

Health & Safety, Moving and Handling and Risk Management Induction Training Workbook



Level 2

BACKGROUND AND THE LAW

Every year, thousands of people in the UK are involved in preventable workplace accidents. Individuals, their behavior and attitude can greatly reduce the number of such adverse events. The Trust has a legal duty to ensure your health, safety and welfare whilst on the premises or involved in Trust activities. The effective management of health and safety risks is an important element of the Trusts corporate governance. It achieves this with a strong commitment to maintaining high standards and allocating sufficient resources to effectively manage health and safety across its range of activities.

The Health and Safety at Work Act 1974 places legal duties on employers and employees by establishing responsibilities for ensuring a healthy and safe workplace. The Act is supported by Regulations which place more specific duties on both parties.

REQUIREMENTS OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974

General duties of employers

Section 2

Employers must, as far as is reasonably practicable, safeguard the health, safety and welfare of employees. In particular, by the provision and maintenance of:

- safe plant and safe systems of work
- safe handling, storage, maintenance and transport of (work) articles and substances
- necessary information, instruction, training and supervision
- a safe place of work, with safe access and egress
- a safe working environment with adequate welfare facilities

Employers with five or more employees must prepare and revise as necessary a health and safety policy which must be brought to the notice of all the employees (Section 2 (3)).

Employers must consult with employees on health and safety and set up a Health and Safety Committee. (Section 2 (4-7)).

Sections 3 and 4

The self-employed, other employees and the public must not be exposed to danger or risks to health and safety from work activities.

Sections 36 and 37

Failure to comply with H&S Legislation is a criminal offence. If a health and safety offence is committed with the consent or connivance of, or is attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the organisation, then that person can be prosecuted under section 37 of the Health and Safety at Work etc Act 1974.

General duties of employees

Section 7

Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. They must also cooperate with their employer, so far as is necessary, to enable the employer to comply with its duties under the Act.

Members of management, who are also employees, are vulnerable to prosecution under Section 7 if they fail to carry out their health and safety responsibilities, in addition to their liability under Sections 36 and 37 as noted above.

Section 8

It is an offence for anyone to interfere intentionally or recklessly with, or misuse anything provided, in the interests of health, safety or welfare.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The detailed provisions of the Management of Health and Safety at Work Regulations impose additional duties on employers and others. Examples include mandatory induction training, measures to deal with serious and imminent danger, information required to be given to others and the general requirement to carry out risk assessments and record in writing their significant findings.

HOW THE QUEEN ELIZABETH HOSPITAL KING'S LYNN NHS TRUST MANAGES HEALTH AND SAFETY

The Trust is committed to ensuring the health, safety and welfare of its staff, patients, visitors and others working in, or using, Trust property.

The Trust has a health and safety management system in place. It has a Health and Safety Policy, supported by Codes of Practice and Guidance Notes. The Trust has specialist Advisers and staff with additional health and safety responsibilities across the Trust. The Trust plans activities with due regard to health and safety (through risk assessments, for example); it monitors health and safety performance and reviews and audits elements of the health and safety management system.

Within each area of the hospital, you will find a Health and Safety folder. Within this folder, you will see a number of documents relating to how H&S is managed within your department. Make sure you read this document and sign the sheet to say that you have read it. You should be shown this folder upon induction to the Trust. If you are not shown the folder by your Line Manager – ask him/her for it.

HEALTH AND SAFETY DEPARTMENT

The Health and Safety department is part of the Estates team, and provides advice and support to Trust management, to the network of Health and Safety Risk Champions and to any member of staff who has a health and safety query or concern.

The Mandatory Training department publishes a training calendar on the intranet, where details can be found about a wide range of training activities run and coordinated by specialist advisors.

OCCUPATIONAL HEALTH DEPARTMENT

The Occupational Health Service at The Queen Elizabeth Hospital Kings Lynn is a nurse lead department. It is a proactive and confidential service where only Occupational Health (OH) members of staff have access to clinical information. Employee privacy is respected while medical support and advice is offered. They provide advice for staff and their managers on adjustments to work to prevent or reduce the risk of work related health problems. They also provide work related vaccinations to protect staff and patients such as Hepatitis B, TB, Measles, and Rubella etc.

OH does not provide a health centre style treatment service. If you are feeling unwell, require travel vaccines, treatment, investigations or specialist referral you need to consult your General Practitioner or Practice Nurse as we are unable to offer these services. Occupational health staff do not keep or give out medication such as Paracetamol and antibiotics. Pain relief tablets and antihistamines are available to purchase from the shop in the hospital entrance (you will need to show your hospital identity card).

In the event that you don't feel well enough to be at work, talk to your line manager and arrange to go home if necessary.

The Occupational Health Department - Where are we?

The OH department is situated on the ground floor near the rear entrance next to the women's changing rooms. The department is open from 0800 – 1645 Monday to Friday (the department is closed on bank holidays). You can contact OH on Ext 3757 or via direct line 01553 613757

MANUAL HANDLING OVERVIEW

What is manual handling?

Any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.

Manual Handling Facts

- 80% of the adult population will suffer from back pain at some point in their lives.
- Workers within 'health and social work' industry have significantly higher than average prevalence of work related stress illnesses, including musculoskeletal disorders, stress, anxiety and depression.
- In the NHS manual handling injuries account for 40% of absence from work through sickness

It's not just what you do at work but also what you do at home. A back problem will not only affect your work life but also your home life, family life and social life. Prevention is better than the cure.

Back Pain – General Advice

- See your GP for advice regarding analgesic
- Unless advised otherwise, keep gently mobile
- If the pain gets worse, spreads down your legs or arms or you get incontinence problems, loss of use of any part of your body, contact your GP **urgently** or attend A&E

Trust Manual Handling

All manual Handling activities should be assessed. Where there is a significant risk of injury, measures must be introduced to reduce that risk level to the lowest level practicable. All staff must attend manual handling training and any manual handling incidents should be reported on Datix. All incidents reported, must also be investigated by the Line Manager of the person involved. A further specific assessment is required for any new or expectant mum, or if you have a health concern. If you do have any health concerns or you think you might be pregnant, you should discuss this with your manager.

The information about manual handling in this work book is only an overview. All staff are required to attend appropriate manual handling training specifically tailored to their area of work.

Safety Tips for Manual Handling

Posture-

Think it through before you do... 2 minutes of thinking before a task will reduce risk by up to 70%

- **Dynamic Stable base** – feet shoulder / hip width apart one foot in front of the other usually works well
- **Look ahead** – relax your knees and hips to support the move and use your core muscles to help
- **Use body weight** to help move items
- **Spine** – Keep in the S shaped curve
- **Get close to the load** or get the load close to you
- **Secure hold**
- **Clear communications** – one person to lead – Ready Steady
- **Document** and follow risk assessment and Safe systems of work
- **Avoid** – Bending, Twisting, overreaching, fixed posture, repetitive movements- take mini breaks if posture is compromised and try to redesign the task

Protect your back- Keep Fit

- **Keep fit** – contact Occ Health for advice re Tone Zone Smoking cessation and the Tone Zone Occ.Health@qehkl.nhs.uk (Ext 3757)
- **Life Long learning** for information about other activities that help you to keep fit and are available within the Trust Julie.beefer@qehkl.nhs.uk (Ext 3021)
- **Desk assessments** – Speak to your Manager to access support
- **Stress management** – Contact Occ. Health for information

The Law and Manual Handling

Health and Safety at work Act 1974

- Safe systems of work, training, Policies to support, equipment and maintenance, Datix

Manual Handling Operations Regulations 1992

- **Avoid** when you can
- **Risk assess** when you can't
- **Reduce the risk to the lowest level Practical**
- Follow safe systems / Use equipment properly / ensure training/co-operate with your Manager and advise of any health issues / Advise of any hazardous handling activities

- Do not put yourself at risk – Say no if it is not safe for you

The Trust Manual Handling Policy – on the Intranet – Risk assess, Report incidents and near miss's, attend training and lots more. REMEMBER - Do not use equipment without training and check equipment before use – if faulty mark it as unsafe and put out of use – report to Estates (Ext 3755)

Risk Assessment - use the two minute rule , think it through before you do...

Avoid – consider mechanization or redesigning a task

Assess – Reduce risk to the lowest level practicable

Use TILEE-

Task –	job in hand / posture / numbers/ training needed
Individual (you) –	your ability and training, health and team available
Load -	shape / size / weight / position / packing/height of storage
Environment –	temperature / flooring / light / clutter / space / level of work e.g. height
Equipment –	Safe and suitable/ fit for purpose/ Training in use/ Battery charged / able to access / clean

**Reduce the risk to the lowest Level possible
Then maintain and review. Remember if in doubt - DON'T**

For advice contact your Manager or the Manual Handling Trainer (Ext 3850)

IDENTIFYING AND CONTROLLING HAZARDS – RISK MANAGEMENT

Risk Assessment

The Management of Health and Safety at Work Regulations requires an assessment of the risks arising from work activities, which may cause harm to an individual. The assessment must identify significant hazards (i.e. things with the potential to cause harm) and identify the steps necessary to eliminate or control the hazard to within acceptable limits.

Risk assessment of particular areas or activities, including teaching, is the responsibility of the person supervising or directing the work. The task may be delegated but the responsibility remains with the supervisor.

Activities involving the following require separate and specific risk assessments to be undertaken: noise; vibration; hazardous substances; manual handling; display screen equipment (working with computers) and working at height.

Personal safety

Individuals should always be aware of the workplace environment and any person that may look conspicuous in Trust buildings. The Trust has its own Security Officers who can be contacted either through Security bleep or through the switchboard.

If working alone out of normal hours Security staff or the switchboard may be notified of your whereabouts and how long you are likely to be. If you work out in the community, you should also be in possession of a lone worker device. If you are not in possession of a lone worker device, discuss this with your Line Manager. These devices can be obtained via the security management team.

Make sure you are familiar with the emergency procedures for the building you are working in. The Emergency number is **3333**.

Do not work with your back to the door wherever possible and always lock valuables away. Always report threatening behaviour made towards you by staff, patients, visitors or others to your line manager, Security team or Local Security Management Specialist.

Violence and Aggression

Verbal Harm

- Try not to keep people waiting either when answering the phone or dealing with a "customer". Waiting to be "seen" can annoy people and make them potentially aggressive
- Listen attentively and make notes to aid understanding. Don't be frightened

- to ask questions if you are not sure, to clarify points.
- Sound and appear interested, it may have been the 100th time for you today, but it may be the first time for that person
 - Even if you are unable to help, ensure that the enquirer is passed on to the right person who may be able to help them
 - Avoid the use of jargon. Don't presume that people know our routines or systems
 - Give clear responses and explanations at all times

Physical Harm

- Always let people know where you are going and your expected return time
- Where persons are known to have a history of violence, take necessary precautions e.g. not working alone with them
- When talking to persons who may lash out, keep at least one leg length away and stand slightly to one side to reduce the impact of any attack
- If you are working off site, be aware of where you are parking your car e.g. park near street lighting, avoid quiet areas, and work in pairs
- When working off site, keep in regular contact with your base, make sure that people know where you are, where you expect to be and when you should return
- Have a means of raising the alarm with you at all times – if given a lone worker device, use it
- Property is not as important as your life, it is better to let a potential attacker to have the property, rather than get hurt

DEALING WITH VERBAL ABUSE

Potential consequences of Verbal Abuse:

- Escalation into physical assault
- Feeling threatened
- De-moralisation which can lead to poor performance or mistakes
- Increased sickness levels
- Higher stress levels
- Higher turnover of staff
- Difficulties attracting new staff
- Increased incidents of litigation

What actions can be taken to prevent escalation of the incident?

1. Remain calm, keep breathing naturally to prevent yourself becoming tense
2. Explain as fully as possible, keeping the person talking can allow their anger to dissipate
3. Give the person details of what they can do if they are still unhappy

4. Limit the time 'on hold' if using the telephone. Consider transferring the caller to the operator or your manager's number if abuse persists
5. Empathise with the individual if appropriate
6. Don't keep people waiting longer than is absolutely necessary
7. Be conscious of both your and the other person's body language
8. All Verbal abuse incidents should be reported on the Trust's Incident report form - **Datix**

DEALING WITH PHYSICAL ASSAULTS

Be mindful of events that could lead to a physical assault

- Provide clear communications to staff, patients and visitors
- Keep areas well maintained and clean
- Be aware of body language including your own
- Move any portable equipment that could be used as a weapon, especially from known aggressors
- Plan your escape, do not become cornered
- If you feel uncomfortable alert others, gather support
- Raise the alarm, contact the police
- Let others know of previous or suspected problems
- Remain calm, keep breathing naturally to prevent you becoming tense
- Explain as fully as possible, keeping the person talking can allow their anger to dissipate
- Give the person details of what they can do if they are still unhappy
- Inform a manager
- Empathise with the situation if appropriate
- Don't keep people waiting longer than is absolutely necessary
- All physical assaults should be reported on Datix.
- Familiarise yourself with safe areas and location of telephone points to summon assistance

If you have been involved in a serious assault, support is available from your manager, the Health & Safety Department or from Occupational Health Department

STRESS

Stress is an unavoidable part of our everyday lives. It helps us to stay alert and protects us from danger. Unfortunately, there are times when we can no longer cope with our stress, especially if our bodies are telling us to escape from things that we cannot avoid.

This is particularly true in our working lives where we can encounter situations causing unsustainable levels of pressure that may result in impaired performance and illness.

The Trust has a policy and values which support your positive mental health and well-being whilst at work. The policy can be found in your Health & Safety Manual or on the intranet. A leaflet with top tips for tackling stress can be collected from the Occupational Health Department.

The Trust provides its entire staff with an employee assistance programme from Insight. Staff can access this service 24/7 for advice and support on financial and legal issues and for confidential counseling services. Insight can be contacted on 0800 027 7844

SLIPS, TRIPS & FALLS

Footwear

Always consider your footwear!!!! Remember that you work in a hospital. Some types of footwear, such as flip-flops, are not suitable for the working environment. You check the tread on your car tyres, so you should do the same for your shoes! Always consider footwear which is suitable for use within the Trust, it is your responsibility to do this. The Trust has a Dress Code Policy in place to support this.

Slips

- Spilt liquids on the floor (whether intentional or accidental) are the biggest causes of slip accidents
- Dust on smooth floor surfaces (especially talc) can also cause a person to slip
- If you spill something on the floor, or if you come across a spillage, it is YOUR responsibility to ensure it is cleaned up – don't just walk past it. Either clean it up yourself or place a pop-up cone over it and bleep the fast response team on 3647.
- Where possible cordon off the area or warn others of the risk
- Plastic document pockets are particularly slippery and should not be placed on the floor – no matter how temporary

Trips

- Trips hazards are all around us and are usually caused by other people not thinking
- Always close desk and filing cabinet drawers after use
- Look for trip hazards when using extension leads etc. Use cable tidies or tape loose wires to the floor, the bed or to the desk.
- Don't leave bags etc. in areas where people walk, as they could trip over or get their foot stuck into straps / handles
- Clear away rubbish regularly – don't let it build up

- Rugs and mats should be fitted correctly – report any defects

Falls

- Many falls occur when people use the wrong equipment when accessing high shelving
- Chairs and desks are not access equipment and should not be used
- Try to avoid storing above head height or if you do, ensure it is items or equipment that you only access rarely
- Only step stools, step ladders or ladders should be used to access high shelving
- Make sure a specific risk assessment is carried out if you are required to work at height

Transport Safety

- Large vehicles often have to reverse into small spaces
- DO NOT block access roads etc. where delivery vehicles are regularly used or access the hospital via the rear door/loading bay
- DO NOT cross behind reversing delivery vehicles, the driver may not have seen you
- When loading or offloading a delivery vehicle use correct manual handling techniques
- If walking near vehicles being loaded/unloaded be aware that objects can fall from vehicles

Pedestrian Safety:

- Always walk in the demarked areas designated for pedestrian use
- NEVER walk behind a vehicle when it is reversing. There are “blind spots” on all vehicles and the driver may not see you
- Do not enter a loading/delivery bay area unless you are authorised to do so
- If you are involved in the loading/unloading of vehicles use good manual handling techniques

ACCIDENT/INCIDENT REPORTING

An incident is an event or omission that causes physical or psychological injury or An adverse event.

It is every employee's responsibility to ensure that every accident or incident is reported. All accidents and incidents should be investigated. The Trust has an on-line incident reporting system (DATIX) for this purpose, to which access is via the main page on the intranet site.

All accidents/incidents should be reported for the following reasons:

- It helps in hazard identification and elimination – can identify future developments
- So we can learn lessons and prevent future similar accidents/incidents
- It is a legal obligation
- To encourage a just culture
- It should identify deficiencies
- It is not meant to criticize
- To prevent serious harm

Certain injuries, diseases and dangerous occurrences must be reported by law to the Health and Safety Executive (HSE) by the Health and Safety Department.

Accident Prevention

There are many reasons why accidents occur:

- Working in unfamiliar surroundings (particularly new or inexperienced staff)
- Rushing to do a job – mistakes occur
- Miss using equipment
- Not being sufficiently trained in the use of equipment
- Being hesitant about asking for help
- Being asked to do new or unfamiliar tasks
- Being insufficiently supervised
- Lack of sufficient care
- Lack of housekeeping

The most common accidents reported at the Trust are as follows:

- Needle stick injuries
- Slips, trips and falls over cables, wet floors etc.
- Strained muscles caused by trying to move too heavy a load without help or equipment
- Being struck by a falling object
- Splashes to eyes

Many accidents can be prevented. Many of them are caused either by:

- Perception, attitude and behavior of individuals – i.e. ignoring a safety issue as it's "not my responsibility" or failing to think of others when leaving a sharp implement for others to find
- The working environment – i.e. space constraints

Duty to report faults/defects

It is the duty and the responsibility of every individual to report faults and hazards (something with the potential to cause harm) to a supervisor, line manager, local Health and Safety Representative or the Estate Management Helpdesk on 3755 for assistance including reporting faults and requesting repairs weekdays between 8am to 4pm.

First Aid

Under the Health and Safety (First Aid) Regulations, the Trust has a duty to provide adequate first aid provision for its employees should they be injured or become ill at work. In line with best practice, the Trust also makes provision for its staff.

First Aid notices around the Trust buildings provide contact details of first aiders. If you injure yourself at work, please report it to a First Aider who may administer first aid and then recommend you report to A&E.

HEALTH AND WELFARE

Display Screen Equipment (DSE)

The use of DSE has been associated with a range of symptoms related to working posture and can generally be prevented by simple adjustments to the way in which we work/sit.

The Display Screen Equipment Regulations require the provision of a suitable workstation for all staff that uses DSE. Each user (defined as somebody who uses DSE for a significant part of their working day) must complete a self-assessment checklist (found on the intranet under the Occupational Health section) and return it to your line manager. If issues are identified and cannot be resolved by discussions with your Line Manager, then he/she should refer you to the Occupational Health Department for a workplace assessment. The Trust has a duty to provide free eye tests for DSE users. In order to obtain a free eye test, you will need to complete an eye test voucher. For more information please contact Occupational Health.

Smoking, alcohol and drugs

The Trust has strict rules governing smoking, the consumption of alcohol and the use of illegal drugs on Trust premises. The use of illegal drugs is a criminal offence that will be treated as such. Smoking is permitted in the designated smoking shelters only, one is opposite the main entrance and the other is near the covered bicycle storage area / Spencer building. All policies can be found on the Trust Intranet, policies and procedures page.

New and expectant mothers

If you are pregnant you should inform your line manager/supervisor as soon as possible, so that a specific and individual risk assessment can be completed. This will enable the Trust to make sure that you and your unborn child are not put at any risk whilst working at the Trust. If you require more information about maternity or paternity rights please see the policy. All policies can be found on the Trust Intranet, policies and procedures page.

GUIDANCE ON THE SAFE USE OF SHARPS

A sharp is any item that is capable of penetrating or cutting the skin, e.g., needles, ampoules, blades, etc.

DO dispose of sharps into a sharps container **IMMEDIATELY** after use and at point of use

DO discard needles and syringes as one unit

DO NOT re-sheath needles or cut or bend them

DO NOT leave used sharps lying around where they can cause injury to somebody else

DO NOT over-fill sharps containers

YOU use it - YOU bin it



A tracking system is in operation to trace sharps / syringes / needles which are disposed of inappropriately, i.e., in yellow or black bags. They will be traced back to the ward / dept and an investigation instigated to identify the individual responsible for improper disposal.

Hepatitis B, Hepatitis C and HIV may be contracted through accidental exposure to infected blood or body fluids. These types of exposure include:

- Injuries involving contaminated needles and instruments
- Accidental contamination (with blood or body fluids on broken skin, eyes or mouth)
- Human bites

The risk of transmission to a Healthcare worker from an infected patient following injury has been shown to be:

Hepatitis B virus with an 'e' antigen positive patient = 1:3

Hepatitis C virus = 1:50

Human Immunodeficiency Virus (HIV) = 1:300

WHAT TO DO IF YOU HAVE A SHARPS INJURY

General measures to reduce the risk of occupational exposure to blood borne viruses:

- Cover existing wounds, skin lesions and all breaks in exposed skin with waterproof dressings.
- Wash hands before and after contact with each patient, and before putting on and after removing gloves.
- Wear gloves where contact with blood or body fluids can be anticipated.
- Avoid carrying used sharps in the clinical area.
- Avoid wearing open footwear in situations where blood may be spilt, or where sharp instruments or needles are handled.
- Protect mucous membranes, eyes, mouth and nose, from blood splashes. Use the protective equipment provided.
- Clear up spillage of blood promptly (please refer to "Guidelines and procedures for disinfection of equipment and the environment").
- Get vaccinated against Hepatitis B. (No vaccine currently available for Hepatitis C or HIV)

First Aid for a Sharps Injury:

- Encourage all skin puncture sites to bleed. Do not suck the wound. Wash with soap and water. Cover wound with waterproof plaster.
- Splashes of blood or body fluid into the mouth should be washed out thoroughly with copious amounts of tap water.

- Splashes of blood or body fluids into the eyes should be well irrigated with a normal saline eye wash or tap water.
- The incident will be assessed by the Occupational Health Nurse, bleep holder, or A & E staff and appropriate action taken (complete Incident Information Form—Appendix 3 of the policy for Sharps Injuries, accidents involving exposure to blood and body fluids).
- Following the injury the affected person will be offered the opportunity of follow-up blood testing for blood-borne diseases if appropriate and with consent.

FURTHER IMMEDIATE ACTION

- All accidents **must be reported immediately** to the Nurse in Charge/ Manager/ Supervisor.
- Consult Appendix 2 of the policy for Sharps Injuries, accidents involving exposure to blood and body fluids.
- Monday to Friday: 8.00am—4.45pm you must report **immediately** to the Occupational Health Department; bring all relevant information with you.
- Outside of these hours you must contact the bleep holder for your area who will deal with the incident, then to Occupational Health on the next working day.
- Occupational Health Nurse, bleep holder, or A & E staff and appropriate action taken (complete Incident Information Form—Appendix 3 of Policy).
- Following the injury the affected person will be offered the opportunity of follow-up blood testing for blood-borne diseases if appropriate and with consent.

For further details please read:

- Policy for the Management of Occupational Exposure to HIV in HCWs
- Sharps Injuries accidents involving exposure to blood and body fluids

Both these policies are accessed via the intranet, under Policies and Procedures.

WASTE MANAGEMENT

Disposal of clinical waste

Striped Bags (Yellow with Black Stripes)	Non-infectious waste (waste from a patient with no known or suspected infection)
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<p>Orange Bags</p> 	<p>Infectious waste (waste from a patient with known or suspected infection & soiled wound dressings)</p>
<p>Sharps Bin (Yellow)</p> 	<p>Needles, scalpels, broken glass</p>
<p>Yellow Griff Bin (30l)</p> 	<p>IV fluid bags, IV giving sets, medical glass vials (empty and unbroken)</p>

For each cross contamination of waste products a £10,000 fine is issued to the Trust. If you require any help with waste management please contact the Waste Manager on 3483 or bleep 1220, or you can contact the Infection Prevention and Control Team (IPAC) on x 2326 or bleep 2326.

If you have a health and safety concern or have further questions please contact the health and safety manager on x 4682 or bleep 3758.

Control of Substances Hazardous to Health (COSHH)

The Trust is required, under the Control of Substances Hazardous to Health (COSHH) regulations (2002) to reduce the risk of harm to staff (and patients) in relation to substances such as cleaning chemicals used on site.

There are many substances covered under the COSHH regulations – blood and body fluids, cytotoxic drugs, and cleaning chemicals – all of which are required to be risk assessed.

COSHH risk assessments can be accessed by all staff either as a paper copy in section 6 of the H&S folders in wards and departments, or via a system called Sypol. Sypol is an on-line COSHH database - the intranet link available on the Health & Safety Intranet site under COSHH.

There are some key principles around COSHH:

- Please do not bring cleaning products to work!
- Stock control
- Safe, secure storage
- Manufacturer's Safety Data Sheets
- Do not mix chemicals together

