

## **REMAP – LEICESTERSHIRE and RUTLAND PANEL**

### **WORKING PROCEDURES**

1.

All work carried out under the REMAP name must have been discussed and agreed to by a Panel Meeting beforehand. All attending Panel Members then have the opportunity to identify possible safety concerns that the attending engineer should look out for. Work should not start until a written request has been received (usually on a referral form). A copy of the client information leaflet shall be given to every client before work commences.

2.

If, as is often the case, a Client adds significantly to the Referral when the engineer attends, then, either that part of the work must be refused, or the engineer must refer back to the next Panel Meeting or to the Chairman before proceeding. (See Item 4. below)

3.

The attending engineer should not hesitate to request assistance should he/she feel the job requires skills beyond his/her capabilities. Furthermore, large jobs and, multi-discipline jobs should not necessarily be handled by one engineer.

4.

A Panel Member may encounter potential projects that involve work of such a nature that to wait for a Panel Meeting may be inappropriate. In such cases the Panel Member should approach the Chairman whose duty it shall be to decide whether the work shall proceed or whether it must, after all, be referred to a Meeting of the Panel. The Chairman's decision will take account of the engineer's ability in the discipline(s) that the proposed work involves (see item 3 above), the absence of professional medical and/or OT opinion, the overall workload of the Panel and the queue-jumping effect and any other considerations he deems relevant. Any such decision(s) made by the Chairman must be ratified at the next Meeting of the Panel.

5.

At the conclusion of a job, the engineer must report to the Panel fully about the work, giving other Panel Members the opportunity to raise any safety concerns once again. A case sheet should be completed, and copies provided to the client, the referrer and the Panel secretary.

6.

The engineer should also advise the Panel about any maintenance requirements. If regular attention is required, the Panel shall schedule maintenance visits as necessary.

7.

If the attending engineer finds anything anomalous, this should be reported to the Panel and the service file updated.