

Park Surgery

HEALTH AND SAFETY POLICY

INTRODUCTION

The Practice's policy on Health and Safety is:

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all employees
- To provide information, training and supervision for employees
- To accept responsibility for the health and safety of other people who may be affected by the Practice's activities
- To consult with employees on matters affecting their health and safety
- To prevent accidents and cases of work-related ill health
- To review and revise the Policy as necessary at regular intervals

APPLICABILITY

The policy applies to all employees and Partners, and also applies to other people who work at the Practice e.g. self-employed staff, temporary staff and contractors. It also applies to other people and patients who visit the Practice's premises.

THE POLICY

Responsibilities and actions, such as:

- Overall responsibility for Health and Safety is held by the Practice's Partners .
- The Senior Partner has day to day responsibility for ensuring the Policy is put into practice with the following delegates.
Responsibility for clinical Waste – Nurse Anne Hughes
Accident reporting – Michele Richards
First Aid – Nurse Anne Hughes
Training – Karen Whant
Risk assessment – Michele Richards
- Periodic refresher training should be given to staff on Health and Safety matters that affect them.
- Visitors are to be made aware of hazards and emergency information.
- All new recruits to be made aware of/given training on health & safety matters which affect them.

Protocols available: -

- Lone working [*]
- Violence and aggression [*]

- Infection control [*]
- Hygiene/handwashing [*]
- Manual handling [*]
- HIV awareness [*]
- Needlestick injuries [*]
- Sharps use & disposal [*]
- Waste management [*]
- Fire safety [*]
- Evacuation procedures – shown in all rooms.
- Control of substances hazardous to health (COSHH) [*]
- VDU use [*]
- Handling and storage of gas cylinders –
 - Oxygen handling & storage [*]
- Bullying and harassment [*]

All staff to be trained in resuscitation annually.

Advice and guidance on Health and Safety at Work can be found on the Health and Safety Executive website at www.hse.gov.uk