

## **Parish Dental Practice Policy: Health and Safety Training**

### **Policy Statement:**

Parish Dental Practice is committed to ensuring that all staff are adequately trained in health and safety practices. This policy aims to provide ongoing, comprehensive training to promote a safe and healthy workplace, complying with legal requirements and best practices.

### **Objective:**

To ensure all staff receive appropriate health and safety training relevant to their roles and responsibilities, fostering a culture of safety awareness within the practice.

### **Scope:**

This policy applies to all employees of Parish Dental Practice, including full-time, part-time, and temporary staff.

### **Detailed Procedures:**

#### **1. Identification of Training Needs:**

- Assess and identify health and safety training needs for all roles within the practice, including specific risks associated with dental procedures.
- Develop role-specific training programs based on these assessments.

#### **2. Induction Training:**

- Provide comprehensive health and safety induction training for all new employees, covering practice-specific risks, emergency procedures, and use of personal protective equipment (PPE).
- Include an overview of the practice's health and safety policy and procedures.

#### **3. Ongoing Training:**

- Schedule regular refresher training to ensure staff remain up-to-date with health and safety standards and procedures.
- Introduce additional training when there are changes in equipment, procedures, regulations, or following an incident.

#### **4. Specialized Training:**

- Provide specialized training for staff handling specific tasks, such as managing hazardous substances, infection control, and first aid.
- Ensure staff operating specialized equipment are trained and certified as required.





5. **Record Keeping:**
  - Maintain accurate records of all health and safety training undertaken by staff members.
  - Monitor training expiry dates and schedule renewals as necessary.
6. **Training Evaluation and Feedback:**
  - Regularly evaluate the effectiveness of training programs and gather feedback from staff to identify areas for improvement.
  - Adjust training programs based on feedback and evaluations.
7. **Training Resources and Providers:**
  - Utilize reputable training providers and resources to deliver high-quality health and safety training.
  - Explore various training methods, including in-person sessions, online courses, and practical demonstrations.
8. **Responsibility and Compliance:**
  - Assign the responsibility for organizing and monitoring health and safety training to a designated staff member, such as a practice manager or health and safety officer.
  - Ensure all training complies with current health and safety legislation and industry standards.
9. **Promoting a Safety Culture:**
  - Encourage a workplace culture where health and safety are prioritized, and staff feel empowered to raise concerns and suggestions.
10. **Policy Review and Continuous Improvement:**
  - Regularly review and update the health and safety training policy to reflect changes in regulations, practices, and technology.

#### **Enhanced Responsibility and Compliance:**

- **Practice Manager:** Responsible for overseeing the implementation of health and safety training, ensuring that all staff complete required training.
- **Health and Safety Officer or Committee:** Coordinates training schedules, monitors compliance, and updates training programs.
- **All Staff Members:** Required to participate in health and safety training and apply learned practices in their daily work.

**Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704**

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**Updated Yearly**

