

[Name of Dental Practice]
[Date]

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Health and Safety - General Checklist – Worked Example

Instructions on how to use the checklists in the 'Practice Support Manual' (PSM) are provided. Note that a 'blank' Health and Safety - General checklist is also provided for use in your practice.

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|----------------------------------------------|------------------------------|
| Dental Practice Name: | The Scottish Dental Practice |
| Overall Responsibility for Checklist: | John Smith |
| Year: | 2021 |

| | Team Member Responsible | Date to be Completed | Documentation Storage Site | Completed? | Comments | Review Date |
|----------------------------------------------------------------------|-------------------------|----------------------|----------------------------|------------|-------------------------------------|-------------|
| Health and Safety Legislation | | | | | | |
| Health and Safety Policy in place and up to date ^{PI} | JS | April 2021 | In policies folder | ✓ | | April 2022 |
| Health and Safety Law poster, completed and displayed ^{PI} | JS | March 2021 | On wall in reception | ✓ | | March 2022 |
| Employer's Liability Insurance in place and up to date ^{PI} | JS | June 2021 | In policies folder | ✓ | Certificate on display in reception | June 2022 |

Health and Safety-General Checklist-Worked Example

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|--------------------------------------------------------------------------------------|----|------------|-----------------|---|---------------------------------------------------|------------|
| Contracts and agreements for all staff include Health and Safety responsibilities | AW | March 2021 | In staff folder | ✓ | Staff informed of responsibilities on induction | March 2022 |
| Staff given relevant Health and Safety training and training records kept up to date | AW | April 2021 | In staff folder | ✓ | Staff informed annual refresher training required | April 2022 |

EXAMPLE

Health and Safety-General Checklist-Worked Example

| Health and Safety Risk Management | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------|---------------------|---|---------------------------|---------------|
| Health and Safety Risk Assessment completed ^{PI} | AW | February 2021 | In PI folder | ✓ | Staff meeting agenda item | February 2022 |
| H&S discussed at staff meetings and recorded in minutes | AW | January 2021 | In policies folders | ✓ | Staff meeting agenda item | May 2022 |
| Fire Safety | | | | | | |
| Fire Risk Assessment completed ^{PI} | AW | May 2021 | In policies folders | ✓ | Staff meeting agenda item | May 2022 |
| Fire extinguishers, suitable for different source e.g. paper, electrical. Checked as in-date; maintenance certificate for fire extinguishers kept ^{PI} | AW | May 2021 | In policies folders | ✓ | | May 2022 |
| Fire drill conducted regularly, and records kept | AW | May 2021 | In policies folders | ✓ | Staff meeting agenda item | May 2021 |
| Electricity at Work | | | | | | |
| Formal Visual inspection completed | DB | February | In PI folder | ✓ | | February |

Health and Safety-General Checklist-Worked Example

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|-----------------------------------------------------------------------------------------------------------------------|----|---------------|---------------------|---|-----------------------------------------------------|---------------|
| by trained person as required and written record kept PI | | 2021 | | | | 2022 |
| Portable appliance electrical testing (PAT) completed by trained person as required and written record kept PI | DB | February 2021 | In PI folder | ✓ | | February 2022 |
| Fixed wire testing carried out by electrical contractor as required | DB | February 2021 | In PI folder | ✓ | Electrician suggested retest interval of five years | February 2026 |
| Records of faults kept | DB | N/A | In PI folder | ✓ | Faults recorded as and when they arise | N/A |
| Display Screen Equipment | | | | | | |
| Workstation risks assessed and necessary corrections made to ensure safe use | AW | May 2021 | In policies folders | ✓ | | May 2022 |
| Manual Handling | | | | | | |
| Manual Handling documented as part of staff contract where | AW | May 2021 | In staff folder | ✓ | | May 2022 |

Health and Safety-General Checklist-Worked Example

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|--------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|--------------|---|------------------------------------------------------------------------|------------|
| required. Training provided and records kept. | | | | | | |
| Hazardous Substances (COSHH) | | | | | | |
| COSHH assessments for all hazardous materials completed, with associated control measures documented ^{PI} | DB | May 2021 | In PI folder | ✓ | COSHH form must be completed before use of any new hazardous materials | May 2022 |
| Emergency Plan to deal with spillages and other incidents involving hazardous substances in place. | DB | May 2021 | In PI folder | ✓ | | May 2022 |
| Suction | | | | | | |
| Adequate venting of suction system, either: ^{PI} Exhaust air is vented outside building Mechanical ventilation (extract fan) in surgery | DB | April 2021 | In PI folder | ✓ | Filter changer – March 2021 | April 2022 |

Health and Safety-General Checklist-Worked Example

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|--------------------------------------------------------------------------------------------------------------------------|----|----------|--------------|---|--------------------------------------------------------------------------------|----------|
| Bacterial filter including activated carbon filter (regularly replaced as per manufacturer's instructions) | | | | | | |
| Mercury Handling | | | | | | |
| COSHH assessment for mercury completed | DB | May 2021 | In PI folder | ✓ | | May 2022 |
| Machine for mixing pre – dosed amalgam capsules with lidded chamber cover, sitting on aluminium foil tray. ^{PI} | DB | May 2021 | In surgery | ✓ | Aluminium foil checked weekly for breakages and changed as required – May 2021 | May 2022 |
| Use encapsulated amalgam, required by Regulation (EU) 2017/852 ^{PI} | DB | May 2021 | In surgery | ✓ | Confirm when placing stock orders | May 2022 |
| Amalgam separation system in place ^{PI} | DB | May 2021 | In surgery | ✓ | | May 2022 |
| Machine for mixing pre – dosed amalgam capsules checked | DB | May 2021 | In PI folder | ✓ | Staff meeting agenda | May 2022 |

Health and Safety-General Checklist-Worked Example

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|------------------------------------------------------------------------|----|----------|-------------------------------|---|------|----------|
| regularly for mercury contamination and records kept | | | | | item | |
| Mercury spillage kit available ^{PI} (one kit per practice) | DB | May 2021 | Available from stock cupboard | ✓ | | May 2022 |

EXAMPLE

Health and Safety-General Checklist-Worked Example

| Waste Management | | | | | | |
|--------------------------------------------------------------------------------------------------------------|----|------------|--------------------|---|---------------------------|------------|
| Waste Management Policy in place and up to date | DB | March 2021 | In policies folder | ✓ | | March 2023 |
| Gypsum disposed of appropriately in dedicated boxes or yellow waste if potential for contamination PI | DB | March 2021 | In policies folder | ✓ | | March 2022 |
| Copies of transfer notes, consignment notes and carrier schedules retained PI | DB | March 2021 | In PI folder | ✓ | | March 2022 |
| Personal Protective Equipment | | | | | | |
| Personal Protective Equipment Policy in place and up to date PI | AW | March 2021 | In policies folder | ✓ | Staff meeting agenda item | March 2022 |
| Latex Allergy | | | | | | |
| COSHH assessment for NRL carried out. | AW | May 2021 | In PI folder | ✓ | | May 2022 |
| Latex Policy in place and up to date | AW | May 2021 | In policies folder | ✓ | | May 2022 |

Health and Safety-General Checklist-Worked Example

| RIDDOR | | | | | | |
|-------------------------------------------------------------------------------------------------------|----|----------|--------------|---|------------------------------|----------|
| Data Protection Compliant Accident Book available to record all accidents and incidents ^{PI} | AW | May 2021 | At reception | ✓ | | May 2022 |
| First Aid | | | | | | |
| Responsible person/first aider appointed | AW | May 2021 | In PI folder | ✓ | Holiday cover to be arranged | May 2022 |
| First Aid box present and adequately stocked ^{PI} | AW | May 2021 | At reception | ✓ | | May 2022 |

EXAM

Health and Safety-General Checklist-Worked Example

| Pressure Vessels | | | | | | |
|--------------------------------------------------------------------------------------------------------------|----|------------|--------------------|---|----------------------------------------------------------|------------|
| Written Scheme of Examination obtained for each steriliser and each compressor >250 bar litres ^{PI} | JS | June 2021 | In PI folder | ✓ | | June 2022 |
| Safety inspection reports, maintenance reports and certification retained ^{PI} | JS | June 2021 | In PI folder | ✓ | | June 2022 |
| Insurance cover for pressure vessels in place ^{PI} | JS | June 2021 | In PI folder | ✓ | | June 2022 |
| Lasers | | | | | | |
| Laser Protection Advisor appointed, if using Class 3B or 4 ^{PI} | JS | March 2021 | In PI folder | ✓ | | March 2022 |
| Local rules in place and accessible to staff ^{PI} | JS | March 2021 | In PI folder | ✓ | Copy of local rules available at site of laser equipment | March 2022 |
| Overexposure Policy in place and up to date | JS | March 2021 | In policies folder | ✓ | | March 2022 |

^{PI} – Practice Inspection item