

# THE LEATHER LANE DENTAL PRACTICE

Gaynor Potter & Associates

## **Risk Assessment**

A risk assessment of the practice was carried out on 15<sup>th</sup> August by Gaynor Potter and the following are the significant findings.

A review of the risk assessment is due on 15<sup>th</sup> August 2011.

<b>Significant hazards</b>	<b>Those at risk</b>	<b>Existing controls or action required</b>
<p><b>Autoclave</b> Risk of explosion, scalds and burns</p>	Dental nurse (and others in the immediate area)	<ul style="list-style-type: none"> <li>▪ Staff receive full instruction and training in the safe use of autoclaves</li> <li>▪ Manufacturers' instructions and operating procedures are kept nearby the autoclave</li> <li>▪ Malfunctions or faults are reported to the practice manager for remedial action</li> <li>▪ Autoclaves are serviced regularly and inspected for safety purposes in accordance with the Written Scheme of Examination.</li> </ul>
<p><b>Biological Agents</b> Risk of infection from –</p> <ul style="list-style-type: none"> <li>▪ Blood/saliva</li> <li>▪ Bacteria/micro-organisms</li> </ul>	Dentist, dental nurse, hygienist, patient	<ul style="list-style-type: none"> <li>▪ Biological agents are covered by COSHH – <i>see separate assessment</i></li> <li>▪ Universal precautions and current infection control guidelines are followed –<i>see practice infection control policy</i></li> <li>▪ Relevant staff are immunised against hepatitis B and their responses checked</li> <li>▪ Regular training in infection control procedures is provided</li> <li>▪ See also <i>Sharps</i>.</li> </ul>
<p><b>Display Screen Equipment</b> Risk of upper limb disorders.</p>	Receptionist / practice manager	<ul style="list-style-type: none"> <li>▪ Individual workstation assessments undertaken for regular users – <i>see separate assessments</i></li> <li>▪ Equipment and seating can be adjusted to individual needs</li> <li>▪ Eye test is provided if requested by employee</li> <li>▪ Window blind is provided to control glare on screen [<i>if glare is a problem</i>]</li> <li>▪ Training in software used is provided</li> <li>▪ Information on DSE health and safety has been provided (HSE leaflet).</li> </ul>

<p><b>Electrical</b> Risk of –</p> <ul style="list-style-type: none"> <li>▪ electric shock or burns</li> <li>▪ fire from damaged equipment.</li> </ul>	<p>All staff</p>	<ul style="list-style-type: none"> <li>▪ Staff advised to visually check plugs, cables or equipment for signs of overheating or damage and report these to the practice manager for remedial action.</li> <li>▪ Visual inspection of all portable appliances is carried out annually/six monthly by the practice owner [or other competent member of staff] and findings recorded</li> <li>▪ All electrical equipment is inspected and tested by a qualified electrician at regular intervals (every three years suggested)</li> </ul>
<p><b>Eye injury</b> Risk of –</p> <ul style="list-style-type: none"> <li>▪ flying debris and splatter from rotary instruments</li> <li>▪ splashing during the cleaning of instruments.</li> </ul>	<p>Dentist, dental nurse, hygienist, patient</p>	<ul style="list-style-type: none"> <li>▪ Use of protective eyewear during clinical procedures for both staff and patients and when cleaning instruments and equipment prior to sterilisation</li> <li>▪ Use of high speed aspiration for procedures involving rotary instruments</li> <li>▪ Use of rubber dam whenever possible to restrict the operative field</li> <li>▪ Immunisation against hepatitis B for all clinical health care workers and response to the vaccine checked</li> </ul>
<p><b>Fire</b></p>	<p>All staff, patients and visitors.</p>	<ul style="list-style-type: none"> <li>▪ Fire alarm system checked and tested annually by service engineer</li> <li>▪ Self-contained smoke alarms are cleaned and batteries changed annually</li> <li>▪ Staff trained in the evacuation procedure</li> <li>▪ Fire fighting equipment is checked and tested annually by service engineer</li> <li>▪ Fire exits and fire-fighting equipment are clearly marked [<i>larger practices</i>]</li> <li>▪ Access to exits and extinguishers is kept clear at all times</li> <li>▪ Fire drills are held yearly (but for practical reasons do not have to be during patient time)</li> <li>▪ Procedures to be followed in the event of a fire are displayed in every room.</li> </ul>
<p><b>Hazardous substances</b> Risk of skin, eye and respiratory tract irritation, asthma, allergy and poisoning.</p>	<p>Dentist, dental nurse, hygienist, cleaner, patient, visitors and contractors</p>	<ul style="list-style-type: none"> <li>▪ <i>Hazardous substances are covered by COSHH – see separate assessment</i></li> <li>▪ Staff made aware of the risks from the hazardous substances they work with and the precautions needed to avoid or control these risks</li> <li>▪ Substances assessed include acids, adhesives, blood and saliva, disinfectants, strong detergents and other cleaning agents, latex gloves, mercury, nitrous oxide, solvents and x-ray chemicals.</li> </ul>

<p><b>Manual handling</b> Risk of injury to back or other part of the body.</p>	<p>All staff involved in lifting and/or awkward or repetitive handling (for example, stock deliveries, assisting elderly and disabled patients into and out of chair)</p>	<ul style="list-style-type: none"> <li>▪ Training and information provided including how to recognise harmful manual handling and good handling techniques</li> <li>▪ Information on manual handling techniques is available (HSE leaflet) and kept in the principal's office.</li> </ul>
<p><b>Radiation – ionising</b> Risk of accidental over-exposure from x-ray equipment</p>	<p>Patient, dentist, dental nurse.</p>	<ul style="list-style-type: none"> <li>▪ Radiation Protection Adviser appointed – <i>see separate risk assessment</i></li> <li>▪ Radiation Protection Supervisor, or other trained person, is on the premises at all times</li> <li>▪ Those involved in the taking and processing of x-rays have received the appropriate training and possess the relevant knowledge</li> <li>▪ X-ray equipment is regularly checked and maintained in accordance with the manufacturer's, suppliers and RPA's advice</li> <li>▪ Arrangements for dealing with accidental or unintended dose are contained in the Local Rules.</li> <li>▪ X-ray equipment can be switched off in the event of malfunction without entering the controlled zone</li> <li>▪ Current guidelines on radiology standards are followed closely</li> </ul>
<p><b>Sharps</b> Risk of infection from used needles, instruments and spicules of teeth or bone.</p>	<p>Dentists, dental nurses, hygienists, patients, waste contractors</p>	<ul style="list-style-type: none"> <li>▪ All staff trained in the safe use and disposal of sharps – <i>see practice Healthcare Waste policy</i></li> <li>▪ Thick household type gloves provided for handling and cleaning used instruments prior to sterilisation</li> <li>▪ Needles are only re-sheathed using a device</li> <li>▪ Sharps are discarded into an approved container</li> <li>▪ All staff immunised against hepatitis B and their response to the vaccine checked</li> <li>▪ Sharps injuries are reported immediately and dealt with as appropriate – <i>see practice policy on inoculation injuries</i></li> <li>▪ If required, medical advice will be sought as soon as possible.</li> </ul>

<p><b><i>Slips, trips and falls</i></b> Risk of injury.</p>	<p>Staff, patients and visitors.</p>	<ul style="list-style-type: none"> <li>▪ Good quality flooring which is well maintained</li> <li>▪ All staff trained to maintain good housekeeping standards</li> <li>▪ Spills cleared up immediately</li> <li>▪ Walk areas kept unobstructed.</li> </ul>
<p><b><i>Waste Disposal</i></b> Risk of exposure to infectious or hazardous waste.</p>	<p>Staff and waste contractors.</p>	<ul style="list-style-type: none"> <li>▪ Waste segregated and disposed of in appropriate containers – <i>see practice policy on disposal of waste</i></li> <li>▪ Waste collected for disposal by authorised waste disposal company</li> <li>▪ Records of disposal maintained.</li> </ul>