

HEALTH & SAFETY POLICY CHECK LIST

Please complete all details and take care in writing clearly

PRACTICE OWNERS / PARTNERS (FULL NAME'S)

.....

Name of Practice Telephone No

RESPONSIBILITIES (NAMED PERSONS)

Overall and Final Responsibility for Health and Safety Matters.....

Responsibility For This Policy Being Carried Out.....

Infection Control, Including Clinical Waste.....

Radiation Safety.....

Risk Assessments, COSHH, Manual Handling, DSE.....

Safety Training.....

Investigating Accidents.....

Monitoring Maintenance of Equipment.....

HSE ADDRESS & CONTACT NO / NAME

ACCIDENTS

First Aider (Name).....

Location of First Aid Box (where).....

First Aid Box is Maintained By?

Accidents/Incidents should be reported to (who)?.....

RIDDOR Forms are kept where?.....

DISPLAY SCREEN EQUIPMENT

Assessment of Workstations are conducted by?

ELECTRICAL SAFETY

Who conducts visual Inspections on Portable Electrical Equipment?.....

Health and Safety binder Records are Kept where?

Who tests Portable Electrical Equipment (PAT).....

FIRE SAFETY

Who is responsible for General Fire Safety Within the Practice.....

Fire Extinguishers Checked By (Company & Tel No).....

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MANUAL HANDLING OPERATIONS

If Assistance is required? (who will assist).....
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TRAINING

Responsibility For Training is?.....

VISITORS AND CONTRACTORS

Contractors and Visitors should be referred to?.....

INFECTION CONTROL

Infection Control Responsibility is?

MEDICINES

If Medicines are stored, where are they stored?

Emergency Drugs Kit is located where?.....

RADIATION

The Radiation Supervisor is?.....

Radiation Safety Survey conducted Annually By (Company & Tel:).....
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Radiographic Equipment Serviced By (Company & Tel).....
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WASTE DISPOSAL

Clinical Waste is stored

Waste Collection By (Company & Tel:) (1) Clinical & Sharps (2) Amalgam (3) Feminine
Waste

1) 2).....3).....

Records are kept where?

AUTOCLAVES AND AIR-RECEIVERS

Autoclave Repair required? Report To (who).....

Autoclave Service By (Company & Tel).....
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Air receiver Serviced Annually By (Company & Tel).....
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WORKPLACE INSPECTIONS

Inspections Carried Out By.....

STAFF MEETINGS

Staff Meetings Held Every.....