

'YOUR SURGERY'S HEALTH & SAFETY - SORTED!' **FOR SOMERSET LMC**

PROGRAMME

- 13.15 Coffee/tea on arrival
- 13.30 WELCOME AND INTRODUCTIONS
- 13.40 H & S LEGISLATION AND RESPONSIBILITIES
 Mythbusting!
 Duty of care, due diligence and competence
 Delegation of responsibilities and tasks
 Informing and training staff
- 14.00 DOCUMENTATION
 The written Policy Document
 Risk Assessment
- 14.45 Tea/coffee and discussions over chocolate hobnobs!
- 15.00 PRACTICE 'ARRANGEMENTS'
 Staff welfare, First Aid & accident reporting
 Security
 Premises & fire safety
 Hygiene, housekeeping & waste disposal
 Hazardous substances & Infection Control
 Equipment
- 16.20 ACTION PLANS, EVALUATIONS AND CERTIFICATES
- 16.30 Close and depart