

London Children's Practice

18 Wimpole Street London W1G 8GD England UK
Tel: +44 (0) 207 467 9520 Fax: +44 (0) 207 467 9521
Email: clinic@londonchildrenspractice.com
Web: www.londonchildrenspractice.com



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SECTION 5: HEALTH AND SAFETY POLICY

General

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide suitable information in this respect. We are also responsible for the health and safety of other people who are affected by our work activities. However, an effective Health and Safety Policy requires the constant vigilance and dedicated observance by all employees of all the measures established for their protection. This will include observing and conformance with all safety notices, signs, fire/evacuation procedures and rules, which you are required to familiarise yourself with.

Any employee found to be in breach of the terms of the Policy will be subject to disciplinary action, which may be dealt with as gross misconduct.

Accidents

All accidents, no matter how minor, must be reported to your Clinic Manager and entered into the Accident Register. As a responsible employer, we encourage you to tell us if you see something that you feel may be a health and safety risk or hazard, to prevent accidents as far as possible.

Smoking

The Company operates a Smoking Policy whereby smoking is absolutely forbidden in all areas of the premises in which we operate, including the immediate external vicinity.

Drugs/Alcohol

To ensure the safety of personnel and of other persons who may be affected by their acts or omissions, use and abuse of alcohol or drugs cannot be tolerated in a working environment.

You may not at any time report for work or perform your duties whilst under the influence of alcohol, drugs or any other intoxicating substance. You may not consume alcohol or illegally obtained drugs or solvents whilst at work, or on the Company's or clients premises. Similarly you may not deal or traffic in illegally obtained drugs.

We may require you to undertake a Drug or Alcohol Test and we reserve the right to send you home without pay if your Practice Manager has good reason to believe that you are unfit for work due to intoxication of drugs, alcohol, etc.

Code of Safe Conduct

Aside from the rules set out above, you also agree to the following:

- Ensure that you understand and follow the safe operation of your duties
- Do not interfere with or misuse anything provided for the health and safety of employees
- Do not act in a way that could endanger yourself or others; do not play practical jokes
- Do not run, especially on stairs or steps. Use handrails; never read while walking
- Keep your work area tidy and clear of obstructions; do not leave things lying around, especially if they could be a trip hazard; clean up any spilt liquids, etc., immediately
- Only lift or move what you can easily manage, if such action is necessary, and follow sensible lifting practices. Get assistance if in doubt.
- Electrical equipment is regularly checked and normally safe if properly used, but you should:
 - Never touch electrical equipment with wet hands
 - Always disconnect electrical equipment before moving it
 - Never attempt electrical repairs unless authorised
 - Always keep electrical supply cables and wires away from wet areas or from where they could be walked over, etc.
 - Always switch off electrical equipment when not in use, unless instructed otherwise.

Lift at Q

Only members of staff and do so at own risk.

Stairs at 999- very steep- all children to be accompanied on staircase.

Ebola

Any person coming into the clinic with a fever and has travelled from/resided in a West African country (Liberia, Guinea or Sierra Leone) should be questioned about the duration of the fever, contact with an Ebola sufferer/suspected sufferer or other signs. Bruising, vomiting or diarrhoea. If positive then send to hospital or phone NHS 111 helpline as they are primed for this.

The chances of actually encountering anyone meeting the above is extremely unlikely and really a problem only if in contact with bodily fluids etc.'

Infectious diseases

We require medical confirmation of infectious diseases as staff should not be in contact with small children