

South Tyneside Council, External Provider Form

When considering using commercial, charitable, private facilities or a tour company for the provision of off-site visits, South Tyneside Council affiliated organisations are required to seek assurances that the provision complies with South Tyneside Council and government guidelines. This form is designed to assist schools/organisations in gaining written assurances from providers. The party leader must ensure that this form is completed as part of the planning and risk management process for their visit. Ideally, this form should be completed during a pre-visit. **This form is not necessary if providers hold a LOtC Badge which is in date.**

Name of School / Centre

Location & Dates of visit

PROVIDER DETAILS

Name **ICT IN SCHOOLS / OPENZONE CITY LEARNING CENTRE**

Address **TEMPLE PARK ROAD**

SOUTH SHIELDS, NE34 0QA

Tel **0191 4272120**

Fax **0191 4272129**

E mail **mike.hamilton@ictinschools.org**

To the Provider:

Some of these sections will apply to you as the provider, others will not, please fill in all that are relevant to your organisation or the service that you are providing.

GENERAL <i>To be completed by all providers</i>	✓/✗
Staff assigned to work with the group will be appropriately qualified and experienced for the programme and hold an enhanced DBS check	✓
The provider complies with relevant safety regulations including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.	✓
Accident and emergency procedures are maintained and records are available for inspection.	✓
There is public liability insurance cover to the value of (min. req. £5 million)	✓
First aid arrangements are in place and relevant staff hold current first aid qualifications	✓
Written operating procedures are available for inspection and cover the following: Safety management systems, Clearly defined accident and emergency procedures, Assessment of staff competence	✓
Division of responsibilities between provider and visiting staff and clear hand over and hand back arrangements	✓

ACCOMMODATION AND CATERING	
Premises are covered by a current fire certificate OR they are exempt but there is a up to date fire risk assessment	✓
The premises are covered by a certificate of compliance under the electricity at work regulations 1989	✓
All portable electrical equipment is tested annually	✓
Gas installation and gas soundness test reports are in date	N/A
There has been an asbestos survey or the building is certified free of asbestos	N/A
Warm water storage systems comply with COSHH regulations on control of Legionnaires Disease	N/A
Any catering staff are at least qualified to food hygiene certificate standard	N/A

TRANSPORT

Coach transport is covered by operator's licence number	N/A
Any minibuses are covered by an operator's licence or a section 19 permit	N/A
Adjustable diagonal and lap seatbelts are fitted to all seats and kept in good order	N/A
All vehicles and trailers comply with existing regulations, are maintained in a roadworthy condition and are appropriately insured	N/A
Vehicle drivers are appropriately qualified and adhere to drivers hours regulations	N/A

ADVENTUROUS ACTIVITIES & FIELD STUDIES IN OUTDOOR ENVIRONMENTS

The centre holds an AALS licence – number	N/A
For all licensable activities in the UK, the specifications in this section are checked as part of an AALS inspection. However, providers registered with AALS are asked to consider these specifications with respect to any activities or aspects of their provision to the visiting establishment not covered by the licence.	N/A
The provider operates a policy for staff recruitment, training and assessment which ensures that staff with a responsibility for participants is competent to undertake their duties.	N/A
The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body (NGB) guidelines and/or, if abroad, the relevant regulations of the country concerned.	N/A
Staff competences are confirmed by possession of appropriate NGB qualifications for the activities to be undertaken, or staffs have had their competences confirmed by an appropriately experienced and qualified technical adviser.	N/A
Where there is no NGB for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.	N/A
Participants will at all times have access to a person with a current first aid qualification. Staff are practised and competent in accident and emergency procedures.	N/A
There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.	N/A
All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.	N/A

Where a tour operator delivers services to schools/social/youth establishments using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in other sections of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

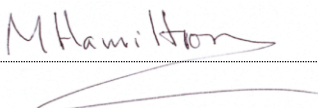
TRAVEL COMPANIES / TOUR ORGANISERS/ EXPEDITION PROVIDERS

The package includes a flight element	N/A
The provider is covered for the whole package by ATOL number	N/A
Provide the name and licence number of any bonding bodies you are a member of (e.g. ABTA)	N/A

I confirm that the answers given above are accurate and that all licences, operating procedures, risk assessments and records referred to are up to date and available for inspection if required.

Name MIKE HAMILTON

Position in Organisation STRATEGIC ICT MANAGER

Signature  Date SEPT 2015