



*Policy for Services Provided
by Third Parties*

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Registered Charity: 1056828
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All services provided by third parties on Whitgift SNAP Projects must be confirmed in writing (e-mail acceptable if hard copies are retained), as to nature and date/duration of service and costs payable by Whitgift SNAP. All services will be subject to risk assessments in accordance with Health & Safety Executive guidelines with particular attention to the requirements under the Disability Discrimination Act 1995.

Hire of Equipment

All orders for equipment to be hired on the Project will be made in writing. Confirmation of orders is required from suppliers in writing to include agreed charges and level of insurance cover required.

Any discrepancies with agreed services that are identified on delivery of equipment will be notified to hirers immediately by telephone. Any mechanical failure or damage to equipment will be notified to hirers immediately by telephone.

Whitgift SNAP undertakes to ensure that the operation of all equipment will only be carried out by individuals who have received instruction in the use of said equipment.

Transport

Transport services will be subject to risk assessments and the receipt of a copy of a current certificate for public liability insurance. Providers of transport will be requested to confirm that all drivers on transport provided have current CRB clearance.

Project Activities

All bookings for both on-site and off-site activities will be confirmed in writing, to include confirmation of charges and method/date of payment (cash or cheque). A copy of the current certificate of public liability insurance will be required for all such services and risk assessments will be carried out by representatives of Whitgift SNAP prior to the visit.

All persons visiting the Project as part of the activities programme must register their arrival and departure with the Whitgift SNAP office and will be required to wear visitor badges at all times. Visitors will not be permitted to have contact with young people attending a scheme unless accompanied by an authorised representative of Whitgift SNAP.