



Health and safety policy

Our aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide the necessary information, training and supervision to achieve this. We are also responsible for the health and safety of other people who may be affected by our work activities. The practice infection control policy complements this policy.

This policy applies to all employees and self-employed contractors who work at the practice.

Following this policy will help us to:

- Prevent accidents and cases of work-related ill health and control risks from work activities
- Provide adequate training to ensure staff are competent to do their work
- Engage and consult with staff about health and safety issues and advice and supervision on occupational health
- Implement emergency procedures, including evacuation in case of fire or another significant incident
- Maintain a safe workplace and equipment and ensure safe storage and use of chemicals, materials and substances.

We will review this policy periodically and when there are changes in the practice to ensure that the policy is kept up to date. Therefore, as a minimum, we will review the policy annually.

Good communication is an essential aspect of health and safety management. We will consult staff on all health and safety matters at our regular *monthly* practice meetings. We expect you to cooperate with colleagues when undertake the duties described in this policy. We may take disciplinary action if you do not follow the policy.

Responsibilities

Responsibility for health and safety matters within the practice lies with Benjamin Lauffer (practice owner).

Benjamin Lauffer is responsible for this policy being carried out at the practice Charles Landau Dentistry 6, Prebend Street, Islington, London N1 8PT In their absence, Karen Suarez acts as their deputy.

All members of the team must cooperate with those who have specific responsibilities and take reasonable care of themselves and others. The following are responsible for safety in particular areas:

Rebecca Barbour
Benjamin Lauffer

Infection control, including waste
Radiation safety

Karen Suarez	Amalgam/Mercury hygiene
Karen Suarez	Risk Assessments including COSHH, Manual Handling, DSE, Trainees and Pregnancy
Karen Suarez	Safety Training
Benjamin Lauffer/Karen Suarez	Accident/Incident investigation
Karen Suarez	Monitoring Equipment maintenance.

If you notice a health or safety problem that you cannot put right, you must tell the person who has responsibility for that area.

General arrangements

Accidents

The qualified first aiders for the practice are Karen Suarez. The first-aid box is kept in the stock cabinet in the decontamination room and a list of telephone numbers of doctors and hospitals available to the practice is kept in the reception file. The first-aid box will be maintained by Courtney Lambourne who will ensure that it is adequately stocked at all times.

All accidents must be entered in the accident report book, which is kept in the decontamination room and reported to Karen Suarez who will decide whether the accident or incident should be reported to the HSE.

All team members receive annual training in medical emergencies and CPR.

Incident file is kept in office and accident file kept in Decontamination room

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 Suarez assesses 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 are provided, if required.

Display screen equipment risk assessments kept in RA file in office

Electrical safety

Karen Suarez conducts regular visual inspections on all portable electrical equipment at the practice, the log can be found in the log file. A combined inspection and test of portable electrical equipment is carried out every year and of the fixed supply every 5 years by Apollo. Records of these inspections and tests are kept in the equipment file located in the office.

Fire safety

General fire safety within the practice is the responsibility of Courtney Lambourne our Fire Marshall.

You must know what to do if a fire occurs: 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 Thursdays at 1pm and are serviced biannually by Aylesbury fire service. Fire extinguishers are inspected annually by Chubb. Fire drills are conducted biannually and a record kept in the Fire Safety file. A full fire risk assessment is reviewed annually and is located in the fire file.

If a smoke detector or fire alarm sounds, you should make others in the practice aware of a potential fire and, if appropriate, report the fire (dial 999) and evacuate the building. You must only tackle a fire if it poses no threat to your personal safety.

Manual handling operations

You must avoid lifting items where there is a risk of injury. If lifting is unavoidable, we will undertake an assessment of the load, the environment and your capability. You should ask for help from Karen Suarez or others within the practice. A manual handling risk assessment is conducted annually and can be found in the risk assessment file.

Personal protective equipment

Personal protective equipment is given where you are exposed to risks to your health that cannot be controlled by other means. We will provide comprehensive training on its use, maintenance and purpose. See the separate PPE policy which is reviewed annually.

Training

Karen Suarez is responsible for ensuring that you receive adequate training to allow for safe working practices and procedures. Training includes advice on the use and maintenance of personal protective equipment and emergency contingency plans.

The following tasks are hazardous and require special training:

- Using the autoclave to sterilise instruments
- Decontaminating equipment prior to sterilisation
- Disposing of used local anaesthetic cartridges and needles
- Taking dental radiographs
- Processing radiographs

Visitors and contractors

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

Work equipment

Practice equipment is maintained in good working order and repair and, where appropriate, is clearly marked with health and safety warnings and staff provided with adequate protection. We follow the manufacturer's recommendations for maintaining equipment.

Workplace inspections

Benjamin Lauffer and Karen Suarez conducts regular inspections of the practice, these are kept in the log file. You will be informed of the significant findings at the monthly staff meetings or sooner, if appropriate.

Signed
Practice owner

Date: 12th October 2023

Review date: October 2024

All team members have read and understand this policy

Charles Landau	Dentist		
Sophie Goodman	Dentist		
Nick Weir	Dentist		
Ellie McKeagney	Dentist		
Rachel Ogunleye	Dentist		
Minnie Diamond	Therapist		
Karen Suarez	Manager		
Grace Delappe	Receptionist		
Anisha Halai	Receptionist/Nurse		
Rebecca Barbour	Nurse		
Courtney Lambourne	Nurse		
Renaë Rowe	Nurse (trainee)		
Surya Sadasavin	Nurse (trainee)		
Lilla Barcza	Nurse (trainee)		
Maria Rosa	Cleaner		