

## REASON WHY?

**A safe and clutter free environment is the foundation for safe and efficient care. The team wished to review their current processes to ensure that all items are required when needed and easily accessible.**

**S** **M** **A** **R** **T** **AIM**  
SPECIFIC MEASURABLE ACHIEVABLE RELEVANT TIME-BOUND

Ensure all stock items are available, easily accessible and appropriate stock levels are agreed by October 2023, complying with IPC and Healthy and Safety regulations, including a reduction of 1% in holding stock by October 2023.

## PLAN

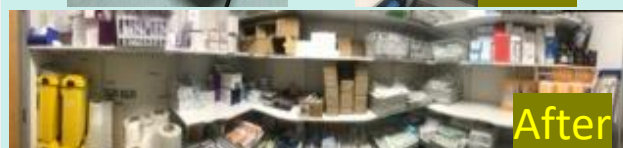
To create a clutter free, safe & organised storeroom, which ensures the necessary equipment is stored in an appropriate place that makes it easily accessible for all colleagues whilst meeting the IPC standards as stated in the Trust policy.

The team planned to standardise the ward stock including a full review of par levels and stock required, removing redundant and overstocked items.

Additionally the team looked to reduce the overall stocked items on the EDC Authorisation Report by 1%.

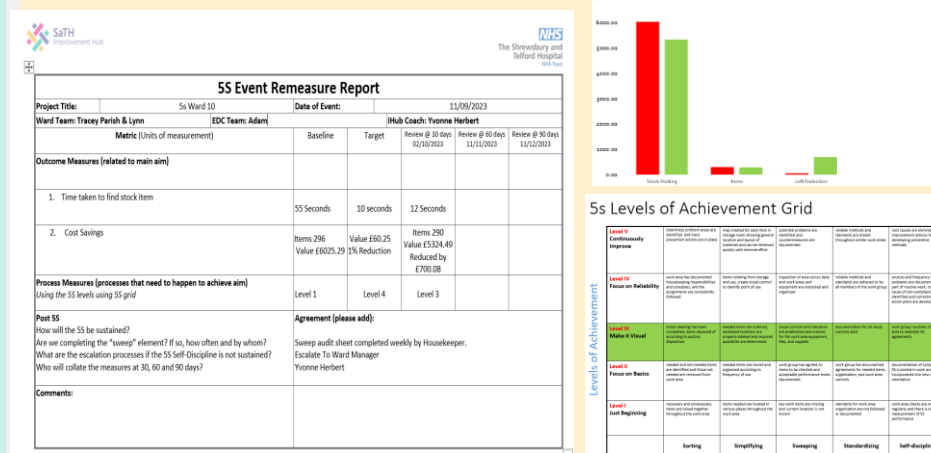
## DO

Using the 5S principles to support the department to ensure the storeroom is safe, reducing the waste of time and motion for colleagues looking for stock. This 5S project also involves working alongside stores to ensure appropriate stock levels and location



## STUDY

The team measured the success of their work through the use of the 5S levels of achievement grid moving from a Level 1 to a Level 3. Initial good feedback has been received from colleagues. The sweep check sheet is checked each week by the housekeepers to check stock par levels and sustainability and a 12% reduction has been achieved.



## ACT

Stores manager and EDC team have assisted to remove redundant and overstocked Items and reduced overall stocked Items on EDC

Authorisation Report and aim to ADOPT the changes made during the intervention.