

## Procedures Manual Contents

Manual Section No.	Procedure Reference	Description
<b>Management</b>		
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3	MA - 03	Infection control
4	MA - 04	Security
5	MA - 05	Equipment accuracy
6	MA - 06	Alcohol, drugs and solvent abuse
7	MA - 07	Maintenance of the home
8	MA - 08	Cleaning services
9	MA - 09	Staff rotas
10	MA - 10	Staff handover procedure
11	MA - 11	Reporting of bad practice whistle-blowing
12	MA - 12	Harassment
13	MA - 13	Equal opportunities
14	MA - 14	Sexuality and relationships
15	MA - 15	Confidentiality and access to records
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25	PP - 05	Staff supervision
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27	PP - 07	Staff grievance procedure
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33	SD - 03	Assessment and care planning
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66	CI - 02	Equalities action plan
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74	CI - 10	Reporting where the manager is not the owner
75	CI - 11	Index of forms, files, policies and books

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