

Operational policy and compliance audit and risk assessment

Do you have an up to date medical gas pipeline system (MGPS) operational policy in place? If not, you could be exposing your hospital practice, staff and patients to unnecessary risk.

It is BOC's policy, as a minimum, to follow and recommend the guidelines of the NHS HTM 02-01 (Health Technical Memorandum), it is clear from the document that an operational policy should be prepared and updated on a regular basis.

Medical gases are classified as a medicine, managed in accordance with the medicines act and subject to recommendations of HTM 02-01:

HTM 02-01 Part B section 5

5.2 It is recommended that an operational policy should be prepared. This should be based on a fully documented compliance survey in which the MGPS is examined in the light of current requirements, particularly those of this Health Technical Memorandum

BOC will work closely with the owners, practice management team and health and safety department to develop a hospital-specific MGPS operational policy. The policy is supported by procedural documentation and completed in sufficient detail to allow the extraction of best practice procedures and information. It also advises relevant stakeholders of their duties and responsibilities, both routine and emergency.

Once the operational policy has been completed, it should be reviewed annually, and updated to reflect any changes in personnel or equipment. This is important as an out of date operational policy exposes the hospital to risk should an incident occur.

The comprehensive operational policy includes, but is not limited to:

- System description overview and operations
- Management responsibilities
- Each stakeholder's defined and accepted responsibilities
- Training requirements
- Operation of the "permit to work" system
- Normal and emergency operational procedures
- Specifications (where available)
- Plant and manifold log sheets

BOC can tailor the approach to the operational policy to make it specific to your practice and operational requirements.



Compliance audit and risk assessment (CARA)

The Health & Safety at Work Act 1974, Section 2, General duties of employers to their employees states; (1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees. This can be achieved through the CARA service from BOC, which assists hospitals and practices by giving them the information necessary to manage risk.

The CARA has three elements:

- A **comprehensive compliance audit**, which may include wards, departments, procedures and policies and other documentation that relates to medical gases. This culminates in a detailed assessment of how medical gases systems have been installed and are managed in the hospital, identifying any areas of potential risk. This involves surveying plant and associated equipment as well as discussions with staff, covering all relevant areas and associated equipment
- A **detailed risk assessment**, applying an impartial and consistent view of risk in hospital systems based upon the experience BOC Healthcare has gained from supplying medical gases to the veterinary market for many years. Data gathered in the compliance audit is reviewed using an acknowledged risk analysis methodology that employs BOC Healthcare's global risk management database to ensure consistency. Risks are assessed based upon potential consequence and frequency ratings. This provides a solid foundation for a hospital to build upon, allowing owners, practice managers, and health & safety departments to demonstrate that they are managing the risk and prioritising remedial works
- An **executive summary**, collating all the findings from the CARA and presenting them to the hospital / practice team, giving everyone present the opportunity to discuss the findings and conclusions and gain an in-depth understanding of the process and recommendations.

BOC offers a range of consultancy services that include:

- Medical Gas Safety Training (can be organised at BOC premises or customer sites and tailored to your requirements)
- Gas facilities management including specification and design
- Medical drawings: as-fitted, isometric and schematic drawings
- Storage, signage and equipment audits
- Provision of AP (MGPS) services



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