**[Name of Dental Practice]** [**How to use templates**](https://www.psm.sdcep.org.uk/templates/how-to-use-templates/)

**[Date]**

# Risk Assessment Form

## Legislation and Regulations covered during this Risk Assessment include:

The Management of Health and Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992 (Including Noise at Work Regulations 1989 – where appropriate)

The Manual Handling Operations Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Electricity at Work regulations 1989

Control of Substances Hazardous to Health Regulations 2002

The Fire (Scotland) Act 2005

Equality Act 2010 and Disabled Equality Duty

|  |  |
| --- | --- |
| **Location:** |  |
| **Date:** |  |
| **Inspection carried out by:** |  |

I agree that this risk assessment is an accurate reflection of the Health Safety and Welfare condition of these premises

|  |  |
| --- | --- |
| **Health & Safety Adviser:** (signature) |  |
| **Practice Principle:** (signature) |  |

## Risk Assessment Review

A review of this risk assessment should be undertaken at regular intervals [e.g. every 12 months or if there are significant changes to the environment, staffing or procedures that could result in new hazards]**.** A copy of each review is kept on file.

The next review will take place on or before [date].

Examples to be adapted and supplemented as required are included in the form below for information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary / recommended?** | **Action****by whom** | **Action****by when** | **Done** |
| **Premises** |
| Slips, trips and falls  | Injuries to patients and staff | Good flooring e.g. non-slipClear walkwaysGood lighting | Regular checks and maintenance as soon as required |  |  |  |
| **Fire Safety** |
| Fire on premises | Injuries to patients and staffDamage to premises & equipment | All equipment checkedAppropriate working fire extinguishers availableRegular fire drillsFire notices and exitsSmoke alarm | Separate Fire Risk AssessmentStaff Training |  |  |  |
| **Electricity** |
| Electrocution or fire caused by faulty electrical equipment | Injuries to patients and staffDamage to premisesDamage to equipment | Visual inspections [timescale?]PAT testing [timescale?] by qualified electricianFixed wire testing [timescale?] by qualified electrician | Reporting and checking system in placeContract for PAT and fixed wire testing |  |  |  |
| **Display Screen Equipment** |
| Eye fatigue or musculo-skeletal injuries | Injuries to staff | Display screen equipment assessment carried out to ensure equipment is set up in the correct wayStaff using DSE for long periods of time encouraged to take breaks |  |  |  |  |
| **Manual handling**  |
| Deliveries: e.g. chemicals, paper (regular)  | Injuries to staff | Relevant staff trained in manual handling techniques |  |  |  |  |
| Surgery or office equipment (infrequent). | Injuries to staff and damage to equipment | Relevant staff trained in manual handling techniques |  |  |  |  |
| **Health and Wellbeing at work**  |
| Pressures from demands of role; Lack of job control;Issues with management and/or team support;Poor relationships with colleagues; Changes at work.  | All staff Loss of motivation, poor mental health, time off work, feelings of low mood, ineffective team working, impact on patient safety.  | Staff understand what their duties and responsibilities are.Regular team meetings Staff can talk privately to principal dentist, manager or head nurse. Harassment policy Whistleblowing policy NHS Zero tolerance policyTraining and development in stress identification and resources to manage Plan ahead for any change where possible. Include staff in planning process. Keep team informed of any changes as far in advance as possible. | Nominate a mental health champion Develop a staff agreed stress policyEnsure staff are aware of external sources and advice |  |  |  |
| **COSHH**  |
| All chemicals, materials and products for use in surgery, LDU and all other areas | Injuries to staff and patients due to potential skin absorption, inhalation or ingestion of chemicals etc. | Follow manufacturer’s instructionsCarry out COSHH assessments for all materialsUse PPE (gloves & eye protection) where appropriateSafe, secure storage | Staff trainingNew chemicals documented as part of COSHHProduct information retained |  |  |  |
| Latex | Staff and patients at risk from allergic reactions | Latex-free alternatives availableLatex COSHH assessment carried outPatient notice and questionnaires  | Avoid use or contact |  |  |  |
| Mercury | Heavy metal risk which can lead to physical & mental problems | Use capsulated systemsSpillage kit availableAppropriate PPE (gloves, masks & eye protection) wornSuitable ventilation in place | Staff trainingUse less amalgam |  |  |  |
| Cleaning products | Potential skin absorption, inhalation or ingestion hazard | Follow manufacturer’s instructionsCarry out COSHH assessments for all materialsAppropriate PPE (gloves, masks & eye protection) wornSafe, secure storage | Staff trainingNew chemicals documented as part of COSHHProduct information retained |  |  |  |
| **Infection Control** |
| Contact with blood and saliva | Potential spread of infection to patients or staff | Infection control policyAppropriate PPE (gloves, masks & eye protection) wornHep B & other immunisationHigh volume aspirationTraining in infection controlWaste disposal policy | Ensure procedures are reviewed every six monthsStaff training kept up to dateInduction processes in place for new staff |  |  |  |
| Aerosol and debris | Potential infection or injury to patients or staff | Good ventilation in placeHigh speed aspirationAppropriate PPE (masks & eye protection) worn | Ensure PPE worn appropriately by staff |  |  |  |
| Exposure injury (sharps & inoculation) | Potential infection or injury to patients or staff | Use needle guardsDuty of dentist to dismantle syringesImmunisationTraining in sharps disposalPatient medical histories updated | All staff trained and aware of risk and policy requirements |  |  |  |
| **Equipment** |
| Sterilizers | Potential for burns or explosion | Safety inspection every 14 monthsMaintenanceStaff trained in use of sterilizer | Contract for testing and safety checksStaff training |  |  |  |
| Washer Disinfectors | Potential for burns or exposure to chemicals | Staff trained in use of Washer Disinfector | Regular refresher training |  |  |  |
| **Waste** |
| Waste disposed to incorrect waste stream | Potential infection or injury to patients or staff | Waste policy details correct procedures for waste disposalStaff trained in correct waste disposal procedures |  |  |  |  |
| Unsafe storage of waste within the practice | Potential infection or injury to patients or staffRisk of fire (?)Risk of obstruction of escape routes | Correct storage of waste covered in Waste Management Policy |  |  |  |  |
| **PPE** |
| PPE not worn when required | Potential infection or injury to patients or staff | Staff contracts include requirement to wear PPERisk assessments identify when PPE is required | Staff training in the use of PPE |  |  |  |
| **Other comments** |
|  |

**Version history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  | **Version No.**  | **Summary of change(s)**  | **Updated by**  | **Next review date**  |
|      |    |    |    |    |
|     |    |    |    |    |
|     |    |    |    |    |
|     |    |    |    |    |
|     |    |    |    |    |
|     |    |    |    |    |

The following staff have read and understood this policy [include all team members].

|  |  |  |  |
| --- | --- | --- | --- |
| **Dental Team Member**  | **Position** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |