



April 2010

Dear Colleague

You will be aware that from 1st April we will be providing the Occupational Health service to your Practice.

We are, therefore, delighted to forward to you this Occupational Health and Safety (OH&S) Policy Manual for use in your Practice by all staff. It is recommended that this manual be held by the Practice Manager or Lead Dentist.

This manual contains generic policies and guidelines that are specifically designed for use in the context of Primary Care across Devon, Cornwall and the Isles of Scilly.

It also contains some leaflets and literature printed by the Health & Safety Executive that we feel pertinent to OH&S in primary care practices.

Please feel free to copy any forms you require. Please note that the entire content of this manual is available online at our website; www.youmatter.org.uk

We would emphasise that there is no obligation for you or your Practice to use these policies and guidelines, indeed you may already have versions that you are happy using. However, using these documents will ensure that you are compliant with Health & Safety law and will keep you up to date.

Further procedures and guidelines will become available as they are developed by us. We undertake to regularly review and update these documents and to add others as new legislation is introduced or to meet needs identified by you and your colleagues.

If you do opt to use the enclosed policies and guidelines some of them will require 'personalising' to your own/practice needs. We are very happy to provide whatever assistance and advice we can in support of these policies, indeed we would very much welcome to opportunity to visit you/another member of Practice staff to further explain this manual and how it can be used to your benefit.

To this end we will be making telephone contact with you in the near future. Of course, you are most welcome to get in contact with us before then if you wish (contact details overleaf).

Yours sincerely