

Tarporley High School and Sixth Form College

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

- 1.1 Tarporley High School & Sixth Form College (Sandstone Trust) recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the School/Trust operates. Thus, Health and Safety will be included in the School/Trust review and planning process as an issue essential to the development and maintenance of the Trust's management systems.
- 1.3 The purpose of the Policy is:
- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the School/Trust activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full cooperation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

- 2.1 The Headteacher has overall responsibility for the implementation of this Policy.

To facilitate this, the Head has designated :

- the Trust Operations Manager to be the Health and Safety Co-ordinator.
- the Governing Body to have responsibility for monitoring Health and Safety and Mike Lomas is the named Health and Safety Governor.

Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

Risk Assessment

- 2.2 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Heads of Departments and line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the School/Trust risk assessment process.

Consultation

- 2.3 Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Coordinator, who will seek advice from the CWAC Health and Safety Services (which the School/Trust buys into) on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

- 2.4 Contractors carrying out work for the School/Trust will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements (see Appendix 1 attached). Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School/Trust Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- 2.5 School/Trust linked partners and hirers, will exchange Health and Safety policies and procedures with the School/Trust and ensure that the health and safety of all School/Trust staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School/Trust. In particular, partners will be required to provide School/Trust staff and others who might be directly affected

with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with School/Trust activities.

Inspection and Monitoring

- 2.6 The Headteacher/Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole School/Trust annual risk assessment and safety review. Feedback from this process will be referred to the Governing body.

Accident / Incident Reporting

- 2.8.1 Every injury should be reported in the school's electronic accident book, located in the Student Services Office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity and the Trust operations manager.
- 2.9 Should an accident or injury fall within the 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995', the Health and Safety Executive will be notified of such dangerous occurrences as detailed in Schedule 2 of the regulations using the Local council (CWAC) Prime system.

Training and Information

- 2.10 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Trust Operations Manager. Risk assessments and guidance notes will be made readily available to employees with relevant notes held in departments for the employees concerned to refer to them.

3. POLICY REVIEW

- 3.1 This Policy will be reviewed annually by the Health and Safety Co-ordinator, who will report any required changes to the Governing Body.

The Governing body will receive a summary report covering key issues, based on the risk and safety review, at least annually.

Appendix 1

Tarporley High School and Sixth Form College

CONTRACTOR MANAGEMENT POLICY

Contents

1. Introduction	3
2. Purpose	3
3. Scope	3
4. Responsibilities	4
5. Legislation	6
6. Contractor Management -Before Contract	6
7. Contractor Management -During Contract	8
8. Contractor Management -If working on site	8
9. Contractor Management -If working off site	9
10. Contractor Management -Post contract	9

Appendices

A – Duties of the Contract Supervisor	10
B – Contractor Induction Form	11
C – Contractor Code of Conduct	13
D – Contractor Monitoring Form	15
E – Equality & Diversity Statement (for Third Parties)	17

1. Introduction

- 1.1 The Tarporley High School and Sixth Form College (the Trust) regularly makes use of contractors for services which cannot be provided in-house. A contractor is 'any individual or company who fulfils a contractual obligation between the School/Trust and a third party organisation'. Contractors will typically carry out their activities on School/Trust premises but may be working on behalf of the School/Trust off campus, e.g. a coach company engaged to take students on a field trip. On occasions, it may be prudent to regard an individual as a contractor even though no formal contract exists, e.g. a sales representative carrying out a survey on campus as part of a pre-tendering process.
- 1.2 When contractors are working on School/Trust premises or on behalf of the School/Trust, the School/Trust has a responsibility in law to ensure, as far as reasonably practicable, that no one is harmed or harassed by the activities of contractors and that individual contractors are not harmed by the activities of the School/Trust.

2. Purpose

- 2.1 The purpose of this policy is to establish the School/Trust standards and procedures in the management of contractors, to ensure the School/Trust does not expose contractors to unmanaged risk and that contractors carry out work in a safe and suitably controlled manner.

3. Scope

- 3.1 This policy is intended to cover the activities of contractors working for the School/Trust. The following groups/individuals may be regarded as contractors (the list is not exhaustive):
- Building and engineering contractors
 - Consultants (of any kind)
 - Medical advisers
 - Surveyors
 - Telecoms engineers
 - Staff training companies
 - Travel companies
 - Visiting academics

- Window cleaners

3.2 The following groups/individuals would not normally be regarded as contractors:

- Any person with which the School/Trust holds a contract of employment, including part-time & temporary staff
- Salespersons or representatives of companies, schools or other partner organisations providing they are accompanied by a member of School/Trust staff when on campus

3.3 This policy does not cover protocols for the selection of contractors

4. Responsibilities

Responsible Person	Responsibilities
The Headteacher	Overall responsibility for all School activities
Senior & Line Management	<ul style="list-style-type: none"> • Ensure through effective delegation that contractors are suitably managed • Ensure that each contract is under the control of a competent Contract Supervisor (CS) • Ensure that if the CS is absent during the contract, a suitable deputy is appointed
Contract Supervisors	<ul style="list-style-type: none"> • Ensure that contractors are suitably qualified for the contract in question • Ensure the contractor has suitable insurance cover • Ensure contractors are given an appropriate induction on first arrival and at certain intervals thereafter; or that a representative from the contracting organisation has received an appropriate induction and is responsible for ensuring arrangements are in place for this to be cascaded to all staff who will be working on a campus. • Ensure a record of induction is kept

	<ul style="list-style-type: none"> • Ensure contractors provide all necessary documentation including risk assessments and method statements as necessary • Ensure that any risk assessments & actions that are the responsibility of the Trust are carried out • Ensure contractors are informed of any significant hazards they may face while at work, e.g. asbestos, live electrical installations • Ensure, so far as is reasonably practicable, that
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	<p>contractors are made aware of any other works ongoing in the vicinity which may impact on their activities, health & safety</p> <ul style="list-style-type: none"> • Organise IT access for the contractor, if required, by liaising with the Trust ICT Manager in advance • Ensure, so far as is reasonably practicable, that any members of staff likely to be affected by the contractors activities are advised in advance • Ensure that if they plan to be absent during the contract period a suitably qualified deputy is appointed • & Line Management informed
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School Reception	<ul style="list-style-type: none"> • To act as a primary point of contact for contractors Keep the signing in/out book • Provide contractors with badges/car park passes as appropriate • To act as a communications link between contractors, Academy staff or students and the Contract Supervisor
Trust Operations Manager	<ul style="list-style-type: none"> • To advise, on request, on issues relating to health, safety and welfare in respect of contracts and work undertaken

Site Manager	<ul style="list-style-type: none"> • To advise on any matters relating to waste management and sustainability, in relation to contracts
Chief Finance and Operations Officer	<ul style="list-style-type: none"> • To advise on issues relating to Equality & Diversity as they relate to Contractor Management
Trust ICT Manager	<ul style="list-style-type: none"> • To provide the contractor with IT access, on request
All staff	<ul style="list-style-type: none"> • Must be mindful of the activities of contractors • Must not take actions which may put contractors at risk • Must inform the School/Trust (through Reception, the Contract Supervisor or the H&S Service) if they observe contractors engaged in any activity which gives them cause for concern

Contractors	<ul style="list-style-type: none"> • Must sign in and out on arrival and departure from campus respectively • Must abide by all terms and conditions placed on them by the Trust • Must abide by their own risk assessments and method statements • Must ensure that all contractors employees working on Campus have received a suitable induction • Must ensure any subcontractors are appropriately qualified and are managing risks through the use of method statements and risk assessments • Must ensure any subcontractors receive an appropriate safety induction on first arrival and at appropriate intervals thereafter • Must inform the CS of any changes they make to work plans, method statements or risk assessments • Must inform the Academy of any accidents or incidents occurring during the contract
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5. Legislation

5.1 The principal pieces of legislation relating to contractor management are:

- The Health and Safety at Work, etc Act 1974
- The Management of Health and Safety Regulations 1999
- The Construction, Design & Management Regulations 2007
- Equality Act 2010

6. Contractor management – before contract

6.1 The School/Trust must appoint a Contract Supervisor who will manage the contract. The Contract Supervisor should be suitably competent; able to scope and monitor the work of the contractor.

6.2 Contractors selected must be suitably qualified and competent to undertake the intended task. The Contract Supervisor may consider the following evidence when determining contractor suitability:

- Qualifications
- Membership of professional bodies
- Listing on professional registers
- Membership of Constructionline
- References from previous clients
- Previous work carried out for the Trust
- Risk assessments and method statements
- Equipment & machinery certificates
- Training records
- Insurance

6.3 The Contract Supervisor must ensure the contractor understands the scope of the work to be completed and is aware of any specific safety or operational considerations identified

6.4 The Contract Supervisor will determine what level of supervision will be appropriate for the contract in question

6.5 The Contract Supervisor will identify any IT requirements and ensure these are communicated to the Trust ICT Manager in good time

6.6 Where appropriate, if hazards are significant, the contractor must supply risk assessments and method statements detailing how the work will be done. The risk assessments/method statements must be considered and any concerns discussed with the contractor. Work which will always require a risk assessment and method statement includes:

- Work at height
- Work in confined spaces
- Work with hazardous substances, including asbestos
- Construction
- Equipment servicing
- Grounds keeping
- Work with live electrical equipment/high voltage equipment
- Lifting operations
- Work with pressure systems
- Hot work (welding or cutting, but not usually soldering)
- Excavation
- Demolition

Work which would not normally require a risk assessment would include:

- o Lecturing (with no practical component)
- o Staff training

Risk assessments must be provided prior work commencing wherever there is a significant risk, regardless of the nature of the activity.

- 6.7 The Contract Supervisor must ensure that any risk assessments and agreed actions which are the responsibility of the School/Trust are carried out
- 6.8 The Contract Supervisor must determine whether any Safeguarding issues will arise and take appropriate steps to protect the health, safety & welfare of children, young persons or vulnerable adults
- 6.9 The Contract Supervisor must ensure the contractor is aware of their responsibilities in respect of Equality & Diversity legislation
- 6.10 The Contract Supervisor must ensure the contractor receives an induction on or before their first day working at the School/Trust and a record must be kept (see Appendix B: Contractor Induction Form). Individual contractors used regularly do not need an induction every time they work on campus but should receive updates at appropriate intervals. In the case of large or regularly used contract organisations it is acceptable to provide induction training to a responsible member of the contractor's staff, who will then bear responsibility for inducting other employees of the contract organisation. The induction will be appropriate to the level of hazard and risk involved in the work activity
- 6.11 The Contract Supervisor must ensure that a plan is in place for the disposal of any waste generated during the contract
- 6.12 The Contract Supervisor must agree security and storage with the contractor especially with regard to hazardous substances and equipment and must agree the means and responsibilities for cordoning off the work area if required.

7. Contractor management – during contract

7.1 If working on-site:

- 7.1.1 The contractor must report to an agreed School/Trust contact on first arrival and during the remainder of the contract

7.1.2 Contractors will be provided with a badge indicating that they are a contractor. Where appropriate, the contractor may be asked to wear a Hi-Viz vest, to ensure they are readily identifiable

7.1.3 Contract Supervisor will perform the site induction if not already done and will ensure that the contractor knows what they are doing, where they are going and the nature of any hazards which might be present. The induction should include:

- Hazards on site (presented on a map / plan of the building wherever possible)
- Site rules and safety procedures
- PPE
- Any special equipment they may need to use
- What to do in an emergency
- The sound of the alarm, and how to respond to it
- Issues of lone working and the use of a buddy system e.g. security / reception

7.1.4 The contractor will carry out their task as detailed in any risk assessments, method statements or lesson plans agreed with the School/Trust in advance

7.1.5 If the contractor needs any information during the contract, they must direct all queries to the CS or their nominated deputy in the first instance

7.1.6 If any member of staff needs information about the contract they should speak to the CS in the first instance

7.1.7 The contractors work will be monitored in accordance with the health, safety and welfare requirements of the risk assessment and method statements

7.1.8 On completion of the contract the CS will meet with the contractor, check that work has been completed, work areas are tidy, the work area is secure and resolve any issues which have arisen

7.1.9 Contractor will return to Reception, sign out and return the Contractor badge

7.2 If working off-site:

7.2.1 Contact must be established between CS and contractor – a date and time for the commencement of the activity must be agreed

7.2.2 An induction may not be necessary, but the contractor must still receive the School/Trust Contractor Code of Conduct

7.2.3 The contractor will work according to the schedule, risk assessment or method statement agreed with the CS before the contract commenced

7.2.4 On completion of agreed work the contractor must contact the CS to sign off

8. Contractor management – post contract

8.1 The CS in association with other stakeholders will determine whether the contract has been completed satisfactorily

8.2 If necessary the CS will make contact with the contractor and deliver any feedback. The contractor may be called back in to complete remedial works, if necessary.

Appendix A: Duties of the Contract Supervisor

The Contract Supervisor acts as the main point of contact between the School/Trust and the contractor. They are appointed (or appoint themselves) because they have skills and expertise to ensure that the contract is carried out safely, efficiently and to the satisfaction of all parties. If, during a contract, a Contract Supervisor is no longer able to carry out their duties, due to absence or work commitments, they must appoint a suitable deputy to take their place.

The Contract Supervisors main duties are to:

- Ensure that a suitable contractor is appointed
- Review any documents provided by the contractor
- Be satisfied that any issues relating to health, safety and waste management are adequately controlled, through the use of risk assessments, method statements and prior agreements as necessary
- Ensure that the contractor has received an appropriate induction and signed the 3rd party statement on equality & diversity
- Greet the contractor on first arrival and ensure that they know where they are going and what they are doing
- Ensure the contractor is given all necessary badges, keys and documentation
- Be contactable throughout the contract for any queries from the contractor or others
- Liaise with the contractors from time-to-time to ensure the contract is progressing smoothly and without incident
- Ensure the contract is signed off appropriately
- Ensure all work has been completed to a satisfactory standard and in a timely manner

Appendix B: Contractor Induction Form

Any contractor working on Tarporley High School and Sixth Form College campus should receive a basic induction, explaining where they will be working, where to find refreshments and welfare facilities, what to do in an emergency and who to contact if they have any queries.

The Contract Supervisor must run through the induction information with the contractor.

The contractor must retain a copy for reference; it will provide them with all the basic information they need to work on campus. The contractor must sign to say they have received the information at the bottom of the induction document. A copy will be retained by the School/Trust.

Contractor Induction

Welcome to the Tarporley High School and Sixth Form College

This document provides you with all the basic information you need to work safely while on campus. If you have any further queries, please direct them to your Contract Supervisor.

Emergency procedures Accidents & Incidents

If you are involved in an accident or incident while on campus, please ensure you fill in a Tarporley High School and Sixth Form College Incident Report Form, in addition to any internal reporting procedures you may have. Report forms can be found at Reception.

First Aid

If you require first aid, please contact Reception, stating your location; Reception will send the nearest available first aid trained staff member.

If you require an ambulance please call one directly, using 999, giving the address and postcode .

Tarporley High School and Sixth Form College, Eaton Road, Tarporley, Cheshire, CW6 0BL

Fire and Emergency Evacuation

Your Contract Supervisor will give you specific information about fire escape routes from where you are working and the location of the nearest assembly point.

In the event of fire:

- Sound the alarm
- Do not attempt to tackle the fire unless you are trained to do so
- Evacuate the building by the nearest exit
- Contact the fire brigade, using 999, giving the address & postcode as stated above
- Report to the fire assembly point
- Do not leave the assembly point or return to the building until the all-clear is given

In the event of a fire alarm:

- Evacuate the building by the nearest exit
- Report to the fire assembly point
- Do not leave the assembly point or return to the building until the all-clear is given

Welfare Facilities Refreshments

Food and drink can be purchased at several locations around campus, however contractors should only use the catering facility within the Sixth Form Centre. Your Contract Supervisor will indicate the location of this facility.

Toilets

Your Contract Supervisor will indicate the location of your nearest rest, toilet and washing facilities.

Environmental

Disposal of wastes (such as chemicals, oils, construction waste, spoil etc) from any contract works to an existing School/Trust bin, skip or drain is prohibited. The contractor shall be required to arrange for the safe removal of waste as a part of the work programme unless otherwise specified. Any other work which may cause environmental pollution or excessive noise is not permitted unless suitable control measures have been agreed with your contract supervisor.

Other information Parking & Vehicles

- Campus speed limit is 5mph
- You must park in marked bays on campus, unless you have been given express permission by the contract supervisor to park elsewhere
- If other arrangements have not been made, you must park in the School/Trust car park. If you have been granted the right to park in the School/Trust car park, you must sign in at Reception each day you are on campus giving details of your vehicle registration.

- **Signed:**

Name (print):

Date:

Appendix C: Contractor Code of Conduct On Arrival

- You must observe the campus speed limit – 5mph
- You must report to Reception, or your agreed contact (Contract Supervisor) to sign in and be issued with your visitor's badge.
- Your Contract Supervisor (CS) will ensure you receive all relevant information, including a site induction and keys if necessary
- You must not start work on Tarporley High School and Sixth Form College campus if you have not received an induction
- You must not enter any student toilets or changing facilities without express permission

On Campus

- Normal working hours – these will be agreed between you and your CS
- When on campus your visitor badge should be clearly visible at all times
- You must not drink alcohol or in any way cause a nuisance when on campus
- You will abide by the School/Trust Third Party Equality & Diversity Agreement
 - All staff, students and others on campus are to be treated with due courtesy
 - The School/Trust will not tolerate the use of racist, sexist or other discriminatory language or behaviour
- The School/Trust has a legal duty to ensure the health, safety and welfare of all children, young people and vulnerable adults accessing its services and facilities. You are expected to conduct yourself in accordance with the School/Trust Safeguarding Policy
- All materials and tools are to be stored safe, inoperable and secure so as not to create a hazard to others
- You must abide by any security protocols entrusted to you and ensure that buildings are maintained in a secure state, as far as is reasonably practicable
- You must ensure that your work area remains safe at all times and if necessary, restrict access to hazardous areas through the use of barriers and signs
- If you have any concerns regarding the safety of equipment or supply, or you make any equipment or supply unsafe, or you need to disconnect equipment or supply; contact your CS or nominated representative
- Any damage to property of the School/Trust, School/Trust staff, students or others must be reported to your CS

On Completion

- On completion of the job, you must remove all your equipment, surplus materials and waste.
- The work area must be left clean and tidy.
- Any equipment or materials belonging to the School/Trust, must be returned to the School/Trust.
- Prior to leaving campus you must brief the CS or their representative, reporting what works have been undertaken and what parts have been used. If you have not been able to complete the task you must advise the CS of any follow up visit.
- The CS, or representative, may wish to inspect the work area after completion of the work.
- Finally, you must return your visitor's badge and sign out.

I agree to abide by this code of conduct Signed:

Name (print):

Date:

**On behalf of all employees of (name of contracted organisation):
Copies to be retained by contactor & Contract Supervisor**

Appendix D: Contractor Monitoring Form

Name of Contractor				
Type of work being undertaken				
Location of work site				
Date Visited				
Contract supervisor undertaking monitoring				
Name of supervisor/person in charge of work (Contractor)				
What hazards are associated with the work				
Has the worker received appropriate training?		Yes		No
Are risk assessments in place for the work being carried out?		Yes		No
Are the control measures identified in the risk assessment being observed?		Yes		No
Does the contract require the work being carried out in a certain way?		Yes		No
Is this being carried out?		Yes		No
Details of any hazardous substance used				
Is PPE used?		Yes		No
Please give details				
Standard of housekeeping		Good		Poor
Comments:				
Are staff/student and guests protected from hazards arising from the work?		Yes		No
Comments:				
Are there adequate signs (Where applicable)?		Yes		No
Comments:				
Summary:				

Appendix E THIRD PARTY EQUALITY & DIVERSITY AGREEMENT

Third parties who are engaged in business on behalf of the Tarporley High School and Sixth Form College (The Sandstone Trust)

The School/Trust is committed to creating a positive environment where everyone is treated with dignity and respect and is supported in the development of their careers and studies. The School/Trust is committed to challenging and tackling discrimination and to actively promoting equality and good relations across all areas of its activity including:

- Admissions and access
- Student achievement and assessment
- Student development and advisory services
- Teaching and learning
- Curriculum and curriculum development
- Staff recruitment, professional development and support
- Partnerships and community links and community cohesion
- Procurement and outsourcing
- Quality and standards assurance
- International Activities

- 1** The Third party agrees to comply with the School/Trust policies and procedures to prevent unlawful discrimination on the grounds of gender, race, disability, sexual orientation, gender reassignment, pregnancy and maternity, marital status / civil partnership, age, and religion or belief (or a lack of belief).

In accordance with its responsibilities under the Equality Act 2010, the third party will, on behalf of the School/Trust, in its actions and engagements with anyone connected to the School/Trust (be they staff, students or users of the School/Trust facilities):

- Promote equality and diversity rather than just avoid discrimination;
- Ensure that policies and practices that may seem neutral do not have a disproportionate impact on staff or students because of a protected characteristic;
- Take action to ensure equality exists in practice as proactive support rather than as a response to requests for assistance;
- Monitor our policies for any adverse impact and celebrate good practice and share this with others;
- Ensure that diversity and inclusion are integrated into the School/Trust work and activity – in policy, spending, service design and delivery.

- 2** The Third party warrants that its own practices and procedures comply with legislation to

prevent unlawful discrimination and that its employees are aware of matters relating to the prevention of unlawful discrimination. The Third party is aware of the need to prevent "Third party harassment" of School/Trust employees or those who receive services and goods from the School/Trust.

- 3** The Third party will provide such information as required by the School/Trust in relation to its compliance with antidiscrimination legislation and will co-operate with any investigation by the School/Trust or a body empowered to carry out such investigations under the relevant legislation.
- 4** Where any investigation is conducted, or proceedings are brought which arise directly or indirectly out of any act or omission of the Third party, its agent or sub-contractors (e.g.) and where there is a finding against the Third Party in any such investigation or proceedings, the Third-party shall indemnify the School/Trust with respect to all costs, charges and expenses (including legal and administrative expenses) incurred by the School/Trust during or in connection with any such investigation or proceedings and further indemnify the School/Trust for any compensation, damages, costs or other award the School/Trust may be ordered or required to pay a third party.
- 5** Without prejudice to its remedies set out above, the School/Trust may terminate the contract if notice has been given to the Third party of a substantial or persistent breach of this clause providing that a reasonable period has been given during which the breach may have been rectified and the Third Party has failed to remedy the breach within the stated time period.
- 6** The Third party will comply with the following legislation and its requirements:
 - Data Protection Act (DPA) and Freedom of Information Act (FOI);
 - Independent Safeguarding Authority (ISA) and the safeguarding of children and vulnerable adults.

Further information about the requirements under this legislation may be gained from the Trust Chief Finance and Operations Officer.

I agree to comply with the legislation as specified above and the requirements contained herein:

Signed

Print name:

Position:

Date:

**TARPORLEY HIGH SCHOOL AND SIXTH FORM COLLEGE POLICY DOCUMENT
CONTROL SCHEDULE**

REVIEW SCHEDULE		
Reviewed	Reviewed by	Approved by
January 2022	JH	JL
September 2026	GM	JH