# Health and Safety - General Checklist – Blank

Instructions on [how to use checklists](https://www.psm.sdcep.org.uk/checklists/how-to-use-checklists/) in the *‘Practice Support Manual’* (PSM) are provided. Note that a worked example Health and Safety - General checklist is also provided for reference.

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| Dental Practice Name:  |  |
| Overall Responsibility for Checklist: |  |
| Year: |  |

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|  | **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** |  |  |  |  |  |  |
| Health and Safety Law poster, completed and displayed **PI** |  |  |  |  |  |  |
| Employer’s Liability Insurance in place, up to date and on display **PI** |  |  |  |  |  |  |
| Contracts and agreements for all staff include Health and Safety responsibilities |  |  |  |  |  |  |
| Staff given relevant Health and Safety training and training records kept up to date |  |  |  |  |  |  |

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| **Health and Safety Risk Management** |
| Health and Safety Risk Assessment completed **PI** |  |  |  |  |  |  |
| H&S discussed at staff meetings and recorded in minutes |  |  |  |  |  |  |
|  **Fire Safety** |
| Fire Risk Assessment completed **PI** |  |  |  |  |  |  |
| Fire extinguishers, suitable for different sources e.g. paper, electrical. Checked as in-date; maintenance certificate for fire extinguishers kept **PI** |  |  |  |  |  |  |
| Fire policy including **PI*** Fire action protocol
* Fire action notice displayed
 |  |  |  |  |  |  |
| Fire drill conducted regularly, and records kept |  |  |  |  |  |  |
| **Electricity at** **Work** |
| Formal Visual inspection completed by trained person as required and written record kept **PI** |  |  |  |  |  |  |
| Portable appliance electrical testing (PAT) completed by trained person as required and written record kept **PI** |  |  |  |  |  |  |
| Fixed wire testing carried out by electrical contractor as required |  |  |  |  |  |  |
| Records of faults kept |  |  |  |  |  |  |

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| **Display Screen Equipment** |
| Workstation risks assessed and necessary corrections made to ensure safe use |  |  |  |  |  |  |
| **Manual Handling** |
| Manual Handling documented as part of staff contract where required. Training provided and records kept. |  |  |  |  |  |  |
| **Hazardous Substances (COSHH)** |
| COSHH assessments for all hazardous materials completed, with associated control measures documented **PI** |  |  |  |  |  |  |
| Emergency Plan to deal with spillages and other incidents involving hazardous substances in place. |  |  |  |  |  |  |
| **Suction**  |  |  |  |  |  |  |
| Adequate venting of suction system, either: **PI**Exhaust air is vented outside buildingMechanical ventilation (extract fan) in surgeryBacterial filter including activated carbon filter (regularly replaced as per manufacturers instructions) |  |  |  |  |  |  |

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| **Mercury Handling** |
| COSHH assessment for mercury completed |  |  |  |  |  |  |
| Machine for mixing pre – dosed amalgam capsules with lidded chamber cover, sitting on aluminium foil tray. **PI** |  |  |  |  |  |  |
| Use encapsulated amalgam, required by Regulation (EU) 2017/852 **PI** |  |  |  |  |  |  |
| Amalgam separation system in place **PI** |  |  |  |  |  |  |
| Machines for mixing pre dose amalgam capsules checked regularly for mercury contamination and records kept |  |  |  |  |  |  |
| Mercury spillage kit available **PI** |  |  |  |  |  |  |

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| **Waste Management** |
| Waste Management Policy in place and up to date |  |  |  |  |  |  |
| Gypsum disposed of appropriately in dedicated boxes or yellow waste if potential for contamination **PI**  |  |  |  |  |  |  |
| Copies of transfer notes, consignment notes and carrier schedules retained **PI** |  |  |  |  |  |  |
| **Personal Protective Equipment** |
| Personal Protective Equipment Policy in place and up to date **PI** |  |  |  |  |  |  |
| **Latex Allergy** |
| COSHH assessment for NRL carried out. |  |  |  |  |  |  |
| Latex Policy in place and up to date |  |  |  |  |  |  |
| **RIDDOR**  |
| Data Protection Compliant Accident Book available to record all accidents and incidents **PI**  |  |  |  |  |  |  |

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| **First Aid** |
| Responsible person/first aider appointed |  |  |  |  |  |  |
| First Aid box present and adequately stocked **PI**  |  |  |  |  |  |  |

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| **Pressure Vessels** |
| Written Scheme of Examination obtained for each steriliser and each compressor >250 bar litres **PI** |  |  |  |  |  |  |
| Safety inspection reports, maintenance reports and certification retained **PI** |  |  |  |  |  |  |
| Insurance cover for pressure vessels in place **PI** |  |  |  |  |  |  |
| **Lasers** |
| Laser Protection Advisor appointed, if using Class 3b or 4 **PI** |  |  |  |  |  |  |
| Local rules in place and accessible to staff **PI** |  |  |  |  |  |  |
| Overexposure Policy in place and up to date |  |  |  |  |  |  |

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| **PI** – Practice Inspection item |