

# Health and Safety Policy

## Eden Staffing Group

**Last updated:** 03/08/2026

**Review date:** 03/08/2027

## 1. Policy statement

Eden Staffing Group is committed to protecting the health, safety and welfare of candidates, workers, clients, patients, business contacts and anyone who may be affected by Eden Staffing Group's business activities.

As a dental staffing and recruitment business, Eden Staffing Group may place candidates and workers into client dental practices where they must follow local health and safety procedures, infection prevention and control procedures, safeguarding procedures and professional workplace standards.

Eden Staffing Group will take reasonable steps to support safe placements and expects all workers, candidates and client dental practices to cooperate in maintaining a safe working environment.

## 2. Purpose of this policy

The purpose of this policy is to:

- Set out Eden Staffing Group's commitment to health and safety
- Explain health and safety responsibilities
- Support safe dental staffing and placements
- Reduce risks to workers, candidates, clients, patients and Eden Staffing Group
- Make clear that workers must follow client dental practice procedures
- Explain how health and safety concerns should be reported
- Support compliance with health and safety duties and good practice

## 3. Who this policy applies to

This policy applies to:

- Eden Staffing Group directors, employees and workers
- Candidates registered with Eden Staffing Group
- Agency workers and temporary workers
- Locum workers
- Permanent candidates
- Contractors and suppliers
- Client dental practices

- Business contacts
- Anyone representing Eden Staffing Group

This policy applies during registration, onboarding, assignments, client visits, meetings, work-related travel, communication, and any activity connected with Eden Staffing Group.

## 4. Eden Staffing Group's responsibilities

Eden Staffing Group will take reasonable steps to:

- Provide clear health and safety expectations to workers
- Ask candidates and workers to confirm they are fit to work where appropriate
- Request relevant compliance evidence where required
- Consider health and safety risks connected to assignments
- Respond to reported health and safety concerns
- Keep records of incidents, concerns and action taken
- Cooperate with client dental practices where safety issues arise
- Refuse or pause placements where there are serious safety concerns
- Review this policy and related procedures regularly

Eden Staffing Group is not responsible for managing the client dental practice's premises, equipment, clinical systems or local workplace procedures.

## 5. Client dental practice responsibilities

Client dental practices are responsible for the health and safety arrangements within their own workplace.

Client dental practices should:

- Provide a safe working environment
- Provide local induction where appropriate
- Explain relevant health and safety procedures
- Provide suitable equipment and PPE where required
- Explain emergency procedures
- Explain infection prevention and control procedures
- Provide supervision where required
- Report serious incidents or concerns involving Eden workers
- Ensure workers are not asked to perform unsafe duties
- Cooperate with Eden Staffing Group where a health and safety concern is raised

The client dental practice remains responsible for local risk assessments, clinical governance, patient safety procedures, equipment safety and workplace safety arrangements.

## 6. Worker responsibilities

Workers must take reasonable care of their own health and safety and the health and safety of others.

Workers must:

- Follow the client dental practice's health and safety procedures
- Follow infection prevention and control procedures
- Use equipment safely and only where trained or authorised
- Use PPE correctly where required
- Report hazards, accidents, incidents and near misses promptly
- Not carry out work they are not trained or competent to perform
- Not attend work if they are unfit or unsafe to work
- Not attend work under the influence of alcohol, illegal drugs or substances that affect safe working
- Follow fire, emergency and evacuation procedures
- Cooperate with client practice instructions and Eden Staffing Group
- Tell Eden Staffing Group if they are asked to work in unsafe conditions

## 7. Risk management

Eden Staffing Group will aim to identify and manage risks connected with its business activities.

This may include risks relating to:

- Candidate suitability
- Clinical compliance
- Infection prevention and control
- Safeguarding
- Fitness to work
- Travel to assignments
- Lone working, where relevant
- Client practice safety concerns
- Manual handling, where relevant
- Workplace violence, aggression or harassment
- Data protection and confidentiality
- Accidents, incidents and near misses

Where Eden Staffing Group becomes aware of a serious risk, it may pause the assignment, speak to the client practice, remove the worker, seek advice or refuse further bookings.

## 8. Dental practice assignments

When working at a client dental practice, workers must follow local procedures relating to:

- Health and safety
- Infection prevention and control
- Fire safety
- Emergency evacuation
- PPE
- Sharps safety
- Clinical waste
- Decontamination
- Equipment use
- Patient confidentiality
- Safeguarding
- Accident and incident reporting

Workers should ask the client practice for guidance if they are unsure about any local procedure.

## 9. Infection prevention and control

Workers must follow the infection prevention and control procedures of the client dental practice.

Workers must not ignore infection control requirements relating to:

- Hand hygiene
- PPE
- Cleaning and disinfection
- Decontamination
- Sterilisation
- Clinical waste
- Sharps handling
- Exposure incidents
- Patient safety

This policy should be read alongside Eden Staffing Group's Infection Prevention and Control Declaration.

## 10. Fit to work

Workers must only attend assignments if they are fit and able to work safely.

Workers must not attend work if they are unwell in a way that may affect patient safety, infection control, concentration, professional judgement or safe working.

Workers must inform Eden Staffing Group as soon as possible if they are unfit to attend an assignment.

This policy should be read alongside Eden Staffing Group's Fit to Work and Health Declaration Policy.

## 11. Accidents, incidents and near misses

Workers must report accidents, incidents and near misses promptly.

This may include:

- Slips, trips or falls
- Sharps injuries
- Exposure to blood or bodily fluids
- Equipment faults
- Unsafe working conditions
- Fire or evacuation incidents
- Violence, aggression or threatening behaviour
- Patient safety concerns
- Infection control breaches
- Any event that could have caused harm

Workers should report the matter to the senior person at the client dental practice and to Eden Staffing Group as soon as possible.

## 12. Reporting health and safety concerns

Health and safety concerns should be reported to:

**Eden Staffing Group**

Email: [admin@edenstaffinggroup.co.uk](mailto:admin@edenstaffinggroup.co.uk)

Where possible, include:

- Worker name
- Practice name
- Date and time
- What happened
- Who was involved
- Any immediate action taken
- Whether the client practice has been informed
- Any evidence, photographs or documents where appropriate and lawful

If there is immediate danger, call **999**.

### 13. Equipment and training

Workers must only use equipment they are trained, competent and authorised to use.

Workers must not:

- Use equipment they do not understand
- Ignore equipment faults
- Use damaged or unsafe equipment
- Carry out tasks outside their competence
- Bypass safety procedures
- Use another person's login or access where systems are involved

If a worker is unsure how to use equipment safely, they must ask the client practice for guidance.

### 14. Manual handling

Workers must follow client practice procedures for manual handling.

Workers should not lift, move or carry items if they believe it may be unsafe or beyond their ability.

Manual handling concerns should be raised with the client dental practice and Eden Staffing Group where relevant.

### 15. Violence, aggression and threatening behaviour

Eden Staffing Group does not expect workers to tolerate violence, aggression, abuse, threats, harassment or intimidation.

If a worker feels unsafe, they should:

1. Move to a safe place where possible.
2. Inform the senior person at the client dental practice.
3. Contact Eden Staffing Group as soon as possible.
4. Call **999** if there is immediate danger.

### 16. Fire safety and emergency procedures

Workers must follow the client dental practice's fire safety and emergency procedures.

Workers should familiarise themselves with:

- Fire exits
- Assembly points
- Alarm procedures

- Emergency contacts
- Evacuation arrangements
- Any role-specific emergency duties

Workers should not ignore alarms or emergency instructions.

## 17. First aid and medical emergencies

Client dental practices are responsible for their own first aid and medical emergency arrangements.

Workers must follow the client practice's procedures in the event of a medical emergency, accident or injury.

Dental professionals must only perform tasks they are trained, competent and authorised to perform.

## 18. Pregnancy, disability and reasonable adjustments

Eden Staffing Group will consider reasonable adjustments for disabled workers and candidates where required.

Workers should inform Eden Staffing Group if they require adjustments or if pregnancy, disability or a health condition may affect safe working.

Eden Staffing Group may liaise with the client dental practice where appropriate and lawful.

## 19. Record keeping

Eden Staffing Group may keep records of:

- Health and safety concerns
- Accidents and incidents
- Near misses
- Actions taken
- Communication with client practices
- Worker reports
- Relevant evidence
- Decisions made

Records will be stored securely and handled in line with Eden Staffing Group's data protection policies.

## 20. Data protection and confidentiality

Health and safety records may contain personal data or sensitive information.

Eden Staffing Group will handle this information in line with:

- GDPR and Data Protection Policy
- Candidate Privacy Notice
- Client Privacy Notice
- Data Retention Policy
- Complaints and Incident Reporting Policy

Information will only be shared where necessary and lawful.

## 21. Breach of this policy

A breach of this policy may result in action being taken, including:

- Refusal to register a candidate
- Removal from an assignment
- Pausing or suspending a worker profile
- Refusal of future assignments
- Ending a candidate or worker relationship
- Informing a client practice where appropriate
- Reporting concerns to a regulator or authority where required
- Seeking HR, legal, safeguarding or health and safety advice

## 22. Review of this policy

This policy will be reviewed regularly and updated where necessary to reflect changes in law, guidance, client requirements, dental compliance requirements or Eden Staffing Group's business operations.

## 23. Contact

Questions about this policy should be sent to:

**Eden Staffing Group**

Email: [admin@edenstaffinggroup.co.uk](mailto:admin@edenstaffinggroup.co.uk)

Website: [www.edenstaffgroup.co.uk](http://www.edenstaffgroup.co.uk)

## 24. Approval

This policy has been approved by:

**Name:** Michelle Green

**Position:** Founder / Director

**Business:** Eden Staffing Group

**Date:** 03/08/2026

**Review date:** 03/08/2027