

HEALTH & SAFETY POLICY

February 2017

“Bodfeddyg”, 102 High Street, Glynneath, Neath, SA11 5AL

&

The Health Centre, Ynysfach Avenue, Resolven, Neath, SA11 4LL

Name:

The Vale of Neath Practice

SAFETY POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities, including patients, visiting tradesmen, local authority staff, and other visitors to our surgery premises.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. This policy will be kept up-to-date, and will be reviewed annually.

SIGNED:.....
(partner with responsibility for health and safety)

DATE:.....

RESPONSIBILITIES

- a. Overall and final responsibility for health and safety is that of Dr. R. Hepburn (Partner)
- b. Management and implementation of the policy is the responsibility of Mr. A. Davies (Practice Manager)
- c. In his absence, Mrs. K. Owens (Assistant Practice Manager) will act as deputy.
- d. All employees have a responsibility to co-operate with the Practice Health and Safety policy.

GENERAL ARRANGEMENTS

- a. First Aid box is sited in Reception and in the kitchen at Glynneath.
- b. The Practice Manager is responsible for maintaining and stocking this box.
- c. An accident record book is kept in the Practice Manager's office.

The Vale of Neath Practice

GENERAL FIRE SAFETY

Glynneath:

- a. Escape routes
 - Upstairs window in Consulting Room 6
 - Side door off Reception
- b. Fire extinguishers situated (
 - o Ground floor
 - Reception
 - Corridor
 - Treatment Room
 - Waiting Room
 - o First floor
 - Top of stairs
 - Kitchen
 - Secretary's room
 - Admin room
 - In corridor by gas boiler
- c. Maintenance Company -
- d. Fire Alarm Maintenance Company – Fairfield Securities
- e. Fire Drill (all staff) Last Drill: 10th January 2017
Next Due:.....

ADVICE CONSULTANCY

Name: Citation plc

Address: Caledonian House, Knutsford, Cheshire, WA16 6AG

Telephone No.: 01565650092

TRAINING

Dr. R. Hepburn, responsible for safety training.

HAZARDS

- a. COSHH Assessments and Hazards data sheets
- b. Housekeeping rules on:
 - o Cleanliness.....
 - o Waste Disposal.....
 - o Safe Stocking / Storage.....
 - o Keeping gangways / exits clear.....
 - o VDU work.....
- c. Electrical safety, routine for inspecting plugs / cables and appliances.
.....
- d. Any rules for use of extension leads, adaptors etc.
.....

The Vale of Neath Practice

EMPLOYEES LIABILITY

Employees have a statutory duty under the Health & Safety at Work Act to take reasonable care of their own health and safety, and that of other persons who may be affected by their actions and co-operate with their employer in respect of any duty or requirement imposed by law.

GUIDANCE FOR STAFF ON BASIC SAFETY MEASURES AND THE AVOIDANCE OF HAZARDS

Electrical Equipment

Look out for and report:

- a. Loose connections.
- b. Unearthed equipment.
- c. Damaged cables.
- d. Defective insulation.
- e. Overloaded circuits.
- f. Broken switches and sockets.
- g. Worn or dangerous appliances.
- h. Trailing leads.
- i. Liquids which if spilled could cause a short-circuit.

Report all such hazards to the Safety Officer and safety representative, in writing. Do not tinker with electrical equipment.

Machines must only be operated by authorised users in accordance with the Manufacturers instructions. In the event of failure, members of staff must not attempt to interfere with the mechanism of the machine, unless authorised to do so, but should report the fault to the Practice Manager.

Electrically operated machines should only be operated with dry hands.

Filing Racks should be secured firmly to the adjacent wall, or should be in a position where it cannot be pushed over.

Materials should be properly stored on racks, with heavy objects on the lower shelves. When using a step-ladder, care should be taken not to stand on tiptoe, to over-reach or overbalance. A chair should not be used as a substitute for a step ladder.

The Vale of Neath Practice

FLOOR SPACE

Many accidents at work are caused by falling. Look out for and report any of the following to the Safety Officer.

- a. Worn floor coverings.
- b. Wet or slippery floor surfaces.
- c. Broken glass.
- d. Trailing telephone or electrical leads.
- e. Any obstruction in passage-ways.
- f. Never block escape routes.

Furniture can cause accidents, so remember not to:

- a. Leave your desk drawer open.
- b. Put too much weight in the upper drawer of the filing cabinet, or open more than one drawer at a time.
- c. Position furniture where sharp corners could cause injury.

LIFTING AND CARRYING

Members of staff should not attempt to lift or move objects beyond their capabilities. When lifting a heavy package, staff should squat rather than stoop, keeping weight close to the body and the back straight.

COMPUTER EQUIPMENT

Visual Display Units are extensively used in the Practice. They have been blamed, often wrongly, for a wide range of health problems. In most cases the problems do not arise from the VDU themselves, but from the way they are used. Ensure your VDU is well positioned and the work area is adequately lit, report any drifting, flickering or jittering images so that any problems may be corrected.

Make sure you are always comfortable when using a VDU. Do not sit in the same position for too long. Avoid directly facing windows or bright lights, adjust blinds to prevent unwanted light. If you have any problems connected with your VDU work, talk to the Practice Manager.

The Vale of Neath Practice

Precautions for handling of blood and other body fluid specimens by Reception Staff

Although the work of reception staff will involve handling bags and packages containing specimens to be sent to the laboratory for clinical examination, they are not required to come into direct contact with anything known to be infectious. However, due to the possibility of accidentally doing so, they must always follow the general precautions given above, as well as the guidelines specifically for staff in this work category.

- a. Never lick labels. Use either a roller pad or damp sponge or labels that are self-adhesive.
- b. Make sure that you clearly understand the hazard warning labels used on specimens.
- c. Wear gloves when instructed to do so by medical or nursing staff.
- d. If a leaking or broken specimen is found, do not touch it or any others on which it has leaked. Ask a member of the medical or nursing staff to deal with it, if you have not received training in decontamination and cleaning techniques.
- e. Do not unpack or remove from its plastic bag, any specimen with a label indicating "danger of infection". It must be delivered directly and unopened to the relevant laboratory.
- f. Keep all specimens together in the collection box. Never put them on a desk or elsewhere a leakage could cause a direct risk to yourself or those with whom you work.
- g. Twice each day, e.g before lunch and when you finish work for the day, the specimen collection box should be washed down thoroughly with freshly prepared disinfectant using disposable cloths or paper towels. Dispose of the cleaning cloths safely.
- h. Wash your hands frequently during the course of your daily work – always before a break and at the end of the day. You must wash them at once if they become contaminated by a specimen.

The Vale of Neath Practice

Accidental Injury Involving Specimens or “Sharps”

New Sharps Regulations

It is essential that the practice meets the European Council Directive 2010/32/EU (the sharps directive) – The Regulations. The Regulations came into force on 11th May 2013.

To deal with the specific obligations of The Regulations, this document sets out the Practice’s position on the use of sharps and is to be used as the Practice Risk Assessment.

Risk Control Measures:

- Avoid unnecessary use of sharps
- Where practical use “safer sharps
- Do not recap needles after use
- Ensure a suitable sharps disposal box is available before using any sharp instrument and that the box is near at hand
- Place all used sharps in the secure sharps box
- Keep the sharps box out of the reach of young children
- All staff using sharps to receive a copy of this document
- All staff using sharps to receive update training when available
- This policy will be reviewed annually and when safer alternatives become available

In the event of a “Needle stick” or “Sharps” injury involving blood or body fluids, the following steps should be taken:

- a. Encourage bleeding and wash liberally with soap and water.
- b. All such incidents should be reported to the Practice Manager.
- c. Ascertain the details of the incident and ensure it is recorded in the accident book.

Important Details to Include:

- Date and time of the incident
 - Type of incident
 - Source of needle / sharp instrument
 - Can “donor” be identified?
 - Is “donor” in an identified high-risk group?
 - Has staff member received Hepatitis B immunisation?
- d. Contact one of the partners who will advise appropriate action and may arrange for blood testing.

The Vale of Neath Practice

Guidance for Staff involved in the handling of specimens of blood and body fluids

GENERAL PRECAUTIONS

Any cuts or grazes, dermatitis, or other forms of wound, especially on the hands, must be covered by a waterproof dressing before you start work. The cover must be adequate to prevent contamination and if you are not sure of the dressing's effectiveness, you should ask the Practice Manager.

To help protect both yourself and others, with whom you come into contact:

- a. Never take food, drink, cigarettes etc into any clinical area.
- b. Eating, drinking, chewing, smoking and applying cosmetics in the clinical areas is forbidden.

If you think that your hands or gloves may have been in direct contact with blood, body fluids. Or other biological material, stop work at once, discard the gloves, if wearing them, and wash your hands. If a glove becomes perforated during work, even if you are not injured, stop work immediately, remove it and dispose of it into the appropriate bin. Wash your hands and put on a new glove.

If you have, or are involved in, an accidental breakage or equipment and / or spillage of material that could be infectious, report the incident at once. Do not attempt to do the decontamination yourself, if you are not sure of the required techniques – ask a member of the nursing staff to deal with it. But do make sure that any spilled materials are properly cleared away.

Any broken equipment, especially if the pieces could cause puncture wounds or cuts, must be placed in a container that provides protection for those who handle it. All used cleaning materials must be placed in an appropriate marked bin and disposed of appropriately.

Special work activities in the Practice, such as disinfection, autoclaving and cleaning, must only be performed according to the written instructions. Always follow these instructions – never change a procedure unless instructed to do so to meet special circumstances, by the Practice Manager or other responsible person on the Nursing Staff.

I confirm that I have read and understand the policy relating to Health & Safety and will abide by the restrictions and requirements contained therein.

Signed:.....

Signed:
(Work experience student's Parent/Guardian)

Countersigned:
(Senior Staff member)

Dated:.....