



**City &  
Guilds**

# HEALTH AND SAFETY POLICY FOR APPRENTICES



Level 3 Diploma in Dental Nursing (integrated)

Dentrain Professionals Ltd

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## **Health and Safety for Apprentices and Patients**

As stated by the Health and Safety Executive (HSE) the employer has the primary responsibility for the health and safety of their apprentice and patients and should manage any significant risks. The General Dental Council (GDC) and Care Quality Commission (CQC) also set out standards and principles for employers and apprentices to adhere to and ensure these are met.

As a training provider, Dentrain Professionals Ltd will take reasonable steps to satisfy ourselves that the employer is providing sufficient training and taking reasonable steps to ensure that, rules, regulations and standards and principles are met.

## **Trainers / Assessors at Dentrain Professionals Ltd**

-All staff are highly qualified with all delivery staff holding at minimum a primary Dental Nurse qualification, Assessor Qualification and Teaching Qualification. Many staff also hold post qualifications.

- All staff have an Enhanced Disclosure and Barring Check (DBS) which is renewed every 3 years as part of safer recruitment processes.
- All deliver staff area registered with the GDC, carry out and submit CPD annually. This is monitored on a monthly basis by management.
- All staff abide by all GDC standards and principles.
- All staff carry out Health and Safety, Safeguarding, Prevent, Channel training annually as part of the company mandatory training.
- Report any Safeguard or Wellbeing concerns without delay to Dentrain Professionals Ltd Safeguarding lead and Officer.
- Provide employers with their responsibilities with regards to Health and Safety and Safeguarding whilst employing an apprentice.
- Ensure learners are provided with ongoing training relating to Health and Safety.



# LEARNERS RESPONSIBILITIES

## Learners shall ensure that they:

- Fully understand and adhere to their personal obligations and any specific rules under Dentrain Professionals Ltd Health and Safety Policy.
- Act in a manner that preserves their personal health, safety, and welfare and that of others who may be affected by their activities whilst at work within the site of Dentrain Professionals Ltd or the placement.
- Use any equipment, material, or substance in accordance with the information, instruction and training given by the employer and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare to self or others.
- Refuse to undertake any work practice, procedure or operate any equipment for which adequate information, instruction or training has not been given and to make reasonable request to the employer management for this to be carried out.
- Make proper use of any PPE, provided for their use, and report any defects that may arise immediately on recognition.
- Report any work practice, procedure, item of equipment or material or substance that may give rise to unacceptable risk either to themselves or to others to the relevant Manager.
- Report any accident, ill health, 'near miss' or dangerous occurrence, however minor, that could give rise to an accident to the relevant placement Manager and Dentrain Professionals Ltd without due delay.
- Co-operate with colleagues and the placement Management to facilitate the effective implementation of the Health and Safety Policy and its requirements.
- Declare any health condition that may affect their ability to perform their duties safely and without an adverse effect on their health.
- Abide by the General Dental Council standards and Principles.



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# EMPLOYERS RESPONSIBILITIES

## Employers shall ensure that they:

- Fully understand and comply with the company's standards for health, safety and welfare under the Dentrain Professionals Ltd Health and Safety Policy.
- Carry out a health and safety induction with the apprentice.
- Communicate any standards and rules within the placement Health and Safety Policy to Dentrain Professionals Ltd via the annual Health and Safety Risk Assessment.
- Ensure competence of any subcontractor employed to work on any the placement site.
- Liaise with the Company Management in relation to any work carried out and any deviations from the planned activity where this may give rise to the need for additional risk assessment.
- Allow Dentrain Professionals Ltd to carry out an initial and an annual Health and Safety Risk Assessments of the company and inform of any changes that may affect the health and safety of staff and visitors.
- Provide apprentices with PPE free of charge.
- Ensure patients are informed of a Trainee Dental Nurse working within the dental practice as required by the GDC.
- Ensure staff wear name badges to identify their name and role as a trainee dental nurse as stated by the GDC.
- Ensure a DBS check is carried out on all staff including trainees.
- Ensure suitable references are gained prior to employing staff including trainees.
- Provide Dentrain Professionals Ltd with up-to-date insurance liability certificates.
- Display a Health and Safety Executive (HSE) workplace poster.
- Abide by the General Dental Council standards and Principles.



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# DENTRAIN PROFESSIONALS LTD

## RESPONSIBILITIES

**Dentrain Professionals Ltd shall ensure that they:**

Steps to be taken to ensure the safety of apprentices:

- At the initial sign-up to the apprenticeship, Trainers will carry out a full Health and Safety Risk Assessment of the workplace. This will be repeated annually and signed off by the Health & Safety Lead Zoe Gee. Records of this are kept on file for each workplace.
- Review and store a copy of the dental practice most recent Care Quality Commission (CQC) report.
- Complete an apprentice risk assessment form for every apprentice at the practice highlighting any risks and management to prevent harm, welfare, and safety to the apprentice and patients.
- A health and safety induction checklist will be provided for the employer to document that the apprentice has received a health and safety induction.
- Ongoing risk assessments will be carried out during visits to the placement during observations to ensure fitness to practice is upheld in relation to the General Dental Council standards, Care Quality Commissions principles and Health and Safety at work act 1974.
- Keep up to date records of the employer liability insurance certification. Records of each workplace are kept on file and checked monthly by management.
- Provide sufficient underpinning knowledge of legislations and how to abide by the Health and Safety at work act and other laws that may affect the safety and welfare of the apprentice and others.
- Provide ongoing training at every review / learner conversation regarding the apprentice's responsibility to being aware of and maintaining high levels of patient care in line with the GDC standards and principles.
- Refer to the fitness to practice policy where required where any concerns for patient safety may arise.
- Communicate with the employer regarding any training needs that identify a risk to personal and patient care.