

Consolidated O4S Health and Safety SOP

'Employing Board (EB) - Means the party which is the Employer in respect of a Doctor or Dentist in Training who is the subject of the relevant Placement agreement'

'Placement Board (PB) - Means the party providing a training Placement to the Doctor or Dentist in Training (who is not their employee) under the relevant Placement agreement'

Action	Responsibility of	Standard	Dependent upon
<p>The Placement Board will provide a safe working environment to look after the health, safety and wellbeing of Doctors and Dentists in Training (DDiTs) to the same extent as that if they were the Placement Board's own employees and in accordance with HDL 2001 50, CEL (2011) 13 and PIN Guidelines.</p>	<p>PB</p>	<p>In line with all relevant health and safety-related legislation.</p> <p>Appropriate pre- and post-employment checks, including any occupational health considerations.</p> <p>HDL 2001 50 (Living and Working Conditions for Hospital Doctors in Training Circular).</p> <p>CEL (2011) 13 (Occupational Health and Safety Strategic Framework for NHS Scotland).</p> <p>PIN Guidelines</p> <p>NHS Scotland Data Sharing Agreement for DDiT</p> <p>Agreed OH Push Pull Process for transfer of OH records</p>	<p>Receipt of timely and accurate information from NES to the Employing Board and the Placement Board regarding the rotations of Doctors and Dentists in Training.</p>

<p>Before the first day of placement, the Placement Board is responsible for verifying the identity of DDITs placed in their Board.</p> <p>The Placement Board should conduct risk assessments to ensure a safe working environment is provided to look after the health, safety, and wellbeing of DDITs to the same extent as that if they were the Placement Board's own employees.</p> <p>In addition, the Placement Board shall comply with requirements to complete suitable and sufficient risk assessments for DDITs who are at particular risk – for instance, known new or nursing mothers or where the Equality Act 2010 is deemed to apply concerning a disability. Placement Boards should ensure that they have robust supporting mechanism in place for this.</p>	<p>PB</p> <p>PB</p> <p>PB</p>	<p>In line with all relevant health and safety-related legislation, most notably the Management of Health and Safety at Work Regulations 1999 (regulation 3 – risk assessment).</p> <p>In addition, all other relevant non-health and safety-related legislation and internal Employing Board Policies.</p>	<p>Receipt of timely and accurate information from the Employing Board and NES regarding Doctors and Dentists in Training rotating to the Placement Board.</p> <p>The Employing Board responding to the suitable and sufficient risk assessment and fulfilling obligations defined in the relevant policy (ies).</p>
<p>The Employing Board has several duties as required under health and safety-related legislation. The duties relate to employees and non-employees (such as patients, visitors, and contractors, to name a few).</p> <p>The Employing Board accepts that the minimum acceptable health and safety standards are those contained in the relevant legislation. The Placement Board shall meet these standards and strive for continuous improvement.</p> <p>Whilst working in the Placement Boards, PBs and DDITs must ensure that the CNORIS (Guide to the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) National Services Scotland (nhs.scot)) arrangement covers the patients that they are working with.</p>	<p>EB</p> <p>EB</p> <p>PB</p> <p>PB & DDITs</p>	<p>Health and Safety at Work etc Act 1974 and all relevant subordinate legislation.</p>	<p>Placement Board providing reassurance/evidence to Employing Board that the appropriate policies and safety procedures are in place.</p>

<p>The Employing Board must co-ordinate and co-operate regarding all necessary health, safety, and well-being arrangements where more than one organisation or group share a workplace.</p> <p>It shall be clear that the Employing Board is responsible for DDIT making health, safety and well-being at work a priority to protect their employees and non-employees.</p> <p>The Employing Board requires assurance that all the appropriate health, safety, and well-being policies and procedures are in place to protect employees when working In Placement Boards.</p> <p>The key issues which the Placement Board must address are as follows:</p> <ul style="list-style-type: none">• Reporting procedures in the event of all clinical and non-clinical adverse events (including needlestick injuries).• Processes to ensure all local induction and statutory and mandatory health, safety, and well-being-related training is in place. <p>For instance;</p> <ul style="list-style-type: none">– Manual Handling– Prevention and Management of Violence and Aggression– Fire Safety– Display Screen Equipment, to name a few. • Suitable procedures and local rules regarding Radiation Safety.	<p>EB</p> <p>EB</p> <p>EB</p> <p>PB</p>		
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<ul style="list-style-type: none"> • Procedures are in place for respiratory protection face fit testing (for those that require to wear tight-fitting face pieces). • Policies and procedures are in place to ensure staff's safety concerning security and violence and aggression measures. • Procedures are in place for Skin Health Surveillance <p>The above list is not exhaustive but covers some of the common non-clinical risks that Doctors and Dentists in Training face. Where appropriate, the relevant national PIN guidelines shall apply.</p>			
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Version	Date	Author	Rationale
1.0	March 23	Fiona Glenesk	Published