



VICIDENTAL

## VICI Dental - Health & Safety 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 the training and supervision needed for this purpose. The practice will take all reasonable steps to maintain premises, equipment and work systems so that they are safe and without risk to health. All appropriate regulations and codes of practice will be observed. Employees also have a responsibility to take care of the health and safety of themselves and others.

### Responsibilities

Dr Paul Midha/ Dr Ricky Duggal are responsible for health and safety in the practice and all accidents and spillages must be immediately reported to him is also responsible for training staff in all health & safety matters and you should ask him for help if you are in any doubt about using materials or equipment.

### Accidents

Report all accidents (including spillages and sharps injuries etc) to Dr Paul Midha immediately, whether or not they involve personal injury. He will decide whether the HSE should be informed. Ensure all accidents are recorded in the accident book and all sections are completed. The practice first aid box is clearly marked and is kept in De Con Room

In the event of a sharp's injury, the Sharps Injury Protocol should be followed.

### Reporting of Injuries, Diseases and Dangerous Occurrences

The practice is compliant with RIDDOR and all employees should make themselves aware of the regulations which can be found in < online manual or practice manual>

Reports can be made online at: <http://www.hse.gov.uk/riddor/report.htm>

### General Fire Safety

Each team member should know what to do if a fire occurs including the evacuation procedure and arrangements for calling the Fire Brigade. Escape routes should be free from obstructions and adequately signposted. Fire drills will be carried out annually.

The fire extinguishers and alarms are regularly maintained and tested. Extinguishers are located reception area Training in the use of these appliances is given to all staff.

### Hygiene

It is the responsibility of all team members to maintain rigorous personal hygiene. Surgery staff must wear surgical gloves before handling instruments and materials to be used in the mouth. All substances that

have been in contact with the mouth must be assumed to be contaminated and either sterilised or disposed of as instructed. Contaminated needles and sharps are to be disposed of in designated containers; heavy duty gloves must be worn when handling them and every precaution taken to avoid injury.

## Hazards

All substances used in the practice must be handled carefully and care taken to avoid skin contamination, inhalation or ingestion.

## Personal Protection Equipment

We will provide, PPE, where necessary, when all other methods of risk reduction are insufficient, including gloves (surgical and heavy-duty), masks, eye-wear and impervious aprons. Open-toed shoes should be avoided. It is a condition of employment that PPE is worn as appropriate.

## Manual Handling

Lifting or moving a heavy object has the potential to cause injury unless care is taken. The protocol on Manual Handling Procedures should be studied and adhered to. If lifting cannot be avoided, consider your capability and if possible, split the load or ask for help.

## Electrical Equipment

Electrical equipment must NEVER be touched with wet hands. In the event of a malfunction, disconnect at the mains and affix a label stating that the machine is "OUT OF ORDER". Alert the employer immediately.

In compliance with Portable Electric Equipment (PEE) regulations, electrical equipment is checked regularly to ensure there is no damage, fuses are of the correct amperage and that there are no bare wires. Appliances should display stickers to show the date of their last inspection.

## Gas Safety

A gas safe engineer will service and check our systems annually, producing a Gas Safety Certificate.

## Machinery

Never use any machinery unless you have been instructed in its safe use. Make no attempt to dismantle, repair or service machinery without instruction.

In the case of an emergency or malfunction, electrical equipment must be switched off and the employer alerted immediately.

## Pressure Vessels

Compressors and autoclaves are pressure vessels and must only be operated by team members who have been fully trained in their safe use. All compressors and autoclaves are regularly inspected, serviced and certified.

## Control of Substances Hazardous to Health (COSHH)

The practice complies with the COSHH Regulations 2002.

All staff should be familiar with the practice's COSHH documentation which is kept in the COSHH file. Training is provided and regularly updated. All team members are required to sign the COSHH documents to confirm that they have received training.

## Radiography

The practice complies with the Ionising Radiation Regulations 2017 and the Ionising Radiation (Medical Exposure) Regulations 2017. These regulations are for the protection of staff, patients and the public. All radiographic equipment must be operated in accordance with local rules, which are to be found in the RPA folder. Appropriate training in radiological protection will be given to all staff; however, only those staff with appropriate training as specified in the regulations may take radiographs.

## Lasers

The practice follows the MHRA's guidance:

"Lasers, intense light source systems and LEDs — guidance for safe use in medical, surgical, dental and aesthetic practices"

Appropriate training is given to all staff, who should work in accordance with the local rules.

## Managing Pressure at Work

We recognise that from time to time all team members, including the dentists, feel under pressure, whether arising from work or domestic responsibilities. Do make these situations known, as we may be able to help.

## Food & Drink

Beverages are acceptable in surgeries as long as they are in non-clinical areas and on reception, as long as they are discreet and tidy. Food, however, must NEVER be taken into the surgeries and may only be consumed in the staff room.

## Smoking

In compliance with Government legislation the practice premises are smoke-free.

## Medical Conditions

You should inform Dr Paul Midha if you suffer from any medical condition which may require extra care by the practice, particularly in an emergency. Any information given will be treated in the strictest confidence.

Expectant mothers should inform Dr Paul Midha and we will endeavour to adapt to your physical condition. We will arrange access to expert advice if you have concerns about health or safety in the workplace as regards pregnancy.

## Resuscitation in an Emergency

All team members must attend regular training in resuscitation techniques and procedures. These sessions are organised by the practice and will take place during normal working hours. The portable oxygen cylinder is in surgery 1 room. Other resuscitation equipment is kept in the decontamination room. The emergency drugs kit is kept in the decontamination room which is always unlocked when the practice is working, but locked away when there is no-one on the premises.

## Display Screens

Our computer screens are compliant with Display Screen regulations. Employees should ensure that the adjustable seating is in the correct position when using the computer. Employees should also take frequent breaks, when using the VDU screens.

## Violence and aggression

Violence and aggression towards our staff is not tolerated. Staff are consulted on their thoughts and experiences. Incidents are logged and monitored and processes reviewed accordingly. Training is provided in complaints handling and conflict resolution. Where necessary, additional security measures will be put in

## Training

Dr Paul Midha is responsible for training and will ensure that all workers are able to work safely. They will also be trained in the use and maintenance of PPE and be made aware of any contingency plans

Specific training is needed in:

- The use of autoclaves to sterilise instruments
- Pre-sterilisation cleaning of equipment
- Disposal of sharps
- Radiation safety
- Processing radiographs
- COSHH
- Handling complaints & conflict resolution.

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## Visitors and Contractors

Contractors and visitors to the practice, (not patients), should be referred to Dr Paul Midha, to ensure that they are made aware of the hazards present and precautions that are needed.

## Review of Health & Safety Policy

Our practice Health & Safety Policy will be kept up to date, particularly as the practice introduces new materials and equipment. To ensure this, the policy and the way in which it has operated will be reviewed every year and practice meetings are held regularly to discuss any interim problems.

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DATE 12/8/2024

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