

**Imperial College Medical Students**

**Psychiatry Attachment**

**Hillingdon Hospital**

**Site Specific**

**Health & Safety/General Information for Students**

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# Health & Safety/General Information for Students

CENTRAL & NORTH WEST LONDON NHS FOUNDATION TRUST

**Hillingdon Hospital**

**Pield Heath Road**

**Uxbridge**

**UB8 3NN**

Welcome to Hillingdon Hospital Riverside and Woodland Centres, Central & North West London NHS Foundation Trust (CNWL), where we provide mental health services for people living in the local area. This document is intended to provide you with some general information about the building and the locality and important health and safety issues.

Health and safety is your responsibility as well as that of CNWL. On the first day at Hillingdon Hospital, you should familiarise yourself with emergency exits, fire assembly points and procedures, particularly relating to Fire and the Panic Alarm System. If you have any concerns regarding Health & Safety, in the first instance please contact Rosemary Attipoe, Support Services Manager for the Riverside Centre or Atu Dainkeh Inpatient Manager for the Woodland Centre.

# Health & Safety Policies and Procedures

All policies relating to the service including observation policy, clinical policy, infection control policy, health and safety, Mental Health Act 1983 etc. are kept in the Nurses Office, clearly labelled.

# Fire Procedure

The Local Fire Procedure and the Local Fire Policy are available throughout the building (should be read in conjunction with the CNWL Health & Safety Policy).

This will provide you with more detailed information on alarm procedures / actions.

# Fire Alarm Activation and Evacuation:

* Smoke and heat detectors are located in each office / area
* Automatic activation in case of fire
* Manual fire activation call points are located in the building. If in a ward area, a fire key is required to activate the alarm. Other areas are ‘break glass’.
* Emergency lighting is installed in the unit
* Evacuation to area at front of Riverside Centre if in areas other than on the wards. If on the wards, follow the nursing staff and evacuate to the back garden of the Riverside Centre and await information as to whether it is necessary to evacuate to the front of the building.
* For Woodland Centre except wards, evacuation is to the front far left side as you exit the building. If you are on a ward when the fire alarm sounds, please follow the instructions of the Nominated Officer of Fire and evacuate to the zone designated for that ward (See local Fire Policy and confirm with Nominated Officer of Fire).

**Personal Alarm Procedure**

You will be issued with a personal alarm (a refundable deposit is required for this). These are issued by the Site administrator for Riverside Centre. Upon activation, nursing staff will attend to the area ASAP where the call has occurred. It is the responsibility of each individual to daily test their personal alarm to ensure that it is in working condition.

# Personal Panic Alarms and Security Systems:

* Panic alarm sensors are located in each office / area
* Staff should carry panic alarms at all times
* Access to the management suite is by key.

All keys and alarms must be handed back at end of your placement. Please ensure that these are handed back to Dr Fehler or to Riverside Centre (reception).

# Incident/Injury Reporting

Any incidents or injuries must be reported immediately to the Local Service Manager and also to the Director of Clinical Studies (Dr James Warner) or to the Undergraduate Teaching Co-ordinator (Constanza Martinez) and an incident form completed. Make sure you fill in the correct Trust incident form, IR1. Forms are available either on the wards or on reception.

**What to do in the event of an accident or untoward incident while on CNWL psychiatry attachment**

1. First of all, ensure you are safe and cared for. Seek immediate medical attention if this is required.
2. Immediately after an event occurs, report this to the person in charge of your clinical area (e.g. ward manager) and the DCS (James Warner- 07970 849818) or TCO (Constanza Martinez (020 3214 5884)
3. Complete an incident form (the IR1, A3 forms we use throughout the Trust) and give this to the local manager to countersign. Please can you check this as put all incidence on Datxi
4. The form should clearly identify that you are a medical student.
5. All forms are sent to the Risk Office at Trust HQ for input to our database (Datix).
6. Ensure every form that refers to a medical student is photocopied and given to Constanza Martinez at Trust HQ
7. Constanza Martinez will forward the form to Imperial College (FEO)

**Photo Identification**

This should be worn at all times whilst on-site.

**Controlled Access to Wards**

The main doors to all wards are magnetically secured with key access. The decision to lock and unlock the door will be made by the nursing staff.

Any unidentified people should not be given access to the wards.

**Risk of Aggression**

In the interests of your personal safety, when visiting any of the wards you should always make yourself known to the Nurse in Charge. Do not enter any area without the prior permission of the Nurse in Charge and always ensure you are carrying your panic alarm.

**Infection Control**

CNWL Infection Control Team aim to prevent, any infections, which patients, visitors and staff may acquire while in hospital or as a result of their admission. All Departments have been issued with a file containing updated Infection Control Policies and all staff should be familiar with these.

**Confidentiality**

You will appreciate the importance of confidentiality. Please make sure that you do not repeat any information that you have access to during your attachment.

**Medical Records**

In-patient notes must always stay on the ward and need to be treated with respect with all paperwork filed in the relevant section. Students should not remove notes from the building. Any notes that student’s make containing personal information should be shredded after use. Any entries written in the notes should be signed, dated and clearly identifying that they are written by a student.

**GENERAL INFORMATION**

**Refreshments**

There is a restaurant situated in Hillingdon Hospital where you can obtain a selection of food and drink.

**Smoking Policy**

CNWL and The Hillingdon Hospital NHS Trust operate a no smoking policy which means that smoking by staff is not permitted anywhere in the building or surrounding grounds including the car park.

**Alcohol Policy**

CNWL has a strict no alcohol policy which means that consumption of alcohol is not permitted anywhere on-site.