

Work Placements

Health & Safety, Infection Control and
Occupational Health



Health & Safety / Infection Control

The Trust's responsibilities

- To ensure, as far as is reasonably practicable, that no one is injured due to our activities, whilst on Trust premises.
- To provide and maintain a safe place for you to work in.
- To provide safe equipment to enable you to carry out your tasks safely and provide training and safe systems of work.

Your responsibilities

You have a major role to play in the achievement of successful health and safety arrangements in the Trust by:

- Carrying out tasks in a safe manner.
- Keeping yourself hydrated.
- Taking care of your own health & safety and for others who are affected by your work.
- Observing safety signs, rules and procedures at all times.
- Never undertake a task or use equipment which you are not trained to use.
- Wearing protective clothing that you have been issued with.
- Reporting all accidents or dangerous occurrences to your placement mentor.

Personal hygiene & Infection control

Good personal hygiene is essential and can help to prevent infection, so remember:

- A daily bath or shower will avoid body odour.
- Wash hands regularly & thoroughly ensuring to rinse properly. Always wash hands when entering & leaving clinical areas. Hand sanitisers are available at exit points.
- Hair should be kept clean and if long, must be tied back.
- Nails should be kept short and clean. Nail varnish must not be worn.
- Do not wear jewellery nor watches as these can provide a breeding ground for bacteria.
- Cuts must be covered with a coloured water-proof dressing.

- Seek immediate medical treatment for boils, cuts, skin complaints and stomach upsets to ensure a speedy recovery and prevent infection of others and report all such complaints to your placement mentor immediately.

Reporting Accidents and Incidents

All accidents involving injury, however minor must be reported to your placement mentor. The Trust Incident Report Form Datix must be also completed by someone on your behalf before the end of your shift. You should also report any incident which could have caused injury, but did not, known as 'near misses'.

Fire Safety

All Hospitals are required to have a policy covering Fire Safety and Evacuation. You must take note of the fire action information displayed in the Hospital and adhere to the No Smoking Policy. Make sure you know how to raise the alarm, the sound of your fire alarm, where the nearest fire point is, where your nearest escape route is and your evacuation assembly point. The local induction will cover the closest fire exit and where to gather.

Procedure for fires in hospital grounds

In the event of a fire or suspected fire in the grounds of the hospital please follow the guidance set out below. If spotted from the inside of the hospital: Immediately call 2222 to inform Switchboard of the location of the fire i.e. "There is a car on fire in East Car Park". If the fire is close to the building break the alarm as standard procedure. If you are away from the building feel free to call the fire service using a mobile phone. As soon as possible call 2222 to inform switchboard of what you have done so that the Fire Team can respond.

Fire Routine

If a fire is detected in a zone that particular zone sounds a continuous alarm, all the others sound an intermittent alarm. We have two sets of fire Instructions; the first is for areas where people have the ability to get up and walk away. These areas are places like Out-Patient Clinics, offices like Trust HQ House, The Restaurant. In these areas the rule is that we evacuate whenever the alarm goes into continuous mode. In In-Patient areas and High Dependency Areas like ICU, Theatres, you will notice that there is no Assembly Point mentioned. This is because we do not evacuate as soon as the continuous alarm goes off. In ward type spaces we take a more measured response. We only move people when there is a clear indication that there is immediate danger. And then we only move them into an adjoining compartment. We do not have a designated Assembly Point because we need to be flexible and able to move to the nearest compartment that affords safety. The evacuation method we employ is known as Progressive Horizontal Evacuation.

Surrey and Sussex Healthcare NHS Trust

Fire Action Instructions

IF YOU DISCOVER OR SUSPECT A FIRE

1. Immediately raise the alarm by operating the nearest fire alarm call point.
2. Remove all persons in immediate danger
3. Commence evacuation procedure.
4. If safe to do so, attack the fire with the equipment provided.
5. Report to the Assembly Point and await instructions.

IF YOU HEAR A CONTINUOUS FIRE ALARM

6. Commence evacuation procedure.
7. Report to the Assembly Point and await instruction.

IF YOU HEAR THE INTERMITTENT FIRE ALARM

8. Indicates that the fire is elsewhere in the premises. Remain where you are but be ready to evacuate.
9. A representative from each ward or department is to report to the Fire Team Assembly Point.

YOUR ASSEMBLY POINT IS:

**DO NOT USE LIFTS.
DO NOT ENTER AREAS WHERE THE CONTINUOUS
ALARM IS SOUNDING
DO NOT WAIT TO COLLECT BELONGINGS.
DO NOT RE-ENTER THE BUILDING UNLESS ADVISED
BY THE FIRE SERVICE OR FIRE TEAM.**

Fire Protection

In order to maintain an environment that is safe from fire a range of safety features are provided throughout the hospital premises.

These include:

- **Fire resisting doors** - These provide a fire barrier for a minimum of 30 minutes. Some are secured open by magnetic catches that release when the fire alarm is operated. Other fire doors are self-closing and should be kept shut when not in use. Fire doors are probably the single most important part of the fire protection within the hospital and allow the hospital to be divided into small compartments in the event of a fire.
- **Fire Alarm Signal/Sounds** as described.
- **Automatic Fire Detection** - The majority of the hospital is covered by smoke or heat detectors. These ensure we can have early warning of fire, even in areas that are unoccupied.
- **Fire Alarm Tests** - The fire alarm is tested every Tuesday morning between 08:30 and 09:00hrs.
- **Fire Extinguishers** - These items of portable fire-fighting equipment are provided for the use of trained staff only. Work experience students must not attempt to use fire extinguishers.
- **Fire Exit Signs** - These signs are placed at key locations to guide people to the nearest available fire exit. They show a running person in white on a green background and may include a directional arrow.

All of the items listed above are provided for the safety of those who work in the hospital or those who may be visiting. It is vital that we do all we can to maintain these provisions.

Please don't:

- Block fire exits
- Obstruct automatic fire doors
- Wedge open fire doors that should be kept closed
- Obstruct Fire Points

Evacuation

If it is necessary to evacuate an area it must be remembered that Non-Clinical/Outpatient areas evacuate to a pre-arranged assembly point on the operation of a continuous alarm. Inpatient areas only need evacuate when there is a clear indication that a fire exists and when this is the case the evacuation is by the progressive horizontal system. Please follow the instructions given by your placement mentor.

Manual Handling

Work experience students are not trained in manual handling and therefore may not participate in any handling activities this includes but is not limited to; moving items, pushing/pulling trolleys.

Patient Handling

Work Experience students are not trained to assist patients please do not undertake any patient handling as you may harm yourself or the patient.

Needle stick / Sharps Injuries

Work experience students will not handle nor work with sharps (needles etc.). If you see a needle stick/sharp do not touch it, report it. Should you accidentally have contact with any sharps advise your placement mentor immediately for medical attention.

Chemicals and Dangerous Substances

All chemicals and dangerous substances are stored in accordance with COSHH Health & Safety regulations. Work experience students will never have access to nor work around these substances.

Symbols for Hazardous Substances

Packages and containers with dangerous substances are labelled according to the type of risk, as illustrated:



Familiarise yourself with these labels and do not touch or handle items carrying these labels.



Handling of Clinical Waste

Work experience students will not handle any clinical waste.

Think Health and Safety!

This booklet is only a guide to remind you of the various aspects of health and safety which affect us all. You will be given additional Health & Safety instruction unique to the placement area on the first day of your placement. Always see your mentor first if you notice or have any health and safety problems.

Occupational Health

Occupational Health focus on health needs that may impact work and work activities that may have an impact on health. We are a supportive service. If you feel you need adjustments to enable you to undertake your placement, please inform the work experience co-ordinator. The work experience coordinator will then send you an

Occupational Health questionnaire to complete- this will enable us to arrange an appointment and offer bespoke supportive advice. If you are coming from abroad, certain blood tests may be required to ensure you are fit to undertake the placement- please liaise with the work experience co-ordinator.

The nature of your work experience placement may put you at risk of contracting an infectious disease, as you will be working in a clinical setting. Patients and vulnerable people you work with may also be at risk. There are ways to minimise the risks by adopting safe working practices and, where appropriate, by being vaccinated.

Please ensure you are up to date with the following childhood immunisations:

- **Measles, Mumps & Rubella (MMR)** - course of two doses. Rubella – is a contagious disease caused by a virus and transmitted through direct or droplet contact. It's usually mild but can be serious in pregnant or immunocompromised people. Rubella can be prevented with the MMR vaccine.

- **Varicella-Zoster (VZV)** - is a virus that causes chickenpox, a common childhood illness. It is highly contagious. If an adult develops chickenpox, the illness may be more severe. VZV can be prevented with the Varicella vaccine.
- **Diphtheria, Tetanus and Polio (DTP)** - a person should have at least five doses of this vaccine. Please liaise with your GP if unsure.

Please also be aware of the following diseases:

- **TB (Tuberculosis)** is a bacterial infection spread through inhaling tiny droplets from the coughs or sneezes of an infected person. It mainly affects the lungs, but it can affect any part of the body, including the tummy (abdomen), glands, bones and nervous system. Symptoms can include: persistent cough (particularly with blood), fever, weight loss, sweats, malaise etc.
- **Hepatitis B** is an infection of the liver caused by a virus that's spread through blood and body fluids. It's a potentially life-threatening liver infection. Hepatitis B can be prevented with the Hepatitis B vaccine. If you are considering healthcare as a profession you may wish to discuss having a course through your GP.
- **Pertussis (whooping cough)** is an acute bacterial respiratory infection. Initial symptoms resemble a common cold which can progress to include spasmodic coughing, choking spells, and vomiting after coughing. The risk of severe complications is highest in very young babies; nearly 90% of the deaths from pertussis in the last 10 years have been in infants aged three months or less who cannot be fully protected by immunisation
- **Influenza (FLU)** is a seasonal virus. It is advisable to have yearly vaccination to prevent severe illness from flu.

Supportive Advice for use on Placement

Skin Care

Your skin is your body's first line of defence and acts as a barrier against harmful irritants. Although resilient, skin is not indestructible. The resistance of the skin is lowered for at least four months after dermatitis appears to have healed. It is therefore important to protect your skin from becoming dry and damaged and retain its protective properties.

Take special care when hand-washing:

- Wet your hands first then apply only ONE pump of soap. Use lukewarm water
- Make sure that you rinse your hands thoroughly to remove all traces of soap and detergent, and dry them thoroughly, paying attention to the spaces between your fingers. Pat hands dry rather than rubbing as this helps to prevent skin abrasion
- Remove finger rings at work. Soap or detergents and water tend to collect under rings and make it difficult to achieve clean dry skin
- Use water-based moisturiser EVERY time you wash your hands. Apply moisturiser carefully, including the spaces between your fingers
- Use protective gloves when necessary for wet work or when handling chemicals or potentially infectious material. But only use gloves for as short a time as possible and don't wear them if you don't need to. If you do use gloves make sure they are clean, dry and intact (no holes)

Rash

If whilst on placement you develop a rash, please do not attend the

hospital site and seek advice from your GP. Once you have liaised with your GP please call Occupational Health to discuss further.

Vomiting and /or Diarrhoea

If whilst on placement you have either vomiting or diarrhoea symptoms, please do not need attend the hospital site. You need to be symptom free for 48 hours before returning onsite.

Needlestick Injuries, Sharps, Scratch and Bite Injuries / Splash of Blood or Body Fluids

The following action must be taken in the event of a sharps injury, exposure to blood or bodily fluids, or if you have been bitten by a patient:

- Flush the affected area gently with soap and water – **DO NOT SUCK THE PUNCTURE**
- Encourage bleeding by squeezing the punctured wound site
- Cover with a waterproof dressing, if appropriate
- Irrigate with water if splashing has occurred to eyes or other mucous membrane
- Inform the senior member of staff on duty **immediately**
- Contact Occupational Health (or the Accident and Emergency department out of hours) **as soon as possible** as you may need to have a vaccination or begin prophylactic treatment

Contact Us

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