Health and Safety Policy

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Version	Date of change	Changed by	Reason for change
1	27/7/21	Rhys Jones	New policy
2	7/10/22	Sophie Greensides	Updated and removed colleague names
2.5	7/11/22	Sophie Greensides	Added responsibility chart
3.0	12/07/23	Sophie Greensides	Reviewed

portman dentex

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1. Purpose

It is a legal requirement under the following regulations for employers to generate a policy that sets out the general arrangements for managing health and safety in the workplace, in order to reduce the risk of injury or ill health to its employees, or anyone else effected by the activities undertaken.



Health and Safety at Work etc. Act 1974 - Section 2(3)



Health and Safety at Work (Northern Ireland) Order 1978 - Section 4(3)



Safety, Health and Welfare at Work Act 2005 - Section 20 & Schedule 3(8)

2. Scope

This policy relates to all our practices and colleague self-employed and employed. This policy if for practice and central colleagues across all nations



3. Responsibilities

Overall and final responsibility for health and safety within Portman Dental Care falls with:

- Sam Waley Cohen Founder

As a business we are committed to supporting this policy and the associated health and safety protocols, and understands that to ensure the actions and/or recommendations of health and safety monitoring, auditing, accident investigation and training are implemented effectively, that adequate resources are made available to support health and safety development.

To support the business with the implementation of effective health and safety attachments, procedures and arrangements, the following positions have been created:

- Senior Safety and Quality Manager
- Safety and Quality Manager
- Director of Dentistry
- CEO
- UK & Ireland Executive Lead
- Operations and Property Departments

The day-to-day responsibility for ensuring this policy is put into practice falls upon the Registered Manager/Practice Manager with the support of their assigned Operations Manager

All employees and self-employed workers are also responsible for:

- Taking reasonable care of their own health and safety, as well as others who may be affected by their activities at work;
- Co-operating with Portman Dental Care and the persons defined above on all health and safety matters, including the adherence to all attachments, procedures and instructions provided;
- Reporting any health and safety concerns to the appropriate person as detailed above, and
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Portman Health & Safety Responsibilities Chart



4. Statement of Intent

Portman Dental Care is dedicated to providing the highest standards of health and safety management in order to:

- Promote and maintain the mental, physical and social well-being of its employees;
- Protect employees and others affected by activities undertaken from risks to health and safety; and
- Establish a framework to implement attachments and achieve continual improvement in health and safety.

To achieve these objectives our health and safety policy is committed to:

- Compliance with all relevant health and safety legislation;
- Proactively managing health and safety risks in our workplaces;
- Preventing accidents and cases of work-related ill health;
- Maintaining a safe and healthy working environment, including safe access to and egress from it;
- Providing and maintaining plant and equipment that are safe and without risks to health;
- Providing and maintaining adequate facilities and arrangements for welfare at work;

- Implementing effective controls for mitigating risks associated with the use, handling, storage and transportation of hazardous substances;
- Implementing effective controls for mitigating risks associated with working with biological agents such as HIV, Hep B and Coronavirus;
- Providing effective personal protective equipment and infection control procedures;
- Providing adequate financial resources where necessary to ensure that proper provision can be made for health and safety;
- Implementing and maintaining effective safe systems of work to ensure activities can be carried out without the risk of harm or ill health;
- Providing clear instruction, information and adequate training to ensure our employees are competent to do their work;
- Implementing emergency procedures, including evacuation in case of fire or other significant incident;
- Carrying out regular consultation with our employees on matters affecting their health and safety; and
- Establishing arrangements for the effective organisation, planning and review of all health and safety attachments and procedures.



A signed copy of our '**Statement of Intent**' is available as a supporting resource. This must be printed off and made readily available to all employees, displaying on a colleague notice board is the expected method. The Health and Safety Manual can be found here

5. Arrangements for health and safety

Risk Management

- Risk assessments will be undertaken as and when required, with identified hazards managed in accordance with the hierarchy of control;
- All risk assessments will be reviewed at least annually or when working habits or conditions change;
- All adverse events, including accidents, incidents, near misses or undesired circumstances, will be reported centrally to allow appropriate investigation and root cause analysis to be undertaken;
- Accident and incident trend analysis will be undertaken on a regular basis to manage improvements effectively;
- Practices will be supported by a designated Quality Lead to ensure risks are being effectively managed at local level;

- Appropriate Personal Protective Equipment will be supplied at the expense of Portman Dental Care, and personnel trained in the correct donning, doffing, use and disposal techniques;
- Appropriate first aid and medical emergency equipment will be made available at all sites;
- Suitable equipment will be provided to employees to support remote working such as homeworking and teleworking; and
- Health and safety risks will be evaluated prior to acquiring new practices, through the undertaking of a comprehensive health and safety due diligence.

Information and training



- All sites, where applicable, must display the associated health and safety law poster (see links below) which explains relevant laws and lists what workers and Portman as the employer should do. The posters should detail under "*Your health and safety representatives*" the name of the Manager in charge of the premises i.e., the Practice Manager, and under "*Other health and safety contacts*" should detail the Portman Health & Safety Advisor, for example:

Your health and safety representatives:

Practice Manager: Joe Example T: xxxxx xxx xxx E: joe.example@portmandental.co.uk

Other health and safety contacts:

Health & Safety Adviser: Sam Harding T: 07494 361538 : quality@portmandental.co.uk

Health and safety law poster (A2) (hse.gov.uk)

Health and safety law in Northern Ireland poster (A2) (hse.gov.uk)

Not applicable

- All practices will be provided access to a compliance software system called RADAR where all relevant health and safety attachments, procedures and guidance will be located;

- All employees will be provided with induction toolkits specific to their role, which includes health and safety instruction around fire awareness, asbestos awareness and medical emergency arrangements;
- Employees will be provided access to various training avenues to ensure they are competent to fulfil their responsibilities and to support their CPD requirements; and
- All workers will be provided with the opportunity to attend regular lunch & learns.

Consultation

- All workers will be consulted on health and safety matters as they arise and formally when attachments and procedures are revised or introduced;
- Regular health and safety updates will be communicated out to workers through internal channels such as Port of Call;
- Safety alerts & notices will be regularly reviewed and any relevant to the business will be communicated out to workers through internal channels such as Radar, Port of Call; and
- All workers will be provided with the opportunity to attend regular Webinars covering various business topics.

6. References



The Health and Safety Information for Employees Regulations 1989 - Section 4,5

Dental practices come under the independent regulators of health and adult social care:

- Practices in England are regulated by the Care Quality Commission (CQC)
  T: 03000 616161 E: enquries@cqc.org.uk
- Practices in Scotland are regulated by Healthcare Improvement Scotland (HIS)
  T: 0131 623 4342 E: hcis.ihcregulation@nhs.net
- Practices in Wales are regulated by Healthcare Inspectorate Wales (HIW)
  T: 0300 062 8163 E: hiw@gov.wales
- The local Health and Safety Executive (HSE) office can be found by clicking here



The Health and Safety Information for Employees Regulations (Northern Ireland) 1991 - Section 4,5

Dental practices come under the independent regulators of health and adult social care:

- Practices in Northern Ireland are regulated by the Regulation and Quality Improvement Authority (RQIA)
  T: 028 9536 1111 E: info@rqia.org.uk
- Health and Safety Executive Northern Ireland (HSENI) contact details

T: 0800 0320 121 E: mail@hseni.gov.uk



Dental practices in the Republic of Ireland are regulated by the Health and Safety Authority (HAS)

- The local office can be found by clicking here

T: 1890 289 389 (LoCall) or +353 1 614 7000 (Overseas) E: wcu@hsa.ie