

*This Policy replaces*

POL52/1.1

**Copy Number**

**Effective**

**01/06/16**

***Summary of Significant Changes***

Revised final bullet point including removal of reference to forms 1210 and 851.

***Policy***

It is the duty of the National Transfusion Microbiology Laboratories (NTML) to do all that is reasonably practicable to safeguard and promote the health, safety and welfare of all staff employed within the Department, other members of NHSBT staff, contractors and visitors.

To ensure this, NTML will:

- Provide and maintain equipment and systems of work that are safe and free from risks to health
- Ensure the arrangements for the control, use, handling, storage and transport of articles and substances are safe and free from risks to health
- Provide information on safe working in NTML for all staff, in the form of a Laboratory Code of Practice ([DAT465](#)) and ensure compliance
- Maintain all places of work under its control and their means of access and egress, in a safe condition free from risks to health
- Provide appropriate health and safety induction to all new staff, whether temporary or permanent
- Ensure staff attend mandatory training identified in [MPD379](#)
- Ensure staff are provided with other health and safety training when appropriate, e.g. risk assessment training
- Co-operate with the Health and Safety Executive and comply with all relevant Regulations and Codes of Practice arising from the Health and Safety at Work etc Act 1974
- Appoint staff with particular responsibility for health and safety issues to ensure the maintenance of, and compliance with NHSBT health & safety systems, procedures and policies.