

## E12 Medical Centre

Practice ODS Code: F84739

Dr Girija Kugapala

243 High Street North, London E12 6SJ

Telephone: 020 8470 2500

Email: [info.e12medicalcentre@nhs.net](mailto:info.e12medicalcentre@nhs.net)

Website: [www.e12medicalcentre.co.uk](http://www.e12medicalcentre.co.uk)



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### Health and Safety Statement

E12 Medical Centre is committed to achieve a high standard of health, safety and welfare for its employees when at work, and as far as is reasonably practicable, the safety of all visitors to the surgery.

The Practice accepts that it is their legal duty, in accordance with the Health and Safety at Work Act 1974, to protect so far as is reasonably practicable, the health and safety of its employees whilst working at E12 Medical Centre.

It is also the legal obligation of every employee to take reasonable care to avoid accidents to themselves and others.

E12 Medical Centre will strive to meet the objectives of this Policy Statement by ensuring that:

- Equipment and systems of work are safe.
- Safe systems of work are in place for handling, storage and transport of medical substances.
- Appropriate information, instructions, training and supervision is provided.
- A safe place of work is provided, and safe access to and from it is available.
- There is healthy working environment and adequate welfare facilities.
- Procedures are in force to deal with any likely emergency situation.

### Responsibilities

All General Practitioners at E12 Medical Centre will support and actively promote a proactive approach to health, safety and welfare and will ensure that any related requirements are integrated into all work activities. Attention will be paid to these requirements at the design and planning stage of any modification of premises and new procedures.

- Dr G Kugapala and Mr S Islam (Practice Manager) are responsible for the overall health and safety of the surgery. This responsibility includes the availability of resources and ensuring that effective systems are in place to ensure safety. It is also their responsibility to take any action in accordance with disciplinary

procedures where health, safety and welfare requirements are disregarded by employees.

- With respect to persons entering the building (contractors etc) the Practice Manager will, as far as is reasonably practicable, ensure that they carry out their work in a safe way to protect themselves, the staff and the members of the public.
- The overall responsibility for meeting legal requirements rests with Dr G Kugapala, **but, all employees at all levels must play their part in meeting the duties outlined above.** Senior staff have a primary responsibility to ensure (so far as is reasonably practicable) that safe and healthy conditions exist within their area of work and that procedure and instructions are complied with.

### **The Practice Manager:**

- Will provide advice and guidance on all health, safety and welfare matters.
- Monitor and investigate accidents, dangerous occurrences and dangerous incidents and advise and take possible corrective action.
- Bring health, safety and welfare rules to the attention of visitors and contractors and ensure that any work they carry out is monitored, deficiencies identified, and appropriate corrective action taken.
- Maintain control of chemicals and substances on the premises so that they are compatible with work requirements and establishing safe work methods.
- Investigate and report accidents and dangerous occurrences.
- Deal with fires and other emergencies which are likely to arise.
- Review periodically the progress on health, safety and welfare and maintain or improve as appropriate.

All employees have a legal responsibility under health and safety legislation, which include the following;

- To take care not to endanger the health and safety of themselves, other workers, visitors and members of the general public.
- To follow any instructions or rules issued by Dr Kugapala or the Practice Manager concerning health, safety and welfare such as those relating to the use of personal protective equipment, other safety equipment and safe work methods.
- To not interfere with or misuse anything provided in the interests of health, safety and welfare.
- To cooperate with the Practice in meeting health, safety and welfare requirements.
- To inform the appropriate Manager of any health and safety related problems or defects which may give rise to danger and reporting promptly any accidents or dangerous incidents which occur.
- When attending work, ensure that their ability to work safely has not been reduced by their deliberate actions, such as the consumption of alcoholic drink, drugs or lack of sleep or rest.

*Girija Kugapala*

Dr Girija Kugapala  
General Practitioner