APP/Y3805/C/10/2125360

Church House Dental Practice
Description of Health and Safety Issues

Health and Safety Manager: Sasha Haggqvist

Issues Outstanding from Risk Assessment on 21.5.07

The purchase of new and more secure garage doors it to be considered following problems incurred as a result of the lack of security from and difficulty in using the existing wooden garage doors.

Clark Computers have been broken into and items stolen outside working hours. The wooden door was broken into and provided no security against the burglars. This suggests that the practice may be at risk, particularly since expensive equipment is kept on site, including computer equipment. There is also an issue of data protection and patient confidentiality as patient data is kept in the office which backs onto the courtyard.

Members of the public have been encountered after working hours in the garage area displaying unreasonable behaviour – urinating & having sex, often after having consumed alcohol. It is considered that this puts our members of staff at risk.

The existing wooden garage doors are considered very cumbersome to move and there have been complaints from the staff that they are unable to fully close the doors. The padlock is also very difficult to both open and close and no one but the male members of staff are able to close and lock the doors, This proves a problem when they are not present in the practice as this could leave the practice & other businesses vulnerable out of hours.

There is also a problem with the number of allocated parking spaces. When the wooden doors are pulled back one parking space is occluded and this requires that person to park in the road where parking is very difficult to find. This also makes it very difficult patients from using the courtyard for disabled access as the doors take up valuable parking space. Furthermore the padlock is vulnerable to being cut & does not provide adequate security.

A further problem is that it is difficult to prevent the doors from swinging in the wind. Various measures have been taken in the form of a catch and a wedge but these have proved to be ineffective and damage has been caused to cars parked in the vicinity by doors swinging into the cars.

A meeting has been called with all tenants ie John Clark & Mike Johnstone to discuss how to proceed. A tentative quote has been requested from Wilmshurst Brothers who could provide metal shutter doors. These would provide the security required whilst being straightforward and convenient to use and would provide easy access to a secure courtyard.

Church House Dental Practice

General Health and Safety Risk Assessment

Assessor SASHA HAGGQVIST	Assessment Date 21.5.07.
Assessment Complete ✓	Review Date 21.5.08.

Significant hazards	Who is at risk	Precautions taken	Risk Level 1 – Low 9 – High	Further action required & signed off
Blood and saliva	Dentists Staf	– Sufficient PPE for staff provided – Protective clothes, gloves, eyewear & masks worn – Staff immunised against Hepatitis B & common illnesses – High speed aspiration used – Staff trained in infection control – Waste disposal in accordance with legal requirement and policy – Information included in infection control policy – Staff training kept up-to-date – Patient's medical history kept up to date – Refer to COSHH assessment – Refer to infection control – Patient PPE provided	2 2 1 1 1 1 1 1 1 1 1 1	None SM None SM None SM None SM None SM None SM None SM None SM None SM None SM
Air borne materials	Dentist Staff Patients	– Protective eyewear worn for all clinical procedures – High speed aspiration used – Staff trained in use of PPE – Adequate ventilation – Air Conditioning Unit – Information included in infection control policy	1 1 1 1 1	SM SM SM SM SM
Hazardous Materials	Dentists Staff Patient Contract ors	– Staff trained in correct handling – Room kept well ventilated – Air Condition – Adequate emergency arrangements confirmed – Gloves and protective clothing worn where necessary – See COSHH for further/specific details	1 1 1 1 1	SM
Waste	Dentist Staff	– Clinical waste storage, handling and disposal – to be secure & away from general public – Hazardous waste storage handling and disposal – to be secure & away from general public – Special waste storage, handling and disposal – Staff trained/updated ✱ Waste stored where access is restricted to patients/unauthorised person		garage doors unreliable - doors locked but garage doors unreliable - padlock

✱ due to wooden doors unreliable - new metal roller blinds to be considered in order to maintain security of hazardous, Clinical - special waste -

Significant hazards	Who is at risk	Precautions taken	Level of Risk 1 – Low 9 – High	Further action required & signed off
Autoclaves	Dentist Staff	– Maintained in accordance with manufacturers' 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 – Staff trained/updated in the use of equipment	1 1 1 1 1	SH
Compressor	Dentist Staff Contractors:	– Maintained in accordance with manufacturers' instructions – Staff trained/updated in its use – Inspected and tested according to regulations	1 1 1	SH
Display Screen Equipment	Dentist Staff	– Ergonomics of workstation is assessed & complies with the relevant regulation requirements – Sufficient space available for movement – Adjustable chairs provided – to be renewed – Footstool/wrist pads provided if needed – Staff trained in correct use – Workload monitored – Breaks provided depending on the workload	2 2 2/2 2 2	to be renewed SH
Electricity	Dentist Staff Patients Contractors	– Portable electrical equipment uniquely identified & logged – Monthly visual inspection carried out – Combined inspection and test carried out every two years – Records of all tests/inspections maintained – Staff trained in correct use of all electrical equipment – Staff prohibited from bringing equipment into work – Sockets in waiting areas guarded – Sockets not overloaded with 'double adapters' – Leads/cables are not left trailing – tidied away – Fixed Electrical systems inspected every 5 years	1 1 1 1 1 1 1/2 2 1	to investigate SH

Significant hazards	Who is at risk	Precautions taken	Level of Risk 1 – Low 9 – High	Further action required & signed off
Fire	Dentist Staff Patients Contractors	– Refer to completed Fire Risk Assessment and Fire Action Plan	1	SH.
Gas Cylinders	Dentists Staff Patient 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	1 1 1	SH
Loads where injury could be caused or awkward to reach loads	Dentist Staff	– Staff trained in lifting techniques to prevent injury – All 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 – use of lift to carry heavy loads. – Procedure in place prohibiting young people, pregnant members of staff or staff with disabilities to lift heavy loads	7 2 2	garage door heavy + diffic to close – new doors to be investigated SH.
Radiation	Dentist Staff Patients Others:	– Current guidelines and legislation on radiology standards followed – Dose Investigation Level is set to keep dosage as low as reasonably practicable – Annual dose to employees does not exceed 20 mSv – Dose limits for pregnant employees does not exceed 1mSv for the term of pregnancy – Dose limits for female employees of reproductive age shall be 13 mSv in any consecutive three months – Controlled and supervised areas considered and appropriate action taken – Local rules in place and followed – Emergency/accident/malfunction procedures (contingency) in local rules – Emergency/accident/malfunction procedures (contingency) in local rules – RPA & Medical Physics Expert appointed in writing and consulted – RPS appointed – Radiation survey carried out at recommended intervals – New equipment is 'critically examined' by	1 1 1 1 1 1 1 1 1 1 1 1	SH

Radiation Contd		installer – Equipment checked and maintained in accordance with manufacturers' instructions & records kept – Equipment capable of keeping doses to a minimum – Routine radiation assessment carried out every 3 years by competent authority – Personal monitoring instigated when necessary – Suitable QA programme & QA Controls in place – Staff adequately trained to assist in the taking of X-rays – Knowledge and training of dentist and staff kept up-to-date – Operator training is undertaken every 5 years – Employees exercise reasonable care – Patients given adequate information	1	SB.
General Premises Hazards	Dentist 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 smoking policy in place to protect against smoke inhalation – External access areas are safe & well protected – – Access and egress is safe – Ventilation is adequate – Sufficient sanitary facilities exist – Routine housekeeping takes place – Suitable areas for eating and drinking during rest periods are provided	7	problem with general public access to garage area. found male urinating in courtyard after dark. Became violent ? garage doors to be replaced

Risk Assessment Reviews

Date of next review	Carried out by	Further actions required	By whom	Deadline
		To consider replacement of garage doors to increase security. To talk to other tenants.	SB	Nov 07

Clark computers broken into. Door kicked in after hours.

Further problems - other tenants found couple having sex in courtyard after dark.

Rear of practice is very vulnerable as office windows can be breached + patient confidentiality may be compromised. To talk to police about security.