

# Welcome Pack for Overseas Nurses

"Nursing is an art: and if it is to be made an art, it requires an exclusive devotion as hard preparation as any painter's or sculptor's work".

Florence Nightingale

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## February 2020 Version (9)

## Content:

Introduction	Page 2
Map of St George's Hospital	Page 3
Accommodation	Page 5
National Insurance Number	Page 7
Banking facilities	Page 8
Payroll	Page 8
Unions	Page 9
General Practitioner	Page 9
Training Package	Page 10
General Information	Page 12
Non EU applicants –OSCE	Page 16
NHS Discounts	Page 18



#### **Introduction**

Welcome to St. George's University Hospital NHS Foundation Trust! This information pack is designed to assist you in your transition to working in the United Kingdom. It will provide information on the most important questions and steps to follow when you arrive, including useful information and tips gathered by all our previous overseas nurses. We hope this helps you as much as possible to prepare yourself in your first weeks in the Trust.

This orientation package includes information in relation to accommodation, how to start a bank account, payroll, getting registered with a general practitioner and contact details from staff that will help you during the early stages of employment.



We highly recommend you come to the UK approximately 1 week before your start date as you may need time to sort out your National Insurance Number, set up your bank account, register with a doctor and settle in to the local area. We intend to fully support you through this process.

The Trust has employed a nurse titled Overseas Nurse Preceptor to specifically work with and support all of our overseas nurses. Ruth Fernandez is the current occupant of the post and is contactable on bleep 6194, and internally on extension 6329 or via email at <a href="mailto:Ruth.Fernandez@stgeorges.nhs.uk">Ruth.Fernandez@stgeorges.nhs.uk</a>. Ruth can also be contacted via the trust Facebook page "St Georges International Nurses", where all queries can be solved by other overseas nurses and is extremely helpful due to the large number of nurses involved.

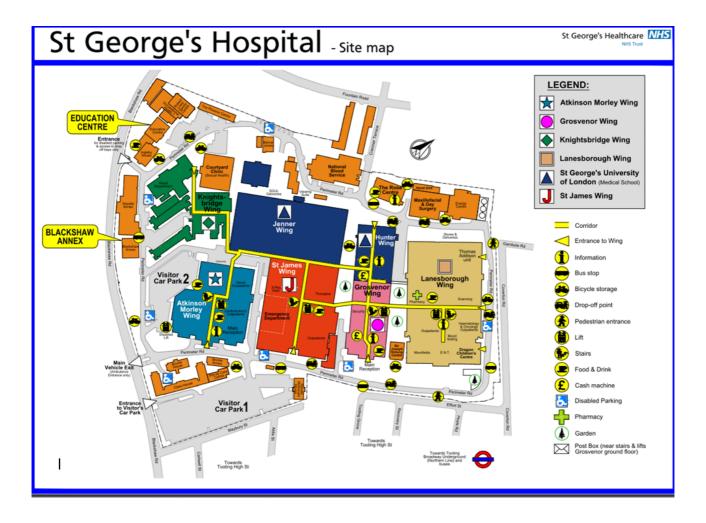
We hope this welcome pack is useful to you, read it thoroughly before your arrival and do not hesitate to get in touch should you need to.

#### MAPS OF TOOTING AND ST GEORGE'S: SW17 0QT London

Address: St George's Hospital NHS Trust, Blackshaw Road, Tooting, London, SW17 0QT

Telephone: 020 8672 1255

Detailed map:

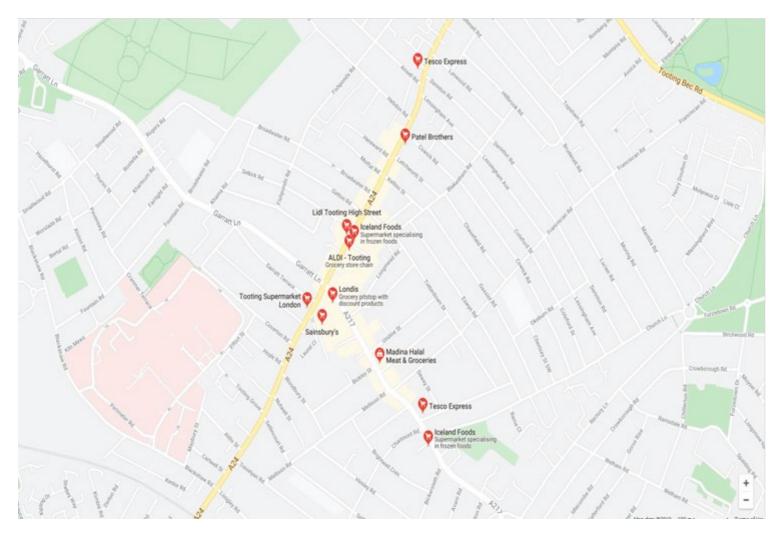




Please bear in mind that the outer entrance in Coverton St is closed at nights, on bank holidays and over the weekend.

Marks and Spencer (M&S), situated at the main entrance (Grosvenor Wing), is an easy meeting point.

## **Supermarkets**



There's a huge variety of supermarkets and convenience shops around St George's Hospital.

- Sainsubury's, Aldi, Lidl and Iceland are the biggest and offer more variety at lower prices.
- Londis and Tesco Express open until later hours.

#### **Accommodation**

There is no contractual obligation for staff to have accommodation provided for them, upon arrival in London as part of their terms and conditions. The Trust is currently working with local agents in the borough of Wandsworth and Merton to assist in finding accommodation for new staff. Enquiries about rents and availability can be made through Jackie Young – manager accommodation services on extension: 0208 725 2759/1617 or via email:

Jackie.young@stgeorges.nhs.uk

Some trust accommodation is available at a place called the Grove. The Grove is located a short distance from St George's Hospital, Tooting Broadway tube station and Earlsfield train station, providing excellent transport links to the centre of London.



To request onsite accommodation, fill an application form from the Trust website and bring it to the Estate and Facility department, 2<sup>nd</sup> floor Lanesborough Wing. To find out more about accommodation at St George's Grove, visit the Thames Valley Housing website: http://www.tvha.co.uk/rent/keyworker-housing/st-georges

If you come from overseas the Trust can advance the deposit and the first two months and you can then give it back over the next 6 months. This can only be done with The Grove or The Pelican Hotel.

#### **Private Accommodation**

The Pelican Hotel is onsite which is a privately run accommodation. http://www.pelican-london.com.

www.rightmove.co.uk	www.intolondon.com	
www.easyroommate.com	www.roombuddies.co.uk	
www.spareroom.co.uk	www.findaproperty.com	
www.moveflat.com	www.zoopla.co.uk	
www.primelocation.com	www.gumtree.com	
www.openrent.co.uk		

Open Rent and Gumtree, among others, are used by landlords directly with no agency fees!



For more information about the contracts and the legal issues about renting a room in house sharing, visit the website: www.gov.uk/private-renting

Alternative options for private properties such as studio flat, house sharing through local estate agents:

Knight Frank Other Key Worker Properties:

26 Bellevue Road London Keyworker Housing | Thames Valley Housing

SW17 7EB T: 020 8682 7777 Key Worker Living Options:

www.knightfrank.co.uk Affinity Sutton: http://www.affinitysutton.com/rent-a-

home/rental-options/key-worker-rent/

HomeBuyServices.co.uk:

http://www.homebuyservice.co.uk/eligibility/key-

worker-eligibility.html

<u>Winkworth</u> <u>Foxtons</u>

17 Upper Tooting Road , Tooting Bec 47 - 49 Mitcham Rd, Tooting SW17 7TS T: 020 8767 5221 SW17 9PB T: 020 3728 2150

www.winkworth.co.uk www.foxtons.co.uk

One Housing Group: Ludlow Thompson

Citystyle Living Ltd: 62 Tooting High Street, London
T: 0300 123 2033 SW17 0RN T: 020 8682 1234

E: homeowners@onehousinggroup.co.uk www.ludlowthompson.com

Housing Solutions: Other Housing Options:

http://www.housingsolutions.co.uk/rentahome/keyw Local Council:

orkerhomes.aspx Wandsworth Council Town Hall

Wandsworth High Street London SW18 2PU T: 020 8871 6000 www.wandsworth.gov.uk

7

#### **National Insurance Number**

The National Insurance Number (NIN) is your own personal account number. It is unique to you and you keep the same one all your life. It makes sure that the National Insurance contributions and tax you pay are properly recorded against your name. It also acts as a reference number when communicating with the Department for Work and Pensions and HM Revenue & Customs (HMRC).

If you're moving to the UK you can only apply for your national insurance number once you arrive in the UK and it is mandatory. You must have the right to work or study in the UK to get a National Insurance number<sup>3</sup>. To apply, you must call:

#### National Insurance number application line

Telephone: 0345 600 0643

Text phone: 0345 600 0644

Monday to Friday, 8am to 6pm

They will send you an invitation to meet with them in one of the local job centres for an interview in which they will ask you about your circumstances and why you need a NIN. In the letter you can also find the documents to bring with you that day to show them:

- · passport or identity card
- residence permit
- · birth or adoption certificate
- marriage or civil partnership certificate
- driving licence

You'll be told at the interview how long it will take to receive your National Insurance Number.

IF YOU ARE FROM OVERSEAS, NON-EU, YOU WILL NEED TO COLLECT YOUR BRP-Biometric Residency Permit (YOUR NATIONAL INSURANCE NUMBER WILL BE AT THE BACK OF IT) FROM THE POST OFFICE, IT MIGHT TAKE FROM A FEW DAYS TO 2 WEEKS.

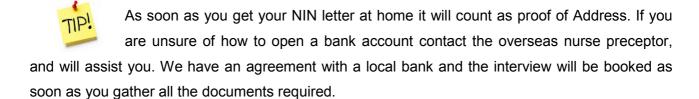
#### **Banking Facilities**

In order to be paid you will need a Bank Account. Most of the major bank branches and building societies are located in Tooting High Street.

- HSBC: 55 Tooting Broadway, Tooting, London, SW17 0RN
- Lloyds: 12 Mitcham Road, Tooting, London, SW17 9ND
- Halifax: 50-52 Tooting Broadway, Tooting, London, SW17 0QR
- Barclays Bank: 14-16 Mitcham Road, Tooting, London, SW17 9NA
- NatWest Bank: 30 Tooting High Street, Tooting, London SW17 0RG

The following are the requirements to open a bank account:

- Passport as Evidence of identity and Visa/Biometric Residency Permit (If applicable).
- One or Two letters from HMRC, bills or other company or authority, as proof of your address.
- A letter from Recruitment acting as proof of address if accommodation has been arranged for you upon arrival.
- Your Employment Contract.



#### **Payroll**

Payroll is the department that keeps all financial records of salaries and deductions paid to employees for services they provide. Every employee of the Trust has their own unique payroll details. You will be able to access your payslip online through the application on the Intranet (ESR-Electronic Staff Record). It will be available up to one week prior to the end of the month. You will get paid on the last weekday of the month (at midnight the day before).

To get your log-in details to ESR, you can send an e-mail to: <a href="mailto:selfservice@stgeorges.nhs.uk">selfservice@stgeorges.nhs.uk</a>.

Please make sure that you use your Trust e-mail when you send an enquiry.

Your Line Manager will arrange this during your supernumerary period. Payroll office is located in Jasmine Annex, behind the NHS Blood and Transplant building.

#### **Professional Organisations and Trade Unions**

The vast majority of Nurses join a trade union or professional organisation. This provides professional indemnity insurance for practising members, as do several private insurance companies<sup>4</sup>.

There are 2 unions who have offices within the trust. They are located behind the Courtyard Clinic, see map on page 3.



www.rcn.org.uk

Contact Details: Patricia Yiggon on Page SG270 To call from outside the hospital: 0844822888



www.unison.org.uk

Contact Details: Jane Pilgrim on Extension 1318

To call from outside the hospital: 02087251318

unison@stgeorges.nhs.uk

They campaign and organise members around important issues. They work particularly closely with members to improve workers' conditions and raise awareness of employment issues, locally and nationally.

#### **General Practitioner**

General Practitioner (GPs) look after the health of people in their local community and deal with a whole range of health problems. You can register with a GP practice of your choice, as long as you live within its catchment area and it is accepting new patients<sup>5</sup>.

The General Practitioners Practices nearby the St. George's University Hospital are:

•	Travelyan House Surgery, 160 Tooting High Street, SW170RT	(020 3458 5700)
•	The Surgery, 886 Garratt Lane, SW170NB	(020 8672 1948)
•	Tooting South Medical Centre, 22 Otterburn Street, SW179HQ	(020 8682 0521)

To find your closest GP type in Google: "Find GP services NHS choice" and put your postcode. If you wish to find your closest dentist type "Find dentist services NHS choice". Bear in mind this is private and there are charges depending on the service.

#### **Training Package**

The following flow chart has been included as part of the Welcome Pack to try and guide you through St Georges Trainings expectations.

## **Nursing Skills Flow Chart**

All new Band 5 nurses are given the opportunity to progress and will undergo an orientation and development programme. An overview of the programme includes:



All new band 5 nurses are given the opportunity to progress and will undergo an orientation and development programme. An overview of the programme includes:

- Hospital induction program –Organised by Michelle Cowan
- 2 weeks **supernumerary period** working with a mentor / preceptor / practice educator. Up to 6 weeks if area is specialised.
- Band 5 preceptorship development handbook and trust nursing competency skills –
   Dates allocated by Satyan Chuttarsing
- IV medication calculation test –Run by Chido Muchaneta

These may vary depending on your progress or the availability of the courses and are subject to Line Manager/Practice Educator approval.

Nurses can only attend the IV Administration Study Day once in possession of their NMC PIN.

If you are not starting as a Band 5 because you are waiting for your PIN you will then start as a Band 2 or 3, depending on what it has been agreed with St Georges Hospital, and you will then need to complete the Care Certificate.

This Care Certificate is an identified set of standards that health and social care workers adhere to in their daily working life. The Care Certificate gives everyone the confidence that workers have the same introductory skills, knowledge and behaviours to provide compassionate, safe and high quality care and support. It:

- Applies across health and social care
- Covers what is required to be caring, giving workers a good basis from which they can further develop their knowledge and skills.

The Care Certificate is based on 15 standards, all of which individuals need to complete in full before they can be awarded their certificate:

- 1. Understand you role
- 2. Your personal development
- 3. Duty of care
- 4. Equality and diversity
- 5. Work in a person centred way
- 6. Communication
- 7. Privacy and dignity
- 8. Fluids and nutrition
- 9. Awareness of mental health, dementia and learning disability
- 10. Safeguarding adults
- 11. Safeguarding children
- 12. Basic life support
- 13. Health and safety
- 14. Handling information
- 15. Infection prevention and control

You will start completing this certificate once you start on the ward/area allocated. This will ensure we are providing you the adequate training and information and that you are safe to work following St Georges policy.

Nurses registered overseas who are training for their OSCE are exempt of doing the Care Certificate.

#### **General Information**

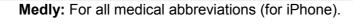
- 1. Where is St George's Hospital situated? South West London, Tooting Broadway tube station (Northern Line). Postcode: SW17 0QT
- 2. **How many people work at St George's Hospital?** 8,500 dedicated staff; one of the UK's largest teaching hospitals.
- 3. What is NHSjobs.com? It is a website where you can apply to all the vacancies in all the hospitals from the NHS. You can then put filters to narrow the options depending on your interests and area.
- 4. Why is it better to apply through NHSJobs rather than being recruited by an agency? You will apply directly to the hospital without intermediaries. They will let you know within 40 days if you are successful for an interview for the post applied.
- 5. Useful Free Apps (Download MyGeorge as well!!!! It has the links to your payslips and employee online):



BNF: All pharmacological information. It will require your NHS email.



**MyDuty:** To share your Rota and make groups with other colleagues (very useful!).









**Citymapper:** Journey planner app. Includes several alternatives and their prices. It can be used for many other cities. It is like Google maps but includes the prices,



**National Rail:** Official App for trains. To check platforms, timetables and prices.

If you are under 25 years old and travel on the railway or underground frequently, you can apply for a 16-25 railcard (www.railcard.com). For a 30£ per year fee you will be entitled to a 30% discount on train ticket fares and off-peak discounts on underground ticket fares.



6. **How many hours will you work weekly?** 37.5 hours per week. Depending where you work you might be doing 12 and a half hours per shift three times per week and the forth week of the month you will work for 4 days. You might start doing "Earlies", consisting of 8 hours, to aid your acclimatisation (From 7:30 to 15:30 but could, again, defer depending of the area of work).

Early shift: 7.30am – 3.30pm
 Late shift: 12 midday – 8pm
 Long Day: 7.30am – 8pm
 Night: 7.30pm –8am

#### Remember to be punctual and if not call the ward: 0208 725 + the extension

- 7. **Can you work extra hours?** Yes, once you have worked between 3-6 months you can join the "Staff bank". It is not allowed to do bank shifts until two weeks after a sickness episode. Please read St Georges Sickness policy on the intranet. You can also work extra hours as HCSW once you have attended your Manual Handling and BLS trainings.
- 8. How many annual leave (A/L) days are you entitled to? A new starter band 5 is entitled to 27+8 days Bank Holiday. This is incremented with years of experience, after 5 years you will be entitled to 29+8 and after 10, 33+8.

You will be expected to take ¼ of your A/L quarterly.

Fiscal year: From 1st April till 31st March. Days not taken will be lost.

- 9. Does the hospital provide an adaptation period for the new starters? 2 days induction and 2-4 weeks of supernumerary period, depending on the ward. This means you will be shadowing a RN. A preceptor will also be allocated, working under a buddy system. A preceptor is someone that has been working for at least a year and can offer you guidance throughout the shift. We will do our best to allocate another overseas nurse to you so you feel as settled as possible.
- 10. **What kind of support will you encounter?** As a newly qualified staff working within the Trust you will be allocated a preceptor.

A preceptor is a staff nurse with over a year of experience that will help you to develop your confidence as an autonomous professional, refine skills, values and behaviours. You will have a preceptor once you start working in the trust. You will be supported with 4 study days, regular meetings and follow ups over 6 months. You can access from home all nurse Preceptorship program: <a href="http://sgh.govintra.net/preceptorship/">http://sgh.govintra.net/preceptorship/</a>

You will have a Practice Educator as well as the Overseas Nurse Preceptor for further support.

We have created a Facebook Group called "St Georges International Nurses" where we organise meetings off site and is used for general queries. Feel free to join as it will be our main way of communicating in this large community of nurses.

If however, you still require more support there is a Staff Counseling Service which provides free advice and counseling due to work or personal issues. Staff Support can be reached on Extension 4749.

11. What are the nurses independent with when they first start? You will need to be assessed in your competencies in your first weeks, so you will be limited and will depend from this and trainings provided.



- 12. What mandatory trainings will I be provided with? In the UK all nurses have to undergo mandatory training such as ILS (Immediate Life Support), Preceptorship for newly qualified, iClip and, ideally within 6 months, you will do Cannulation, Venopuncture and IV administration training. There are many more you will be able to apply once you are settled and depending on your area of working like: Wound assessment, male catheterization and so on.
- 13. **Do I have access to the library?** Yes, it is 24/7h as well as the Computer Rooms.
  - The library is open 24/7.
  - The library is staffed Monday to Friday 8am 6pm.

1<sup>st</sup> floor of Hunter Wing. Please ask one of the staff to help you the first time with your log in details and card activation (Your St Georges ID card)

#### 14. Where are the restaurants?

- 1<sup>st</sup> floor of Lanesborough Wing
- Different places to buy food and coffee like:
  - 1. Marks and Spencer at the main entrance of Grosvenor Wing
  - 2. Peabodys at the main entrance of St Georges University
  - 3. Peabodys in St James's wing (Outpatients area)
  - 4. Prett A Manger on the 2<sup>nd</sup> floor of Hunter Wing
- 15. What does band 2 or band 5 mean? Band 2 is a Healthcare Assistant (HCA) and Band 5 is a Registered Nurse (RN), with an NMC PIN. While you are waiting for your registration you may be asked to work as a band 2/3.

Depending on the band and responsibilities their uniform colour will change. For example pink stripes will be a HCA, light blue stripes a band 5, gray for a senior staff nurse, gray with red stripes for a junior sister, red for a ward manager and teal for a matron.

#### 16. How is the dress code according to St George's policy?

- Tights should be black or neutral and socks should be plain black, navy or neutral.
- Bare legs are permitted in hot weather.
- Shoes must be black or navy, closed, sturdy and flat to ensure safety for the member of staff, clean and in good repair. Any exceptions to this must be supported by a letter from Occupational Health. They need to be closed over the foot and toes and made of a wipeable material.
- Clothes should be clean and well pressed ensuring a smart image. Jeans are not part of this smart image when not wearing a uniform, in training days for example.
- Uniform is provided by St Georges: Lower ground floor Atkinson Morley Wing
- 17. Can I then apply for another post within the trust? It is recommended that you stay for at least 1 year in your place of work. After that you may apply for another job with an internal transfer if the matron from you area and the one you are applying from agree, this is much faster than the conventional process through NHSjobs and interviews.
- 18. **Does the NMC work as a syndicate (union)?** No, the NMC is the regulator authority of nursing and midwifery in England and exists to protect the public. The NMC sets standards of education, training, conduct and performance so that nurses and midwives can deliver high quality healthcare throughout their careers. They ensure skills and knowledge are kept up to date. Then, you have syndicates which will protect you in your line of work.

- 19. What is the CQC? It stands for Care Quality Commission and is an independent regulator of health and social care in England. CQC's purpose is to make sure hospitals provide patients with safe and acceptable standards of care, underpinned by an open culture, effective leadership and clinical engagement. The primary responsibility for delivering quality care lies with the leadership of hospitals, care professionals, clinical staff and those who commission the care.
  - All inspections are then published in their website and can take action if the quality of care is poor.
- 20. What is the NHS pension and can you cancel it? It is a private pension, different from the state one. It is meant to help the staff save for their future. However if you want to opt out you need to fill in two forms: one to cancel and stop paying the NHS pension and the second one to claim the money in the first two years.

21. Do we have WI-FI? Yes. Connect to eduroam.

Wifi > eduroam > and enter username (the one used for your email) followed by @net.stgeorges.nhs.uk (example@net.stgeorges.nhs.uk) and your email password.



- 22. **Can I access my Rota at home?** Yes, copy this link into your browser and you will be able to check your shifts from you mobile or computer anywhere and anytime:]
- 23. https://stgneol.allocate-cloud.com/EmployeeOnlineHealth/STGNLIVE/Login
- 24. Where could I go to express my religious preference? There is a Spiritual Care Centre which is located on the ground floor of Grosvenor Wing and is open 24 hours a day as a place for quiet prayer and reflection.

The facilities include Christian Chapel, Muslim Prayer room and Multi faith quiet room. Contact information for General enquiries: 02087253285

- 25. Mandatory steps on your arrival to England:
  - National Insurance Number (N.I.N.): You need to have your NIN to be able to get paid from your employer. Contact your nearest job centre and make an appointment. This is not applicable if you are a Non –EU applicant as you just need to collect the BRP from the Post office.
  - Open a Bank Account.
  - Register in your closest surgery in order to have a GP.

#### Non -EU applicantes: OSCE

If you would register in the UK as a nurse and you are a non –EU applicant:

- 1. You need to pass the IELTS or OET
- 2. Pass the Computer Based Test (CBT)
- 3. Submit all the documents requested by the NMC
- 4. Receive the decision letter from the NMC and fly over to the UK
- 5. Pass the OSCE

If you are part of this cohort of nurses, you will be paid as Band 3 healthcare assistant. The amount of time you will be a band 3 is dependent on the date they are given to take the OSCE. We would hope that this would be no longer than 12 weeks from their start date at the Trust. Recruitment will apply for a date for you to complete the OSCE once they have confirmation of their flight.

You will not be expected to work nights or weekends for the first 5 weeks. The ward manager will decide if supernumerary shifts are earlies or lates or both in the week and the length of this supernumerary period.

Nurses will be expected to take 1 week annual leave prior to the exam and the OSCE day will be counted as study leave/day. If nurses are not prepared enough the OSCE can be delayed as long as there's a notice of at least 2 weeks in advance.

Nurses who are not working on adult wards will be offered the opportunity to spend 3 Early shifts or 3 LD shifts on adult wards.

The Preparation Course for the OSCE will run for 10 study days of theory and practice and then 2 extra days at St Georges Sim Lab to do a Mock OSCE. It will require a lot of self-study and hard work.

#### **OSCE Content**

The OSCE ("Objective Structured Clinical Examination") comprises of six stations, of 15 minutes each, for assessment of skills and knowledge of a 3rd year nursing student. These six stations are:

- 1. **Assessment:** To engage with the patient and do a full set of Observations calculating NEWS, GCS or PHQ9 score.
- 2. Planning: According to the assessment, writing two relevant care plans
- **3. Implementation**: To do a round of medication, justifying why we should give some and not the others (allergies, wrong dose, not due...)
- 4. Evaluation: You will be asked to complete a transfer of care letter

There are 2 other skills (Separate scenarios) that are most likely to be two of these:

- -ANTT (Wound Dressing) -You will be given 15 minutes for this station
- -In-hospital resuscitation (Three cycles of CPR and giving handover) -8 minutes for this station
- -Injection (IM or Subcutaneous), Peak Flow, Removal of catheter, Urine Sampling: catheter specimen of urine, inhaled medication, Fluid Balance- 15 minutes

#### **Basic expectations:**

- -Follow Royal Marsden's guidelines, The NMC Code and NMC blueprint.
- -Engaging with patients, open questions, listening to concerns, communication skills...
- -Gain consent; confirm patient's identity, allergies...
- -Observations and GCS (EWS, correct score, changing frequency...)
- -Infection Control and -Safety
- -Medication administration, 7 Rights, basic knowledge (pain relief, beta-blockers, hormones, inhalers, antibiotics...)
- -Pain assessment as well as writing care plans and transfer letters. Verbalizing your actions as you go.



## NHS Discounts nearby Tooting with the NHS ID:

Name	Type of Business	Discount
ТОТА	Restaurant	10% Monday to Friday until
102 Tooting High Street		6pm
The Long Room	Bar	12.5% off food and drinks
130 Mitcham Road, Tooting		
Dominos	Pizzeria	50% on collection
124 Mitcham Rd		
Kaspas	Café/Ice cream	10%
250 Upper Tooting Rd		
Pedal Back Café	Café	£3 deal –any drink and cake
Tooting Broadway market		
Delta	Café	10%
76 Tooting High Street		
Adventure Bar	Bar	25%
Clampham Junction, Chapham high Street		
Brickwood	Café	25% off the total bill over £7.5
Tooting Market		
Honest Burger	Restaurant	10%
72 Tooting High Street		
Dawat Restaurant	Restaurant	10%
256-258 Upper Tooting Rd		
Broadway Kitchen	Café	10%
89 Tooting High Street		
PULP	Smoothie Bar	10%
252 Upper Tooting Rd		
Nandos	Restaurant	20%
224-226 Upper Tooting Rd		
Manor	Bar/Restaurant	10%
196 Tooting High St		
Bodeans	BBQ Restaturant	20%
Balham branch only		
Tangia	Restaurant	10%
108 Mitcham Rd		
Dip & Flip	Restaurant	10%
115 Tooting High St		