



HEALTH AND SAFETY

PART 2 – HEALTH AND SAFETY RESPONSIBILITIES

This section outlines the health and safety responsibilities for those employees who have additional specific health and safety responsibilities other than their day to day responsibilities.

All employees have a day to day health and safety responsibility which is outlined in their job descriptions. A hard copy of this information is provided for all new employees as part of their induction information.

The health and safety responsibilities of BROOKFIELD CLINIC are devolved according to the following organisational responsibilities:

Dr Nicole Burge has

- Overall responsibility for health and safety within BROOKFIELD CLINIC.
- A responsibility to ensure that the actions stated in the BROOKFIELD CLINIC General Policy Statement are implemented.
- Sets a personal example with regard to health and safety

Employees

Currently there are no employees of Brookfield Clinic other than the owner Dr Nicole Burge

PART 3– HEALTH AND SAFETY ARRANGEMENTS

Risk assessments

The risk assessments and the accompanying Safe Systems of Work will be available as required. This information will be disseminated through induction training documentation, work manuals, training manuals. This information will be regarded as controlled documentation.

Whenever new risks are identified, these will be assessed and control measures put in to place through a Safe System of Work.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

All health and safety information, including risk assessments will be audited according to a pre-arranged, agreed audit programme if required.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and it will be repaired or replaced.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be used as and when necessary for work activities.

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Product Area Safety Representative. This should be in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers health, and emergency actions. Line Managers' will brief staff on any hazard or substance precautions, with written records being kept.

COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Training

- Health and Safety induction training will be provided if/when required for all new employees by Dr Nicole Burge

Staff Welfare

As a minimum the following requirements will be adhered to:

- Toilet/washing facilities
- Eating/rest facilities

Accidents, first aid and work-related ill health

First aid

A first aid box is kept in the kitchen adjacent to the clinic room.
I am a qualified GP and a qualified first aid trainer.

Accidents

All work-related accidents will be recorded and reviewed and action will be taken where necessary.

Accidents that require reporting to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are automatically reported by Dr Nicole Burge.

Responsibilities towards visitors and third parties

BROOKFIELD CLINIC has a responsibility towards visitors and any other third parties who may be affected by its work activities and maintains appropriate insurances.

Fire and evacuation

A fire risk assessment is undertaken and implemented for all Brookfield Clinic.

Fire extinguishers are maintained and checked every 12 months.

CO monitors, heat and smoke alarms are hard-wired to the mains and tested every 6 months.

Currently there are no employees and I take full responsibility to ensure the safe evacuation of myself and my client from the premises if required.