

## **YOUR SURGERY'S HEALTH & SAFETY – SORTED!**

This half-day workshop explains not only the 'what' but also the 'how' a surgery can achieve compliance with H & S legislation, case law, Best Practice and now - of course - CQC as quickly and easily as possible. It is aimed at surgery staff who:-

- are responsible for the day-to-day management of H & S
- have had/are about to have specific areas or issues delegated to them
- may be worried that their knowledge is out-of-date or insufficient
- need to ensure that their t's are crossed and i's dotted for every CQC Outcome that includes H & S

Jargon-free and full of practical hints and solutions, there is ample opportunity for delegates to discuss both general and individual issues - over Linden's trademark chocolate hobnobs - and gain the confidence to get it all sorted!

### **LEGISLATION**

LAW VS URBAN MYTHS  
INTERPRETATION OF 'GUIDANCE'  
CONSEQUENCES OF NON-COMPLIANCE

### **RESPONSIBILITIES**

THE 'DUTY OF CARE' TO STAFF, CONTRACTORS & JOE PUBLIC  
ULTIMATE & DELEGATED RESPONSIBILITIES  
'COMPETENCE'  
RISK ASSESSMENT. PLANNING & MONITORING  
DAY-TO-MANAGEMENT  
Staff welfare, 'competence' & training  
Fire & evacuation  
Premises suitability, safety & security  
Equipment  
Control of hazardous substances  
Cleanliness, hygiene & infection control  
Accident reporting & First Aid

### **DOCUMENTATION**

PROVING 'DUE DILIGENCE'  
THE RIGHT FORMS FOR THE JOB  
ACTION PLANNING TO GET YOUR H & S ON TRACK!

#### **Comments made by Practice staff previously about this workshop:**

***"Now I know exactly what I've got to do & how to go about it – thank you!"***

***"It was all about surgeries and very practical so absolutely everything was useful."***

***"Extremely clear, comprehensive, helpful and encouraging."***

***"I feel a lot calmer now and have gained a lot of confidence from this session."***