

TITLE OF POLICY	Third Parties on Site
COVERAGE	Public
FIRST RELEASE DATE	31/08/2021
LAST RATIFIED DATE	
DATE FOR NEXT REVIEW	31/08/2022
OWNER	Health and Safety Manager
REVIEWER	Head of Primary School

Third Parties on Site Policy

1. Aim

The Third Parties on Site policy aims to have in place health and safety control measures, and to provide guidance and outline the procedures for any third party dealing with the school. This policy will ensure compliance with all relevant legislation connected to this policy, and to work with other schools and the local authority to share good practice in order to improve this policy.

2. Statement of intent

This policy will be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school. It is essential this policy is observed by our staff and that all third party users adhere to this policy. All forms contained in section 6 of this policy **must** be completed before access to the school premises is granted to a third party user.

ICS will ensure that:

- All third party users including visiting speakers invited by school personnel will be risk assessed for their suitability and approved by the SLT before they attend; prior to their visit we will establish the aims of their presentation and its content;
- All third party users including visiting speakers accessing ICS premises **must** agree to the 'Conditions of Use' and all elements of this policy to continue using ICS premises.
- Any unidentified person seen on the school site will be asked to identify themselves and the nature of their business;
- All third party users / visitors and their belongings are subject to be searched by female/male security guards before they are allowed to enter the school.

3. Scope

This policy is applicable to all staff, visiting speakers, contractors and all third party users.

4. Unique definitions

Third Party User: an individual or group who are granted use of ICS premises.

Contractor (CSC): an individual or group that agrees to conduct work in ICS premises as specified under the terms of a contract. This includes employees of the original contractor and any subcontractors

Visitor: any person other than ICS staff or pupils who intends to temporarily enter the ICS premises.

Visiting Speaker (VS): persons who are invited by ICS to give talks to enrich our pupils' experience of school, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

ICS premises: is defined as any building owned by ICS or a building owned by a third party but used by ICS for the delivery of its services.

5. Process and practice

5.1 Procedure when inviting a visiting speaker to school

- All invites for an outside speaker to visit school must be approved by the SLT;
- ICS personnel must complete the Visiting Speaker (VS) booking Form;
- VS should sign the Visiting Speaker (VS) declaration form;
- All VS presentations must be evaluated.

5.2 Visitors procedures (including guest speakers)

- All visitors must report to the school visitors room near the main gate;
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification;
- All visitors will be asked to sign the school's visitor register, making note of their name, organization, who they are visiting, as well as the date;
- All visitors are required to wear a visitor identification badge. The badge must remain visible throughout their visit;
- Visitors and their belongings are subject to be searched by female/male security guards in the visitor's room before they are allowed to enter the school;
- Visitors will be escorted by a security guard to the school reception desk then to their point of contact. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.

5.3 Contractor procedures

- Contractors and subcontractors will comply with all health and safety policies and procedures when working on the school premises;
- CSCs will act in a responsible, appropriate manner;
- CSCs will come to a working agreement with school leaders regarding how they can work on the school premises during school day;
- On arrival at ICS visitors gate, the contractor must provide suitable identification and follow the visit instructions;
- If the contractor will come to school on a daily or regular basis, then a school badge with a photo should be issued. This badge should be presented prior to entering the school and must remain visible throughout they are in the school.

6. Associated forms and documents

Containing the following document:

- [Visiting Speaker \(VS\) Declaration Form](#)

7. Responsibilities

7.1 Senior Leadership Team (SLT)

- Responsibility for ensuring this policy and all policies are maintained and updated regularly and available to parents;
- Approve the visitor speaking events after ensuring the the VS booking and declaration forms are completed;
- Approve the third party condition form after being completed and signed by the third party user;
- Ensure the following H&S control measures for contractors:
 - Contractor provided from an approved list;
 - Contractor provides evidence of excellent health and safety competence;
 - Risk assessments for all work provided.
 - Business manager or appointed school personnel responsible to liaise with contractors, to monitor progress of work and safe working practices.

7.2 HSS Manager

- Lead the development of this policy throughout the school;
- Remind school personnel of security procedures especially before any school event;
- Work closely with the VS inviters to ensure all H&S measures are applied;

- Carry out regular inspections of ICS premises and school activities;
- Assist in carrying risk assessments;
- Investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- Ensure that all security measures are applied;
- Review and monitor;
- Annually report to the SLT on the success and development of this policy.

7.3 School personnel

- Comply with all aspects of this policy;
- Be aware of the working agreement between the school and any third party user undertaking work in the school;
- Ensure all visiting speakers they invite to school personnel are suitable and appropriately supervised;
- Ensure that when inviting speakers to school they follow school protocol by completing the Visiting Speaker (VS) booking form;
- Submit the form to the desired SLT member for approval;
- Be aware of all other linked policies;
- Report any concerns they have on any aspect of the school community.

8. Related information

Related Policies

- [EHS19 - Health and safety Management](#)
- [CPS02 - Child Protection & Safeguarding](#)