

## EV4 Provider Form




School		Date(s) of visit	
Teacher in charge		School contact details	
Name of Provider	Big Bang Education CIC	Type of visit/activity	The Big Bang Fair UK (STEM Fair)

GENERAL INFORMATION	Y, N or N/A
<b>1. Health, Safety, and Emergency Policy</b>	
1.1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated Regulations, and has a written health and safety policy and recorded risk assessments which are available for inspection.	Y
1.2. Accident and emergency procedures are maintained and records are available for inspection.	Y
<b>2. Vehicles</b>	
2.1. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	N/A
<b>3. Staffing</b>	
3.1. Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS and barred list checks for any staff engaged in regulated activity?	Y
3.2. Are there regular opportunities for liaison between your staff and establishment staff?	Y
3.3. Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	N/A
<b>4. Insurance</b>	
4.1. The provider has public liability insurance for at least £5 million, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	Y
<b>5. Accommodation (if provided)</b>	
5.1. Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	N/A
5.2. Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	N/A
5.3. Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	N/A
5.4. Are separate male and female sleeping accommodation and washing facilities provided?	N/A
5.5. Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	N/A
<b>6. Sub-contracting</b>	
6.1. Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	Y
6.2. Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in each of the sections of this form, and are records of checks of sub-contractors available for inspection?	Y
ADVENTUROUS ACTIVITIES, FIELD STUDIES AND OTHER ACTIVITIES OF A TECHNICAL NATURE	Y, N or N/A
<b>7. Activity management (to be completed for all activities)</b>	
7.1. Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	Y
7.2. Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	N/A
7.3. Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	N/A
7.4. Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	N/A

7.5. Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	Y
7.6. Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	Y
7.7. Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	Y

#### DECLARATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed		Date	08/07/2019
Name (print)	Naomi Gilmour	Position in organisation	Event Manager
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