



External Service Providers Policy

1. Purpose

This policy outlines the expectations and requirements for all external service providers (except Bar and Catering see *Bar and Catering Suppliers Policy*) working at Swineshead Village Hall, to ensure safety, compliance with legal obligations, and the protection of hall users, volunteers, and property.

2. Scope

This policy applies to any individual, contractor, or business providing services at or on behalf of Swineshead Village Hall or their hirers. This includes, but is not limited to, tradespeople, entertainers, maintenance contractors, security providers, and equipment installers.

3. Approval and Compliance

All external service providers must:

- Be approved by the Swineshead Village Hall Committee before carrying out any work or providing any services.
- Submit the necessary documentation at least 14 days before services are due to be provided.
- Comply with this policy and all relevant statutory obligations.

4. Insurance Requirements

Providers must submit valid and current copies of the following:

- **Public Liability Insurance** with a minimum cover of £5 million.
- **Employers' Liability Insurance**, if the provider employs staff.
- **Professional Indemnity Insurance**, where applicable, particularly for advisory or consultancy services.

5. Trade and Regulatory Requirements

Where applicable, service providers must:

- Be registered members of a relevant **professional or trade association** (e.g., NICEIC, Gas Safe Register, CHAS).
- Hold valid trade certifications or qualifications for the work being undertaken.
- Comply with all industry standards and best practices.

6. Health and Safety Requirements

Providers must:

- Comply with all relevant **Health and Safety** legislative obligations.
- Provide a copy of their **Health and Safety Policy** (for businesses with five or more employees).
- Ensure all staff on site are adequately trained and supervised.

7. Risk Assessments

Each provider must:

- Submit a **site-specific Risk Assessment** relevant to the work or service being provided.
- Provide a **Method Statement** for high-risk or complex activities.
- Identify potential hazards (e.g., working at height, electricity, fire, trip risks) and control measures.
- Ensure safe systems of work are in place, particularly when using tools or specialist equipment.

8. Equipment and Safety Standards

- All equipment brought onto the premises must be safe, fit for purpose, and regularly maintained.
- **Electrical equipment must be PAT tested and gas appliances must be certified.**
- Providers must not interfere with or alter the hall's infrastructure without express written permission.

9. Site Rules and Conduct

- All providers must report to the designated hall contact upon arrival.
- Providers must act professionally, maintain cleanliness, and ensure minimal disruption to hall operations.
- The Village Hall reserves the right to halt work if safety concerns or breaches are identified.

10. Liability and Damages

- The external provider is liable for any damage caused to the premises, or its contents, as a result of negligence or failure to comply with this policy.
- Any remedial works required due to a provider's failure to meet standards will be charged to the provider or the hirer.

11. Record Keeping

- The Village Hall Committee will maintain a register of approved service providers and their documentation.
- Providers may be asked to renew or resubmit documentation on a periodic basis.

12. Non-Compliance

- Failure to comply with this policy may result in removal from the approved providers list and potential exclusion from future work, forfeiture of any hire deposits, or additional charges being levied against the hirer or supplier.
- The Village Hall Committee reserves the right to cancel any agreed work if documentation is not received or satisfactory.