

General Health and Safety Risk Assessment

This form has been prepared as a template for you to adapt and complete to reflect your own circumstances paying special attention to vulnerable people such as pregnant women, young and disabled people. Sign and date 'further action' when completed.

Agilio recommends that this risk assessment is only carried out by trained and competent team members

Dental practice:	Assessment date:	Assessment complete	Review date:
Loddon Bridge Road	09/01/23	James Dalton Health and Safety	09/01/24
Dental Practice		Manager	

Assessing the level of risk = L x S

L=Likelihood Rate (1 to 3)	Explanation	S=Severity Rate (1 to 3)	Explanation
1 - UNLIKELY	Improbable	1 - MINOR	Minor injuries include: Cuts and lacerations Sprains Eyes splashed with non-injuring substances Stress and psychological disturbance
2 - POSSIBLE	Annual or more often	2 - MODERATE	Moderate injuries include: Severe sprains and dislocations Hand, foot and other bone fractures Penetrating eye injuries Back injuries
3 - LIKELY	Weekly or more often	3 - MAJOR DA BRIDGE	Major injuries include: Chemical or hot metal burns Loss of sight Loss of limbs Electric shock Loss of consciousness Progressively disabling illness Death

In general terms, risk assessments should be reviewed annually unless a change has occurred, such as an alteration to the building (Fire and Evacuation) or a change in the use of potentially hazardous product (COSHH). In addition, a risk assessment must be reviewed after an accident or incident. The law does not expect you to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'. Note the 'identified hazards' in this risk assessment may need to be removed if they are not in your practice or added to if there are hazards in your practice which are not in this template. Similarly, you will need to add or remove 'control measures'.

When conducting the 'Lone Worker' part of this risk assessment in line with the Lone Working Policy (M233-LWP), there are particular issues that you may need to consider:

- Potential communication problems
- The likelihood of an intruder, can the building be entered/exited easily
- Potential for verbal and physical abuse
- Whether or not all the equipment, etc, can be handled safely by one person
- Whether or not the person is medically fit and suitable to work alone
- How the lone worker will obtain help in an emergency such as an assault, accident or fire
- Whether or not there is adequate first aid cover



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Blood and saliva including inoculation injury Assessor: James Dalton	Dentists Staff	 [Sufficient PPE for staff provided] [Protective clothes, gloves, eyewear & masks worn] [Staff immunised against Hepatitis B and common illnesses] [New team members are referred to occupational health for a risk-based assessment of their immunisation status] [High speed aspiration used] [Staff trained in infection control procedures] [Waste disposal in accordance with legal requirement and policy] [Information included in infection control policy and procedures] [Staff training kept up-to-date] [Patient's medical history updated] [Refer to COSHH assessment] [Refer to infection control procedures] [Patient PPE provided] [Inoculation injury procedures] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members provided with full explanation of risks and control measures] [Work experience team members restricted to observation only in surgeries and decontamination rooms] [Work experience team members are supervised at all times] 	2	N/A
Air borne materials Assessor: James Dalton	Dentists Staff Patients	 [Protective eyewear worn for all clinical procedures] [High speed aspiration used] [Staff trained in use of PPE] [Adequate ventilation] [Information included in infection prevention and control policy and procedures] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members restricted to observation only in surgeries and decontamination rooms] [Work experience team members are supervised at all times] [Other] 	2	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Hazardous materials (various) Assessor: James Dalton	Dentists Staff Patients Contractors	 [Staff trained in correct handling] [Room kept well ventilated] [Adequate emergency arrangements confirmed] [Gloves and protective clothing worn where necessary] [All team members trained on and have access to COSHH Assessments] [Staff do not handle hazardous materials when working alone] [Spillage and clean-up material available] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from handling hazardous materials] [Work experience team members are supervised at all times] 	3	N/A
Waste Assessor: James Dalton	Dentists Staff	 [Clinical waste storage, handling and disposal] [Hazardous waste (developer and fixer) storage handling and disposal] [Special waste (amalgam, amalgam capsules, lead foil, sharps, partially used anaesthetic cartridges, drugs) storage, handling and disposal] [Staff trained/updated] [Waste stored where access is restricted to patients/ unauthorised persons] [Waste transfer notes retained] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from handling waste] [Work experience team members are supervised at all times] 	2	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Autoclaves Assessor: James Dalton	Dentists Staff	 [Maintained in accordance with manufacturer's instructions] [Regularly inspected against written scheme of examination by competent authority] [Records of service and inspection retained] [Instructions for use are displayed and all relevant paperwork is kept with the autoclave] [The Autoclave Weekly Checklist (M 257E) is in use] [The Autoclave Cycle Log (M 257F) is maintained] [Staff trained/updated in the use of equipment] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from operating or validating autoclaves] [Work experience team members are supervised at all times] 	2	N/A
Assessor: James Dalton	Dentists Staff Contractors	 [Maintained in accordance with manufacturer's instructions] [Staff trained/updated in its use] [Inspected and tested according to regulations] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from operating or maintaining compressors] [Work experience team members are supervised at all times] 	1	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Display screen equipment Assessor: James Dalton	Dentists Staff	 [Ergonomics of workstation is assessed and complies with the relevant regulation requirements] [Sufficient space available for movement] [Adjustable chairs provided] [Footstool/wrist pads provided if needed] [Staff trained in correct use of workstation] [Workload monitored] [Breaks provided depending on the workload] [Workstation Audit (M 272A) carried out for all team members] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] 	3	look into Providing eye tests for staff using screens.
Electricity Assessor: James Dalton	Dentists Staff Patients Contractors	 [Portable electrical equipment uniquely identified and logged] [Monthly visual inspection carried out] [Combined inspection and Portable Appliance Test (PAT) carried out every two years] [Records of all tests/inspections maintained] [Staff trained in correct use of all electrical equipment] [Staff prohibited from bringing own equipment into work] [Sockets not overloaded with 'double adapters'] [Leads/cables are not left trailing] [Fixed electrical systems inspected every 5 years] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are supervised at all times] [Work experience team members are prohibited from using any 	6	Monitor staff using own appliances Review 5 yearly inspection



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Fire Assessor: James Dalton	Dentists Staff Patients Contractors	 [Refer to completed Fire Risk Assessment (M 266B) and Fire Action Plan (M 266A)] [Lone Workers trained on what to do in an emergency] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are supervised at all times] [Fire drills carried out] 	3	Review fire drills review Fire risk assessment
Gas cylinders Assessor: James Dalton	Dentists Staff Patients Contractors	 [Stored correctly and restrained if large, away from heat or sources of ignition] [Cylinders properly identified] [Staff trained in handling and use of gas cylinders] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from handling gas cylinders] [Work experience team members are supervised at all times] 	3	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
General premises hazards Assessor: James Dalton	Dentists Staff Patients Contractors	 [Lighting is adequate] [Flooring is well maintained and clean - not slippery] [All walk areas are kept clear] [Spills are cleared immediately] [The temperature is kept reasonable] [There is a no-smoking policy in place] [External access areas are safe] [Access and egress is safe] [Ventilation is adequate] [Sufficient sanitary facilities exist] [Routine housekeeping takes place] [Suitable areas for eating, drinking and the storage of outside clothing during rest periods, are provided] [Lone Working avoided where possible] [External lighting is adequate for Lone Working] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are supervised at all times] 	6	Monitor staff eating in non-eating designated areas
Loads where injury could be caused or awkward to reach loads Assessor: James Dalton	Dentists Staff	 [Staff trained in lifting techniques to prevent injury] [At risk lifting assessed and eliminated as far as possible] [Delivery drivers are requested to take the delivery through whenever possible] [Deliveries are stored on the ground floor at suitable level to prevent injury when lifting] [Procedure in place prohibiting young people, pregnant members of staff or staff with disabilities to lift heavy loads] [Additional training, supervision and competence checking provided for young persons where required] [Young persons employed by the practice are not asked to perform manual handling tasks beyond their physical capabilities] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are supervised at all times] [Work experience team members 	3	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
		are prohibited from manual handling tasks]		
		WAY		

LODDON BRIDGE ROAD



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Radiation Assessor: James Dalton	Dentists Staff Patients	 [Current guidelines and legislation on radiology standards followed] [Dose Investigation Level is set to keep dosage low] [Annual dose to employees does not exceed 1 mSv] [Dose limits for pregnant employees does not exceed 1 mSv] [Controlled and supervised areas considered] [Local rules in place and followed] [Emergency/accident/malfunction procedures (contingency) in local rules] [RPA and Medical Physics Expert appointed in writing and consulted] [RPS appointed] [Radiation survey carried out at recommended intervals] [New equipment is 'critically examined' by installer] [Equipment checked and maintained in accordance with manufacturers' instructions and records kept] [Electrical and mechanical tests carried out] [Equipment capable of keeping doses to a minimum] [Routine radiation testing carried out every 3 years by competent authority or in line with guidance for CBCT and handheld units] [Personal monitoring instigated when necessary] [Suitable QA programme and QA Controls in place] [Staff adequately trained to assist] [Knowledge and training of dentist and staff kept up-to-date] [S hours of IRMER training is undertaken every 5 years] [Employees exercise reasonable care] [Fatients given adequate information] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] 	6	Review and maintain Radiation risk assesments and audits



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Radiation (cont'd) Assessor: James Dalton	Dentists Staff Patients	 [Work experience team members are prohibited from all aspects of radiographic exposure] [Work experience team members are supervised at all times] 	Cont.	Cont.





Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Sharps injury from (including but not limited to) needles, matrix bands, orthodontic wires, scalpels, probes, sickle scalers, etc. Assessor: James Dalton	Dentists Staff	 [Team members aware of all items in the practice that could cause a sharps injury such as needles, matrix bands, orthodontic wires, scalpels, probes, sickle scalers, etc] [Use of sharps and their safe discarding technique has been reviewed and is monitored] [Only clinicians dispose of sharps] [Needles are recapped using a suitable device] [Only the clinician recaps needles] [Needles are never recapped using a two-handed method] [Matrix retainers and bands are only assembled and disassembled by the clinician] [Single-use matrix bands are used] [Single-use disposable scalpels are used] [Scalpels are only assembled and disassembled by the clinician] [Needle/syringes are only assembled by the clinician] [Needle/syringes are only assembled by the clinician] [Team rembers are trained on the safe assembly of sharps] [Team members trained on what to do should a sharps injury occur] [Team members trained on the location of the sharps injury poster (M 257H) with contact numbers and detailed instructions on what to do if a sharps injury were to occur] [Only blunt needles are used for irrigation purposes] [Orthodontic wires are disposed of using adhesive pads/other] [Sharps containers are disposed of when 2/3 full in line with waste disposal procedures] [Written instructions regarding the safe handling and disposal of sharps are available to team members] [Instruments are cleaned with thick rubber gloves] 	6	Consider safe sharps syringes consider automatic needle removers



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Sharps injury from (including but not limited to) needles, matrix bands, orthodontic wires, scalpels, probes, sickle scalers, etc. (cont'd) Assessor: James Dalton	Dentists Staff	 [Safe use of sharps training provided at practice meeting] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are prohibited from handling any instruments or burrs, including all possible sharps] [Work experience team members are supervised at all times] 	Cont	Cont
Intruder in the building Assessor: James Dalton	Dentists Staff working alone	 [Staff trained on lone worker policy and procedures] [Periodic telephone contact with lone workers] [Manual warning devices e.g. panic alarms etc] [Security risk assessment carried out] [Security alarm system in place] [Doors locked] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members and young persons are prohibited from lone working] [Work experience team members are supervised at all times] 	3	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Supervision/ Emergency Assistance Assessor: James Dalton	Dentists Staff working alone	 [Training on Lone Worker Policy] [Arrangements in place for regular contact times] [CCTV on premises] [First Aid facilities available] [Procedure in place to summon help via mobile, radio, alarm] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] 	3	N/A
Supervision/ Emergency Assistance (Cont'd) Assessor:	Dentists Staff working alone	 [Work experience team members and young persons are prohibited from lone working] [Work experience team members are supervised at all times] 	Cont	Cont
Office Equipment Assessor: James Dalton	Dentists Staff	 [Printers and other devices are sited within easy reach and serviced in line with manufactures requirements] [Replacement toner and inks are stored correctly] [Used toner cartridges are disposed of properly] [Filing cabinets and document storage systems are check for stability and correct operation] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] [Work experience team members are supervised at all times] 	1	N/A



Identified hazards	Who is at risk	Current Control Measures (CHECK!)	Risk Rating* 1 - Low 9 - High L x S	Further action required and signed off
Access and Egress Assessor: James Dalton	Dentist Staff Patients Engineers Others	 [Parking areas are clearly marked] [Access and Egress is maintained for the mobility impaired] [Access and egress routes are regularly cleaned] [There is adequate lighting on the routes] [Gritted and Snow cleared when required] [Additional training, supervision and competence checking provided for young persons where required] [Work experience team members are provided with full explanation of risks and control measures] 	2	N/A
Stress Assessor: James Dalton	Dentists Staff	 [Staff are requested to raise any problems/issues with the line manager as soon as they become aware of them] [Stress policy is in place and staff made aware of it] [Plans and objectives are discussed regularly] [Work load is discussed and monitored by the Practice Manager] [Additional training, supervision and competence checking provided for young persons where required] [Young persons have regular reviews to ensure that experiences in the practice are not exceeding their psychological 	2	N/A
Violence and Aggression Assessor: James Dalton	Dentists Staff	coping mechanisms] • [Team trained in customer service skills and de-escalation] • [Warning system present in practice] • [Zero tolerance policy on display in reception] • [CCTV cameras present in waiting areas] • [Additional training, supervision and competence checking provided for young persons where required] • [Young persons have regular reviews to ensure that experiences in the practice are not exceeding their psychological coping mechanisms] • [Work experience team members are provided with full explanation of risks and control measures] • [Work experience team members are supervised at all times]	3	N/A



[Justificatio	n for the use of tra	aditional sharps and instruction	ons to reduce the ris	k of injury]
[Justificat	tion for the recapp	ing of sharps and instructions	s to reduce the risk o	of injury]
Risk Assessment F	Reviews			
Date of next	Carried out by	Further actions required	Bywhom	Deadline
review	Carried out by	rui tilei actions required	By whom	Deaume
	LOI		OAD	