

Oxford Orthodontic Centre

HEALTH AND SAFETY POLICY

SECTION A

GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as needed for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our work activities. This policy applies to all employees of the practice, dental associates, dental hygienists and other contractors providing services to the practice, such as anaesthetists.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

This policy will be kept up to date, particularly as changes occur within the practice. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed Jeremy Breckon.....practice owner

Date

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COMMUNICATION

The practice owner regards communication between staff at the practice as an essential part of health and safety management. Consultation on health and safety matters will be facilitated by means of practice meetings every month or as often as is deemed necessary.

Co-operation between staff at all levels is essential. All staff are expected to co-operate and accept their duties under this health and safety policy. Disciplinary action may be taken against any employee who fails to follow safety rules or carry out duties under this policy.

RESPONSIBILITIES

1. Overall and final responsibility for health and safety matters within the practice lies with Dr. Jeremy Breckon (practice owner)
2. Dr Breckon is responsible for this policy being carried out at the practice at the Oxford Orthodontic Centre.

Mrs. Karen Medicott is responsible as his deputy.

3. The following are responsible for safety in particular areas:

Mrs. Karen Medicott	infection control, including waste
Dr. Jeremy Breckon	radiation safety
Mrs. Karen Medicott	risk assessments including COSHH, manual handling, DSE

4. All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. An employee, supervisor or manager who notices a health or safety problem, which s/he is not able to put right, must tell the appropriate person named above.
6. Other people responsible for:
 - Safety training – Mrs. Karen Medicott
 - Investigating accidents – Mrs. Karen Medicott
 - Monitoring maintenance of equipment – Mrs. Karen Medicott

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SECTION B

GENERAL ARRANGEMENTS

Local Health and Safety Executive: address - See poster in prep room.

telephone number – See poster in prep room

Contact(s): See poster in prep room

Accidents

The appointed person for the practice is Dr. Jeremy Breckon.

The first-aid box is located in office filing cabinet and a list of telephone numbers of doctors and hospitals available to the practice is kept [WHERE]. The first-aid box will be maintained by Mrs. Karen Medicott who will ensure that it is adequately stocked at all times.

All accidents and hazardous incidents must be entered in the accident report book, which is kept in the office and reported to Mrs. Karen Medicott who will decide whether the accident or incident should be reported to the Health and Safety Executive under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. Forms for this purpose are kept in the office on the shelf.

All members of staff receive annual training in cardiopulmonary resuscitation (CPR).

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. Mrs. Karen Medicott conducts an assessment of all DSE workstations in the practice. Eye and eyesight tests are arranged on request and specific corrective eyewear, if required for use with DSE, is provided. A footrest and wrist pad is provided if required by the user.

Electrical safety

Dr. Jeremy Breckon conducts regular visual inspections on all portable electrical equipment at the practice. Records of these inspections is maintained and kept in the office. A combined inspection and test of portable electrical equipment and the fixed supply is carried out every 3 years by [COMPANY]. Records of these inspections and tests are maintained and kept in the office.

Fire safety

General fire safety within the practice is the responsibility of Mrs. Karen Medicott.

All members of staff in the practice have been informed of the action to be taken in the event of a fire, 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 [DAY] at [TIME]. Fire extinguishers are inspected annually by M.K Fire Ltd.

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If a smoke detector or fire alarm sounds, members of staff should raise awareness within the practice, report the fire (dial 999) and evacuate the building. Members of staff are only expected to tackle a fire if it poses no threat to their personal safety to do so. Fire drills are conducted annually and a record kept in the practice file.

Manual handling operations

Where there is a risk of injury, manual handling operations must be avoided. Where they cannot be avoided, an assessment of the task should be undertaken taking into account the load, the working environment and the capability of the individual involved. Assistance should be requested from Dr. Jeremy Breckon or others within the practice.

Personal protective equipment

Personal protective equipment is provided in those circumstances where employees are exposed to risks to their health that cannot be controlled by other means. Comprehensive training on its use, maintenance and purpose is provided as appropriate. Where appropriate, the practice owner maintains such equipment in good working order.

Training

Mrs. Karen Medlicott is responsible for ensuring all staff receive adequate training to ensure safe working practices and procedures. Training includes advice on the use and maintenance of personal protective equipment appropriate to the task concerned and emergency contingency plans.

The following tasks require special training due to their hazardous nature:

1. Use of the autoclave for the sterilisation of instruments
2. Decontamination of equipment prior to sterilisation
3. Disposal of used local anaesthetic cartridges and needles
4. Taking of any dental radiographs
5. Processing of radiographs

Visitors and contractors

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

Work equipment

All equipment used in the practice is maintained in good working order and repair. Where appropriate, equipment is clearly marked with health and safety warnings and staff provided with adequate protection. Equipment maintenance is undertaken as recommended by the manufacturer.

Workplace inspections

Dr. Breckon and Mrs. Medlicott conduct regular inspections of the practice. A record of these inspections is kept in the practice file. Members of staff are informed of the significant findings as soon as is reasonably practicable or at the monthly staff meetings, whichever is appropriate.

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SECTION C

HAZARDS

Autoclaves and air-receivers

All clinical staff will be trained in the safe use of autoclaves. Members of staff who have not received training must not attempt to use any autoclave within the practice. At no time should any member of staff mishandle, tamper with or attempt to repair an autoclave. If an autoclave requires attention, it should be reported to Mrs. Karen Medlicott who will arrange for its repair.

Eschmann services autoclaves in the practice twice a year. [COMPANY] carries out an annual inspection on all autoclaves according to the written scheme of examination. Members of staff are required to monitor individual autoclaves to ensure that the right conditions for sterilisation are being achieved routinely. The results of monitoring should be recorded first thing every morning(?).

The air receiver for the practice is does not require regular servicing but is repaired by Dental Directory if required. It will also be inspected annually by [COMPANY] as shown in the written scheme of examination.

Hazardous substances

A number of hazardous substances are used in the day-to-day activities of the practice. These must be handled with care to avoid skin and eye contact, inhalation or ingestion. Assessments of the hazardous substances used are kept on the shelf in the office. Staff should familiarise themselves with the hazards associated with each substance and the recommended means of control.

Infection control

The practice infection control policy is displayed in each surgery – it must be adhered to at all times. If any aspect is not clear, please ask Dr. Jeremy Breckon who is responsible for infection control within the practice.

Training in the following areas will be provided for all staff:

- Personal protection
- Procedures for the cleaning, sterilisation and storage of instruments
- Segregation and safe disposal of clinical waste
- Cleaning and decontamination of work surfaces and equipment
- Decontamination of laboratory items prior to dispatch
- Decontamination of instruments and equipment prior to service or repair.

Medicines

Medicines are not used in this practice.

Mercury hygiene

Mercury is not used in this practice.

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Radiation

A Radiation Protection Adviser at the Health Protection Agency has been appointed for advice in complying with the requirements of IRR99.

Dr. Jeremy Breckon is the Radiation Protection Supervisor (RPS) at the practice and is responsible for ensuring that the practice complies with the regulations relating to radiation protection.

All members of staff are given general training about the radiation equipment used at the practice. Only members of staff who have received appropriate training and possess the relevant knowledge may take radiographs. Such training is arranged as required. A member of staff who has not undertaken formal approved training must not use radiographic equipment at the practice.

The Health Protection Agency (old NRPB) carries out a radiation safety survey as required on all radiographic equipment. Claudius Ash carries out annual services according to the manufacturer's instruction. Local rules are displayed near each machine.

Where individual workloads exceed 100 intra-oral or 50 pan-oral films per week, the practice owner provides monitoring badges. Monitoring is not required.

In the event of radiographic equipment malfunctioning, the member of staff involved must immediately switch off the machine (without entering the controlled zone) and report the incident to the RPS.

Waste disposal

All waste generated at the practice is segregated into hazardous, offensive and non-hazardous (trade) waste for appropriate disposal. Waste is collected in appropriate containers and stored in the back room to await collection for disposal. Particular attention is given to the safe disposal of sharps waste and designated containers are provided for this purpose. Records of disposal are kept in the office.