make sure the incident is safe to ensure no further harm occurs.	
Securing of drugs and COSHH substances	Ensure all drugs from the resus trolley and paramedic bags are locked away at the end of the shift along with any COSHH substances.	