FREE CHECKLIST · DENTAL PRACTICES IN ENGLAND

CQC dental inspection checklist: *every answer ready before they ask.*

The evidence CQC looks for under its five key questions, with space to date and sign every check. Written by dental care professionals, including a former CQC Registered Manager.

1. Tick what's in place
Only tick it if you could show the inspector today.

2. Date it
Last done and next due, so nothing quietly runs out.

3. Give it an owner
One name per line. That's what well-led looks like.

1 Safe: *are people protected from harm?*

	Medical emergencies RESUSCITATION COUNCIL UK	LAST DONE	NEXT DUE	WHO
☐	Emergency drugs in date, checked and the check recorded			
☐	Oxygen, AED, airway kit and suction checked and recorded			
☐	Named checker, with cover when they're away			
☐	Whole-team medical emergency training this year			

	Decontamination HTM 01-05	LAST DONE	NEXT DUE	WHO
☐	Daily and weekly autoclave and washer-disinfector tests logged			
☐	Decontamination equipment serviced and validated			
☐	Infection control audit in the last 6 months, with an action plan			

	Water and Legionella HSE L8 · HTM 04-01	LAST DONE	NEXT DUE	WHO
☐	Legionella risk assessment by a competent person, up to date			
☐	Monthly hot and cold water temperatures recorded			
☐	Dental unit waterlines flushed, treated and tested to plan			

	X-rays IRR17 · IR(ME)R 2017	LAST DONE	NEXT DUE	WHO
☐	Registered with HSE; Radiation Protection Adviser appointed			
☐	Radiation Protection Supervisor named; local rules by each unit			
☐	Equipment tests and quality assurance up to date; radiation file in order			
☐	Every X-ray justified, graded and reported in the notes			

1 Safe: *are people protected from harm? (continued)*

	Fire safety FIRE SAFETY ORDER 2005	LAST DONE	NEXT DUE	WHO
☐	Written fire risk assessment, reviewed			
☐	Alarm tests, emergency lighting checks and fire drills logged			
☐	Extinguishers serviced; escape routes clear			

	Hazardous substances and sharps COSHH 2002 · SHARPS REGS 2013	LAST DONE	NEXT DUE	WHO
☐	COSHH assessment and safety data sheet for each product			
☐	Sharps risk assessment; safer sharps where practicable			
☐	Needlestick steps on the wall and known by everyone			

	Safeguarding REGULATION 13	LAST DONE	NEXT DUE	WHO
☐	Named safeguarding lead			
☐	Training at the right level for every role			
☐	Local contact numbers easy to find			

	Staff files REGULATION 19 · SCHEDULE 3	LAST DONE	NEXT DUE	WHO
☐	ID, DBS check, references, full work history (gaps explained)			
☐	GDC registration and indemnity for every registrant			
☐	Hepatitis B immunity for clinical staff			

	Equipment and waste PSSR 2000 · HTM 07-01	LAST DONE	NEXT DUE	WHO
☐	Written scheme of examination for compressor and autoclaves			
☐	Clinical waste segregated, stored safely, consignment notes kept			

2 Effective: *does care get good results?*

	Clinical records NICE CG19 · REGULATION 11	LAST DONE	NEXT DUE	WHO
☐	Medical history updated at every course of treatment			
☐	Consent, options and risks recorded			
☐	Recall interval set by risk			

	Prevention DELIVERING BETTER ORAL HEALTH	LAST DONE	NEXT DUE	WHO
☐	Prevention advice follows Delivering Better Oral Health			

	Training and CPD GDC · REGULATION 18	LAST DONE	NEXT DUE	WHO
☐	CPD and personal development plan tracked for every registrant			
☐	Induction records for every new starter			
☐	Appraisals done and dated			

	Clinical audits REGULATION 17	LAST DONE	NEXT DUE	WHO
☐	X-ray quality audit, with actions			
☐	Record-keeping audit, with actions			
☐	Antibiotic prescribing audit, with actions			

	Consent and capacity MENTAL CAPACITY ACT 2005	LAST DONE	NEXT DUE	WHO
☐	Team understands mental capacity and Gillick competence			

3 Caring: *do patients feel looked after?*

	Dignity and patient voice REGULATIONS 9 AND 10	LAST DONE	NEXT DUE	WHO
☐	Private conversations away from the waiting room; chaperones offered			
☐	Patient feedback collected and acted on ("you said, we did")			
☐	A clear way of supporting nervous patients			

4 Responsive: *does care fit people's needs?*

	Complaints and access REGULATION 16 · EQUALITY ACT 2010	LAST DONE	NEXT DUE	WHO
☐	Complaints procedure on show; log with replies on time and learning			
☐	Reasonable adjustments and disability access assessment recorded			
☐	Interpreters and accessible information available			
☐	Urgent and out-of-hours information clear; fees explained up front			

5 Well-led: *can you prove it's all happening?*

	Governance REGULATION 17	LAST DONE	NEXT DUE	WHO
☐	Every check and audit has a named owner and a due date			
☐	Gaps go on an action plan and get closed			
☐	Risk register reviewed			

	Leadership and openness REGULATIONS 17 AND 20	LAST DONE	NEXT DUE	WHO
☐	Registered Manager in post; statement of purpose up to date			
☐	Team meetings minuted			
☐	Duty of candour, significant events and speaking up all in place			

	Information UK GDPR	LAST DONE	NEXT DUE	WHO
☐	ICO registration in place; data protection training done			
☐	Data Security and Protection Toolkit submitted (NHS contracts)			

THE WEEK BEFORE

Inspection day: *calm, not cramming.*

- ☐ One folder or screen, in the order of the five key questions
- ☐ A named greeter and a quiet room ready
- ☐ Registered Manager ready to talk through audits, risks and actions
- ☐ Team has practised the likely questions
- ☐ Surgeries, decontamination room, emergency kit and waste store tidy and checked
- ☐ Any open gaps on an action plan, with an owner and a date

Checked by _____ Role _____ Date _____

Rather have it all *kept in order for you?*

Every date in, every file complete, and a team that answers calmly because they already know.

Book a chat · teethingissues.com

Sources: CQC five key questions and assessment framework (cqc.org.uk); Health and Social Care Act 2008 (Regulated Activities) Regulations 2014; HTM 01-05, HTM 04-01, HTM 07-01; HSE L8, COSHH 2002, Sharps Regulations 2013, PSSR 2000; IRR17 and IR(ME)R 2017; Regulatory Reform (Fire Safety) Order 2005; Resuscitation Council UK primary dental care standards; GDC; NICE CG19; Delivering Better Oral Health. General guidance for practices in England, not legal advice. Always check the latest version.