



## **Parish Dental Practice Policy: Visiting Contractors**

### **Policy Statement:**

Parish Dental Practice recognizes the need to engage external contractors for various services and maintenance tasks. This policy provides guidelines for managing visiting contractors to ensure they conduct their work safely, efficiently, and in a manner that aligns with the practice's standards and regulations.

### **Objective:**

To manage and oversee the activities of visiting contractors within the practice, ensuring compliance with health and safety regulations, confidentiality agreements, and minimal disruption to practice operations.

### **Scope:**

This policy applies to all external contractors and service providers engaged by Parish Dental Practice.

### **Detailed Procedures:**

#### **1. Contractor Vetting and Selection:**

- Ensure that contractors are properly vetted, licensed, and insured for the work they are contracted to perform.
- Prioritize contractors with a proven track record of safety and reliability.

#### **2. Health and Safety Requirements:**

- Inform contractors of the practice's health and safety policies, including any specific hazards related to dental practices.
- Require contractors to adhere to all relevant health and safety regulations while on site.

#### **3. Work Scheduling:**

- Schedule contractor work to minimize disruption to clinical operations, preferably during off-peak hours or practice closures.
- Communicate the schedule to relevant staff members in advance.

#### **4. Supervision and Site Access:**

- Designate a staff member to supervise and escort contractors within the practice, especially in sensitive or restricted areas.
- Control and monitor access to the practice, ensuring security procedures are followed.

#### **5. Confidentiality and Data Protection:**

- Require contractors to sign confidentiality agreements to safeguard patient data and sensitive practice information.
- Limit access to areas where confidential information is stored.





6. **Equipment and Materials Handling:**
  - Instruct contractors on the proper handling of any practice equipment and materials they may encounter.
  - Ensure contractors use their own tools and equipment unless otherwise agreed upon.
7. **Waste Management and Clean-up:**
  - Require contractors to manage and dispose of any waste material resulting from their work in accordance with environmental regulations.
  - Ensure that the work area is cleaned and restored to its original condition after the work is completed.
8. **Incident Reporting:**
  - Require contractors to report any accidents, damages, or safety incidents occurring during their work.
  - Document and review such reports for future risk assessments and policy adjustments.
9. **Contractor Feedback and Review:**
  - Collect feedback from staff and contractors post-visit to assess performance and identify areas for improvement.
  - Regularly review and update the contractor management process based on this feedback.
10. **Policy Review and Updates:**
  - Regularly review and update the visiting contractors policy to reflect changes in regulations, practice needs, or contractor management strategies.

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

- **Practice Manager:** Responsible for the overall management of visiting contractors, policy implementation, and compliance.
- **Facilities or Maintenance Coordinator:** Coordinates the scheduling, supervision, and assessment of contractors.
- **All Staff Members:** Required to cooperate with visiting contractors and report any concerns related to their work or conduct.

This policy ensures that Parish Dental Practice maintains a high standard of safety, confidentiality, and operational efficiency when external contractors are engaged. Regular review, clear communication, and adherence to established protocols are key to the successful management of visiting contractors.

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**Updated Yearly**

