



Conway House Dental Practice

Health and Safety Policy

1. Purpose

At **Conway House Dental Practice**, the health, safety, and welfare of our patients, team members, and visitors are of paramount importance. We are committed to providing a safe and compliant environment in accordance with current legislation, GDC Standards, and relevant health and safety regulations.

2. Policy Statement

We are dedicated to preventing accidents, work-related ill health, and unsafe practices by maintaining robust safety systems and promoting a culture of shared responsibility. Health and safety standards are regularly reviewed, monitored, and updated to reflect best practice and current regulations.

If any member of staff, patient, or visitor identifies an area of concern, they are encouraged to notify a member of the team immediately so that appropriate action can be taken without delay.

3. Patient Safety Charter

Our practice fosters a **safety culture** — one where patient safety is always at the forefront of everything we do, from delivering clinical care to setting objectives, developing protocols, and purchasing new products or equipment.

We encourage open and fair communication, where team members feel supported in raising safety concerns or operational challenges in the interest of patient welfare.

4. Our Commitments to Patient Safety

We commit to the following measures to ensure the health and safety of all who attend or work within the practice:

- **Infection Prevention and Control**

We follow the latest infection prevention and control guidance from **NHS England**, the **UK Health Security Agency (UKHSA)**, and the **Health Technical Memorandum (HTM) 01-05**.

- Single-use instruments are disposed of safely after each patient.
- Reusable instruments are cleaned and sterilised using validated processes.
- All clinical and decontamination areas are disinfected between patients, including dental chairs, equipment, and surfaces.

- **Environmental Hygiene**

We maintain high standards of cleanliness and personal hygiene at all times. Team members wear appropriate clinical clothing, minimise jewellery, and comply with infection control dress codes.

- **Water Quality and Legionella Control**

We monitor water quality and maintain clean dental unit waterlines, ensuring regular disinfection and system flushing.

- **Waste Management**

Clinical, hazardous, and domestic waste are handled and disposed of in accordance with current waste management regulations and via licensed carriers.

- **Occupational Health and Blood-Borne Infection Control**

Any team member with a potential blood-borne infection is referred to occupational health for advice and support. Their clinical duties are managed in accordance with national guidance.

- **Safeguarding**

All staff are trained to recognise and respond to concerns regarding the safety of children and vulnerable adults. Safeguarding procedures are regularly reviewed and aligned with statutory requirements.

- **Clinical Governance and Risk Management**

We operate a clinical governance framework to continuously monitor, assess, and improve quality and safety. Risks and incidents are recorded, investigated, and used to inform training and system improvements.

5. Responsibilities

- The **Practice Manager (Navlene Poone)** has overall responsibility for ensuring this policy is implemented and reviewed annually.
 - Each team member has an individual responsibility to follow health and safety procedures, report hazards, and participate in ongoing training.
 - The practice team receives regular updates, attends safety meetings, and completes annual appraisals that include performance in health and safety compliance.
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6. Continuous Improvement

We are committed to continual improvement through:

- Regular staff training and competency assessments
- Routine equipment maintenance and safety checks
- Reviewing incident reports, audits, and patient feedback
- Adopting new technologies and safer systems of work

We value patient feedback and encourage questions, comments, and suggestions as part of our ongoing improvement process.

7. Review and Approval

This policy will be reviewed annually, or sooner if legislation or guidance changes.

Practice Manager: Navlene Poone

Approved by: Hardeep Basra, Jasmeen Basra, Navlene Poone

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