

Practice Health and Safety Policy

SECTION A

General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our work activities. This policy applies to all employees of the practice, dental associates, dental hygienists and other contractors providing services to the practice, such as anaesthetists.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

This policy will be kept up to date, particularly as changes occur within the practice. To ensure this, the policy and the way in which it has operated will be reviewed every year.

James Dewe-Mathews (JDM)
Practice owner

Date: 20/02/2011

Communication

The practice owner regards communication between staff at the practice as an essential part of health and safety management. Consultation on health and safety matters will be facilitated by means of practice meetings every month or as often as is deemed necessary.

Cooperation between staff at all levels is essential. All staff are expected to cooperate and accept their duties under this health and safety policy. Disciplinary action may be taken against any employee who fails to follow safety rules or carry out duties under this policy.

Responsibilities

1. Overall and final responsibility for health and safety matters within the practice lies with James Dewe-Mathews.
2. James Dewe-Mathews is responsible for this policy being carried out at the practice at 30A Wimpole Street.

Mrs Carolynne Spooner is responsible as his deputy, and Practice Manager.
3. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
4. An employee, supervisor or manager who notices a health or safety problem, which s/he is not able to put right, must contact James Dewe-Mathews.
5. James Dewe-Mathews is responsible for:
 - Safety training
 - Investigating accidents
 - Monitoring maintenance of equipment.

SECTION B

General arrangements

Accidents

The qualified first-aider / appointed person for the practice are James Dewe-Mathews (JDM) and Mrs Carolynne Spooner (CS).

The first-aid box is located in the first floor rear surgery. The first-aid box will be maintained by CS who will ensure that it is adequately stocked at all times.

All accidents and hazardous incidents must be entered in the accident report book, which is kept in the office and reported to JDM who will decide whether the accident or incident should be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

All staff receive annual training in cardiopulmonary resuscitation (CPR).

Display screen equipment

All users of display screen equipment (DSE) are given appropriate training on the health and safety aspects of this type of work. JDM conducts an assessment of all DSE workstations in the practice. Eye and eyesight tests are arranged on request and corrective eyewear, if required for use with DSE, is provided. A footrest and wrist pad is provided if required by the user.

Electrical safety

Jesse Dewe-Mathews (Sparks Fly Ltd) conducts regular visual inspections of all portable electrical equipment at the practice. Records of these inspections are maintained and kept in the office. A combined inspection and test of portable electrical equipment and the fixed supply is carried out every three years by Sparks Fly Ltd. Records of these inspections and tests are maintained and kept in the office.

Fire safety

General fire safety within the practice is the responsibility of James Dewe-Mathews.

All staff in the practice have been informed of the action to be taken in the event of a fire, the evacuation procedure and the arrangements for calling the fire brigade.

Escape routes must be free from obstruction at all times and adequately signposted. Fire alarms and smoke detectors are tested weekly on Thursday at 4.30pm. Fire extinguishers are inspected annually by I Fast.

If a smoke detector or fire alarm sounds, members of staff should raise awareness within the practice, report the fire (dial 999) and evacuate the building. Staff are only expected to tackle a fire if it poses no threat to their personal safety to do so. Fire drills are conducted annually and a record kept in the office..

Manual handling operations

Where there is a risk of injury, manual handling operations must be avoided. Where they cannot be avoided, an assessment of the task should be undertaken taking into account the load, the working environment and the capability of the individual involved. Assistance should be requested from JDM or others within the practice.

Personal protective equipment

Personal protective equipment is provided in those circumstances where employees are exposed to risks to their health that cannot be controlled by other means. Comprehensive training on its use, maintenance and purpose is provided as appropriate. Where appropriate, the practice owner maintains such equipment in good working order.

Training

JDM is responsible for ensuring all staff receive adequate training to ensure safe working practices and procedures. Training includes advice on the use and maintenance of personal protective equipment appropriate to the task concerned and emergency contingency plans.

The following tasks require special training due to their hazardous nature:

1. Use of the autoclave for the sterilisation of instruments
2. Decontamination of equipment prior to sterilisation
3. Disposal of used local anaesthetic cartridges and needles
4. Taking of any dental radiographs
5. Processing of radiographs

Visitors and contractors

All contractors and visitors to the practice (with the exception of patients) should be referred to Lara to ensure that they are made aware of the hazards present and what precautions might be required.

Work equipment

All equipment used in the practice is maintained in good working order and repair. Where appropriate, equipment is clearly marked with health and safety warnings and staff provided with adequate protection. Equipment maintenance is undertaken as recommended by the manufacturer.

Workplace inspections

JDM conducts regular inspections of the practice. A record of these inspections is kept in the office. Staff are informed of the significant findings as soon as is reasonably practicable or at the monthly staff meetings, whichever is appropriate.

SECTION C

Hazards

Autoclaves

All clinical staff will be trained in the safe use of autoclaves. Staff who have not received training must not attempt to use any autoclave within the practice. At no time should any member of staff mishandle, tamper with or attempt to repair an autoclave. If an autoclave requires attention, it should be reported to CS who will arrange for its repair.

Autoclaves in the practice are serviced quarterly by Eschmann or W&H. They carry out an annual inspection on all autoclaves according to the written scheme of examination. Staff are required to monitor individual autoclaves to ensure that the right conditions for sterilisation are being achieved routinely. The results of monitoring should be recorded in the decontamination room.

Infection control

The practice infection control policy is displayed in each surgery – it must be adhered to at all times. If any aspect is not clear, please ask JDM who is responsible for infection control within the practice.

Training in the following areas will be provided for all staff:

- personal protection
- procedures for the cleaning, sterilisation and storage of instruments
- segregation and safe disposal of clinical waste
- cleaning and decontamination of work surfaces and equipment
- decontamination of laboratory items prior to dispatch
- decontamination of instruments and equipment prior to service or repair.

Medicines

Medicines are stored in the first floor rear surgery. When a medicine is dispensed to a patient as part of his/her treatment, details of the medicine (including batch number) and prescribing dentist should be entered in the patient's notes.

Radiation

A Radiation Protection Adviser, Health Protection Agency, has been appointed for advice in complying with the requirements of IRR99.

JDM is the Radiation Protection Supervisor (RPS) at the practice and is responsible for ensuring that the practice complies with the regulations relating to radiation protection.

All staff are given general training about the radiation equipment used at the practice. Only staff who have received appropriate training and possess the relevant knowledge may take radiographs. Such training is arranged as required. A member of staff who has not undertaken formal approved training must not use radiographic equipment at the practice.

The Health Protection Agency carries out a radiation safety survey on all radiographic equipment. Servicing is carried out by Henry Schein according to the manufacturer's instruction. Local rules are displayed near each machine.

Where individual workloads exceed 100 intra-oral or 50 pan-oral films per week, monitoring badges are provided by the practice owner. Additional monitoring may also take place.

In the event of radiographic equipment malfunctioning, the member of staff involved must immediately switch off the machine (without entering the controlled zone) and report the incident to the RPS.

Waste disposal

All waste generated at the practice is segregated into hazardous, offensive and non-hazardous (trade) waste for appropriate disposal. Waste is collected in appropriate containers and stored in the decontamination room to await collection for disposal. Particular attention is given to the safe disposal of sharps waste and designated containers are provided for this purpose. Records of disposal are kept in the office.