

Health and Safety 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, orthodontic associates, orthodontic therapists and other contractors providing services to the practice.

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

A separate practice infection control policy is available and should be read in conjunction with this policy.

We aim:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from our practice activities
- To provide adequate training to ensure staff are competent to do their work
- To engage and consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures – evacuation in case of fire or other significant incident
- To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage and use of chemicals, materials and substances.

The Practice will take all reasonable steps within its power to:

- Comply with the requirements of the Health & Safety at Work Act (1974), associated regulations and any other relevant health and safety legislation
- Maintain safe access to the practice
- Ensure equipment and premises are safe, and that safe systems of work are set and followed
- Ensure that substances are moved, stored and used safely
- Provide adequate welfare facilities
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of everyone while at work
- Comply fully with the requirement for elected safety representatives and training to fulfil their functions. Details of elected safety representatives are detailed below
- Review the policy no less than annually and immediately if circumstances change

Employees will ensure the health and safety policy is adhered to by:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
- Co-operating with the practice on health and safety, and observing health and safety policies
- Not interfering with or misusing anything provided for their health, safety or welfare

- In accordance with training and instruction, correctly using any protective equipment and clothing that is provided

All staff will take action, where necessary, to make and keep areas safe. If however, a member of staff notices anything that could be considered as a danger, e.g. loose wires, carelessly abandoned boxes, blocked exits etc that cannot be completely resolved by themselves, these must be pointed out to the person responsible for Health and Safety at the practice.

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.

Co-operation between staff at all levels is essential. All staff are expected to co-operate 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

Overall and final responsibility for health and safety matters within the practice lies with Dr Sadaf Khan (practice owner). Mrs Karen Medicott is responsible for this policy being carried out at the practice. Mrs Giselle Cox is responsible as her deputy.

The following employees are responsible for safety in particular areas:

Mrs Karen Medicott	Infection Control, including waste
Dr Sadaf Khan	Radiation Safety
Mrs Karen Medicott	Fire Safety
Mrs Karen Medicott	First Aid
Mrs Giselle Cox	COSHH Risk Assessments

Other responsibilities:

Mrs Karen Medicott	Safety Training
Mrs Karen Medicott	Investigating Accidents
Mrs Karen Medicott	Monitoring Maintenance of Equipment

General Arrangements

Local Health and Safety Executive: Priestley House, Priestley Road, Basingstoke
Hampshire, RG24 9NW
Tel: 0845 300 9923 Fax: 01256 404100

Accidents

The qualified first-aiders/appointed persons for the practice are Karen Medicott and Giselle Cox. All staff receive annual training in cardiopulmonary resuscitation (CPR).

The first-aid box is located in the office filing cabinet and a list of telephone numbers of doctors and hospitals available to the practice is kept with the First Aid Box. The first-aid box will be maintained by Karen Medicott who will ensure that it is adequately stocked at all times.

All accidents and hazardous incidents (such as spills of mercury) must be entered in the accident report book or significant events forms, which is kept in the office filing systems and reported to Karen Medicott 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*. Forms for this purpose are also kept in the office filing systems.

Autoclaves and air-receivers

All clinical staff will be trained in the safe use of autoclaves. Members of 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 Karen Medicott who will arrange for its repair.

Autoclaves in the practice are serviced Eschmann. Eschmann carries out an annual inspection on all autoclaves according to the written scheme of examination. Members of 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 on the autoclave log.

The air receiver for the practice is serviced annually. It will also be inspected as shown in the written scheme of examination.

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. Karen Medicott 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, are provided. A footrest and wrist pad is provided if required by the user.

Electrical safety

Karen Medicott conducts regular visual inspections on all portable electrical equipment at the practice. Records of these inspections is maintained and kept in the office folders. A combined inspection and test of portable electrical equipment is carried out annually. A test of the fixed supply is carried out every 3 years by Lowe & Oliver. Records of these inspections and tests are maintained and kept in the office folders.

Fire safety

General fire safety within the practice is the responsibility of Karen Medicott as the trained fire marshall.

All members of 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. Fire extinguishers are inspected annually by MK Fire Ltd.

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. Members of 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.

Hazardous substances

A number of hazardous substances are used in the day to day activities of the practice. These must be handled with care to avoid skin and eye contact, inhalation or ingestion. Assessments of the hazardous substances used are kept in the COSHH folder in the office and are carried out annually by Mrs Giselle Cox. She is also responsible for ensuring that all actions identified in the assessments are implemented. Members of staff should familiarise themselves with the hazards associated with each substance and the recommended means of control.

Medicines are kept in the first aid box in the office. When any medicine is used on a patient, it must be used in line with the Controlled Drug Standard Operating Procedures, and the details (including dosage) must be entered in the patient's records. Controlled Drugs are checked monthly by Karen Medicott and recorded within the Controlled Drugs Stock Check Form.

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, in the first instance staff should speak to Karen Medicott who has ultimate responsibility for infection control within the practice.

In particular, all staff must follow personal hygiene requirements, hands must be washed thoroughly before and after each patient, and gloves and other protective equipment (as relevant) should be worn for all clinical procedures / instrument handling.

All equipment used for clinical treatment must be sterilised as instructed. Staff should regard all used or non-sterile clinical equipment as contaminated, and disposable items will be discarded after single use. Work surfaces must be disinfected as instructed in the Infection Control Policy.

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

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 Dr Sadaf Khan 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. The practice owner maintains such equipment in good working order.

Radiation

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

Dr Sadaf Khan 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 members of 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 every 3 years on all radiographic equipment. Servicing is carried out by Claudius Ash 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.

Staff welfare and safety

The health and welfare of staff is paramount to the success of the practice. All staff are made aware of the requirements of them in terms of keeping themselves and others safe.

Particular attention is paid to avoiding stress amongst workers. All staff have set roles and responsibilities, and are made aware of what is required from them and who to speak to if they have any problems. All workload is constantly reviewed. A Workplace Stress Policy is in place to help ensure staff are not subjected to excessive workloads, onerous working practices or a detrimental working environment.

An important factor in the safety of staff is to avoid lone working. Guidance and training is given to staff in the event that lone working cannot be avoided. A lone working policy details the procedures

and responsibilities on both the practice and the employee in the situation where lone working cannot be avoided. However, the practice approach is to avoid employees being alone in the practice wherever possible.

Training

Karen Medicott is responsible for ensuring all members of 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:

- Use of the autoclave for the sterilisation of instruments
- Decontamination of equipment prior to sterilisation
- Disposal of used local anaesthetic cartridges and needles
- Taking of any dental radiographs
- Processing of radiographs

Visitors and contractors

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

Waste disposal

All waste generated at the practice is segregated for appropriate disposal. Waste is collected in appropriate containers and stored in the laboratory area 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 filing systems.

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

Karen Medicott conducts regular inspections of the practice. Members of staff are informed of the significant findings as soon as is reasonably practicable or at the monthly staff meetings, whichever is appropriate.

Name	Dr Sadaf Khan
Date	November 2017
Review date	November 2018