

THE HEALTH & SAFETY  
POLICY

OF

Builth & Llanwrtyd Medical  
Practice

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# STATEMENT OF INTENT

The Policy of Builth and Llanwrtyd Medical Practice is to provide and maintain so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees and to provide the information, training and supervision needed for this purpose. We also accept our responsibility for the health and safety of patients and all other persons using the buildings and facilities.

The surgery also aims to encourage all employees to appreciate the importance of health and safety issues and for each member of staff to be aware of their personal and legal responsibilities to themselves and the safety of others in the work place who may be affected by their acts or omissions.

The allocations of duties for safety matters are detailed in the following sections, together with appropriate methods of implementation. Any enquiry regarding any part of the policy should first be addressed to the Practice Manager who will be responsible for liaising with the Partners.

The policy will be periodically reviewed and may be updated to meet changing roles and responsibilities: all staff will be issued with notice of any changes and copies displayed within the buildings.

The Practice is committed to the health, safety and welfare of its employees under the Health and Safety At Work Act etc 1974, the Management of Health and Safety At Work Regulations 1992, the Environmental Protection Act 1990 and all relevant codes of practice and guidance applicable to the services we provide.

Inherent in our commitment to our staff is the responsibility for the development, implementation and maintenance of safe systems of work as a means of risk minimisation taking due regard for changes in technology and working methods.

Signed

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On behalf of the partners

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Date

# RESPONSIBILITIES

Overall the Practice's Partners hold responsibility for Health and Safety of their staff.

The Practice Manager has day-to-day responsibility for ensuring the Policy is put into practice.

Employees have a responsibility to the Practice, themselves and their colleagues, such that they are required to work safely and within the guidance that the Practice provides. Employees are also responsible for identification of problems and notification to management of any health, safety and environmental issues which may affect them or others such as other employees, visitors and patients.

Employees for the Trust (e.g. Community Nurses) must adhere to the Trust's health and safety guidance. Where employees from other organisations, such as Trust hospitals, work within Practice teams and in Practice premises, it is desirable that they work to the standards outlined within Practice guidance.

Responsibilities:

Risk Assessments/Display Screen equipment	Val Hope/ Practice Manager
COSSH	Practice Manager/ Staff
Any new items ordered in after assessment Must be advised to Practice Manager to Ensure updated data sheets are held	Staff
Fire Drill and Records & training	Val Hope – Builth Sandra- Llanwrtyd
6 monthly update of Health and Safety	Practice Manager at Staff meetings
Portable appliance checking	Practice Manager

# ARRANGEMENTS

## **Communication**

The Practice Manager will discuss health and safety issues at least twice yearly as part of the Practice' Risk Management Programme and will seek representation from all staff.

Employees will be provided with information and advice regarding health and safety and will be encouraged to raise issues regarding health and safety.

A policies and procedures manual is held in the Practice Manager's office.

## **Risk Assessments**

Will be undertaken to determine the level of risk employees and others may be exposed to as a result of providing services to patients. These assessments will be based on exposure, duration and frequency of risk. The Practice Manager in accordance with current guidelines will review these.

## **Competent Persons**

The Practice will ensure that persons competent in their profession provide advice and guidance on matters relating to health and safety and environmental issues.

## **Cooperation and Coordination with Others**

The practice will seek to ensure that any staff employed by others who work within the premises are familiar with Practice policies and procedures such as fire prevention and evacuation, first aid and accident reporting.

## **Training and Information**

The Practice is committed to providing training and information to employees as a means of continual development. This will be achieved through a variety of mechanisms such as policies and procedures, leaflets and training sessions.

## **Incident Reporting**

Accident book in filing drawer in Practice Manager's office must be completed.

## **Fire Precautions**

Fire training will be given to all staff. An annual fire drill will take place and be recorded. Staff should be familiar with the Practice Fire Policy. Fire fighting equipment should be inspected annually for its effectiveness and electrical equipment checked annually to reduce the risk of fire.

## **First Aid**

A First Aid box should be available for staff and is located in an easily accessible place. If you are injured, please notify the Practice Manager or senior member of staff so he/she can provide assistance and seek medical help if required. Follow the procedure on incident reporting.

## **Control of Substances Hazardous to Health**

At one time or another, you may be working with chemicals either as part of clinical care or for disinfection. You may also be exposed to microbiological organisms, which could affect your health. When using chemicals, use caution when handling and storing them. Read the instructions carefully and follow the instructions on dilutions. Safety data sheets are available, which provide information on first aid and how to deal with spillages. Risk assessments must be undertaken on substances used, which provide information on the level of risk; you may be exposed to when using these products. The Practice policy is to use the safest chemicals available if chemicals have to be used at all. If you are injured as a result of using chemicals (skin, eyes or by breathing in fumes), notify the Practice Manager and complete the accident book afterwards.

## **Work Equipment**

You will be required to use a variety of equipment in the Practice from time to time. Equipment usage, handling and maintenance are covered by various pieces of legislation ensure safety for users and others. Use common sense when handling equipment, ensure that the equipment is fit for the purpose you are using it. Faulty equipment must be reported to Practice Manger or Doctor.

## **Manual Handling**

Some of the work you do will involve minimal manual handling, it is a substantial risk nonetheless and you should be well versed in not only the protocols for Avoidance but also current aids, devices and practices available. A policy and procedure is held in the Health and Safety file in the Practice Managers office.

## **Personal Protective Equipment**

Where necessary you will be supplied with personal protective equipment and clothing as a means of protecting your own health and safety and that of your patients. It is your responsibility to use this equipment and clothing at all times and ask for replacement when required. If it is not suitable then request an alternative.

## **Aggression and Violence including Verbal Abuse**

Unfortunately you may be faced with aggression, violence or verbal abuse by patients, their relatives or members of the public. If possible, ask a colleague to assist you in defusing the situation or more importantly, to summon additional help (Practice Manager/Police etc). It is VITALLY IMPORTANT that you are not put in a potentially dangerous situation.

## **Personal safety – Home visits and travelling**

When travelling or carrying out home visits, it is considered good practice to inform or leave a message at your base, of the approximate times and addresses of your destinations. This information is an essential safety guide in case an individual does not arrive or is unduly late on returning to their base. If you are ever faced with aggression, violence or verbal abuse, you must get away from the situation as quickly as possible,

contact the Practice Manager or Partner immediately. This should be documented in significant events and discussed within the Practice.

**Security**

Please make sure that doors are secured and that you are working in well lit, secure areas. Ensure that when completing work that all areas are locked as required. Report any security incidents or loss of keys to Practice Manager.

**Infection Control**

The practice of good hygiene is essential in a health care environment. Follow infection control guidance and for your own safety wear protective clothing and gloves where required, wash your hands thoroughly afterwards.

Signed

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On behalf of the Partners

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Date