



Parish Dental Practice Policy: Risk Assessment

Policy Statement:

Parish Dental Practice is committed to maintaining a safe and secure environment for both staff and patients. This policy outlines our approach to conducting regular risk assessments to identify, evaluate, and manage potential risks within the practice.

Objective:

To systematically identify and manage risks in the practice, thereby reducing the likelihood of incidents and ensuring the safety and well-being of both staff and patients.

Scope:

This policy applies to all areas of operation within Parish Dental Practice, including clinical care, equipment use, data security, and workplace safety.

Detailed Procedures:

1. Risk Identification:

- Conduct regular walk-throughs and audits of the practice to identify potential risks, such as hazards related to equipment, infection control, patient safety, and data security.
- Involve staff from various roles in the risk identification process to gain diverse perspectives.

2. Risk Evaluation:

- Assess the identified risks in terms of their potential impact and the likelihood of occurrence.
- Use a standardized risk assessment matrix to categorize and prioritize risks.

3. Risk Control Measures:

- Develop and implement appropriate measures to control identified risks, including preventive actions, staff training, and policy changes.
- Consider the most effective methods to reduce or eliminate the risks, such as introducing new procedures, equipment, or safety measures.

4. Documentation and Record Keeping:

- Document all risk assessments, including details of identified risks, their evaluation, and the control measures implemented.
- Maintain these records systematically for review and compliance purposes.





5. Staff Training and Communication:

- Provide training to staff on risk assessment procedures and their role in identifying and reporting risks.
- Communicate regularly with staff about the importance of risk management and updates to risk control measures.

6. Review and Monitoring:

- Regularly review and update risk assessments to ensure they remain relevant and effective.
- Monitor the implementation of control measures and their effectiveness in mitigating risks.

7. Incident Reporting and Analysis:

- Encourage staff to report incidents and near-misses, which can be valuable in identifying emerging risks.
- Analyze reported incidents to determine any underlying risk factors and take corrective actions.

8. Continuous Improvement:

- Use the insights gained from risk assessments and incident reports to continuously improve safety and risk management practices.

9. Policy Review and Updates:

- Periodically review and update the risk assessment policy to reflect changes in the practice, technology, and regulations.

Enhanced Responsibility and Compliance:

- **Practice Manager:** Responsible for overseeing the risk assessment process, ensuring regular reviews, and implementing risk control measures.
- **Health and Safety Officer/Committee:** Coordinates the risk assessment activities, staff training, and monitoring of control measures.
- **All Staff Members:** Expected to participate in the risk assessment process, adhere to safety practices, and report potential risks or incidents.

This policy ensures that Parish Dental Practice systematically addresses potential risks, maintaining a safe environment for patients and staff. Ongoing engagement, training, and vigilance are key to the effective management of risks in the dental practice setting.

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