

[Name of Dental Practice]

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Risk Assessment of Dental Practice – Worked Example

This template provides examples of the types of questions dental teams can ask of their own practice activities to establish whether there are any areas that can be improved upon to reduce the possibility of adverse events. Answers to example questions and examples of actions that might reduce the risks are provided.

Please note that the details contained in this example form are included as a guide and this is not intended to be a comprehensive list of all risks encountered and all risk-reduction measures. It is important that each dental team assesses risks and develops risk-reduction measures that are specific to their own practice.

Note that a 'blank' risk assessment template is also provided for use in your practice.

Dental Practice Name:	The Scottish Dental Practice
Overall Responsibility for Risk Management:	John Smith
Date of Assessment:	May 2023

Potential Areas of Risk	Yes/No/ Don't know	Comments	Date to be Completed	Team Member Responsible	Completed (Date)
Clinical Risks					

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Are all patients provided with protective eyewear? (see Health and Safety)	Yes	Appropriate PPE is available in all surgeries for both patients and dental team members, and staff are aware of requirements.			
Do all dentists use rubber dam routinely for all endodontic procedures?	Yes				
Are sharps disposed of safely by operator?	Unsure	Discussion with staff after IPC team training visit	Training – December 2023	CC (principal dentist) LS (lead nurse)	
Are all instruments used in accordance with manufacturers' instructions?	Don't know	Discuss with staff at next staff meeting and emphasise need to use single-use items only once, and to check instruments routinely for any damage.	April 2024	JS (risk management lead)	12 April 2024
Is staff training in managing medical emergencies up to date (see Medical Emergencies and Life Support)	Don't know	Review staff training records and arrange training, if required. Set dates for refresher courses. Practise a scenario with the whole dental team so each knows their role.	August 2024	TA (responsible for staff training)	
Is the practice radiation protection file up to date? (see Radiation Protection)	No	Review contents of radiation protection file and discuss any updates with	November 2024	CC (legal person for radiation protection)	

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		staff.			
Do all operators conduct a basic periodontal examination for all adult patients and children from 7 years old?	Don't know	Discuss with staff at next staff meeting.	September 2024	CC (principal dentist)	
Do all DCPs and dentists undergo suitable continuing professional development for their role?	Don't know	Discuss training needs with staff at next staff meeting.	August 2023	TA (responsible for staff training)	
Are products free from allergens e.g. non latex gloves. If not possible, are there notifications for staff and patients	Not sure	Check Material Safety Sheets for known allergens	November 2023 Ongoing for new materials ordered for practice	LS (head nurse)	
Administrative Risks					
Does the practice have an up-to-date telephone number, postal and email address for each patient?	Not sure	Will discuss at staff meeting and conduct an audit of patient records.	Staff meeting in September 2023; complete audit by end December 2023	JS/LM (receptionist)	
Do all staff understand and comply with the Data Protection Act 2018 and patient confidentiality? (see Ethical Practice)	Don't know	Will discuss at staff meeting and review practice Data Protection policy.	Staff meeting in September 2023; review policy by end November	SG (responsible for subject access requests)	

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			2023		
Do all staff have a password protected log in? Are passwords kept secure?	Yes				
Does the practice have a complaints procedure in place and are all staff aware of how this operates?	Yes	Details of the practice procedure are in the policies folder.			
Are all staff aware of the local child protection procedures and know where to obtain relevant contact details? (see Ethical Practice)	Don't know	Review practice procedures for child protection, and discuss at next staff meeting.	October 2023	AB (child protection lead)	
Is there a system in place for recording incidents?	Yes	Incident reporting form is in the practice policy folder; all staff are aware.			
Systems Risks					
Do all staff know who to contact in the event of an equipment failure?	Yes	Staff report to practice manager, who contacts manufacturer (details are in the practice policy folder).		SG (practice manager)	
Is there a practice policy regarding back-up for equipment failure (e.g., steriliser)?	No	Consider options (e.g. service contract).	August 2024	JT (responsible for IT)	
Is equipment maintenance and testing undertaken according to manufacturers' recommendations?	Yes	Records are stored in the office		TA	
Is the dental software backed up to external	Yes			SG (practice	

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servers?				manager)	
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Personnel Risks					
Are references obtained before employing staff ?	Yes				
Do all staff have a signed employment contract?	Yes	Stored in secure HR files		SG (practice manager)	
Are all staff that undertake regulated work registered on the Protecting Vulnerable Group (PVG) scheme ?	Yes		May 2023	SG (practice manager)	
Do staff undergo regular appraisal?	No	Set dates for appraisal of all staff by principal dentist.	November 2023	CC (principal dentist)	
Financial Risks					
Are NHS schedules reconciled regularly?	Don't know	Schedules to be checked by practice manager; implement system to ensure accuracy	March 2023	SG (practice manager)	15 March 2023
Is there public liability and business insurances in place?	Yes	To review date of renewal		CC (principal dentist)	
Is banking done on a regular basis?	No	Set up system to ensure cash security.	March 2023	SG (practice manager)	22 March 2023
Environmental Risks					
Is the entrance to the practice well-lit and free of obstacles? (see Equality Act 2010)	Yes				
Do all staff know what to do in the event of a fire or other emergency?	Don't know	Discuss at next staff meeting, as new staff started last month.	August 2023	RD (responsible for health and safety)	

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Vicarious Liability					
Do all staff know the responsibilities of members of the dental team and is there open communication among the team? (see Communication)	Yes	Staff meetings are held each month, where staff are encouraged to raise any issues, they have and any changes to their responsibilities. Will double check everyone clear about responsibilities at next staff meeting.	September 2023	CC (principal dentist)	
Are staff registered with General Dental Council?	Yes	Check annual renewals. Retain certificates with HR records	January 2023 August 2023	SG (practice manager)	
Do staff have current and adequate indemnity coverage?	Yes	Check annual renewals. Retain certificates with HR records	January 2023 August 2023	SG (practice manager)	
Is a schedule of staff training in place and followed?	No	Review training needs of staff, draw up a schedule, and discuss with staff at next staff meeting.	September 2023	TA (responsible for staff training)	