

## Independent provider questionnaire

This questionnaire can be used by the visit leader as a basic check of a **provider** or **venue**. Visit leaders should ask the provider/venue to complete this form, or provide the same information in another format, **before** making a booking.

### **Notes for independent providers and venues:**

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form.

If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering **yes, no** or not applicable (**n/a**) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

Name of Provider / venue: **Gwent Outdoor Education Service (Gilwern/Talybont/Hilston Centres)**

Address: **Hilston Park, Newcastle, Monmouth, NP25 5NY**

Tel. **01600 750221** Email: [info@gwentoutdoorcentres.org.uk](mailto:info@gwentoutdoorcentres.org.uk) Website: [www.gwentoutdoorcentres.org.uk](http://www.gwentoutdoorcentres.org.uk)

Name of person completing this form: **Ian Kennett**

Position in organization: **Head of Outdoor Education Service Date: 20 June 2011**

1. Does the above Provider have any official recognition or accreditation?

If **yes**, please give details here: Yes: **AALS license/Visit Wales/Institute for Outdoor Learning**

2. Do you have written risk assessments for all of the premises/services/activities that you provide?

If **yes**, are these risk assessments available to view if required? **Yes**

**Important note: please do not send copies of your risk assessments.**

3. Do you have safety and conduct rules for visiting groups?

If **yes**, how do you communicate these to the visiting group and their leader?

**Yes, Centre policies see Web site**

4. Do all of your facilities comply with relevant statutory requirements including Health and Safety at Work Act; Regulatory Reform (Fire Safety) Order 2005; Environmental Health and transport requirements?

**Yes**

5.

Do you provide first aid equipment at the venue/activities? **Yes**

Will a trained first-aider be present while the group is visiting? **Yes**

6. Can you provide, if required, contact details for similar groups who have recently used your services? **Yes**  
circa 4000 clients annually

7. Do you provide opportunities for preliminary visits? **Yes**

8.  
Do you provide activity equipment (e.g. personal protective equipment or play equipment)? **Yes**  
Do you have a written and recorded system of safety/maintenance checks for this equipment? **Yes**  
Where national standards exist, does the activity equipment conform to those standards? **Yes**

9. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity?

If **yes**, please state here the Limit of Indemnity

**Yes, Zurich Municipal Policy - £25 million**

10.

Do you have written emergency procedures? **Yes**  
For activities that take place off site do you have written late-back procedures? **Yes**  
Do you have accident/incident/near-miss reporting and action procedures? **Yes**

11. Do you have a procedure for dealing with complaints? **Yes**

12. Residential establishments only

Will the group be required to share sleeping accommodation with others not from their group? **Yes**  
Are staff bedrooms adjacent to young person bedrooms? **Yes**  
Is sleeping accommodation secure from intruders? **Yes-NON public sites**  
Can the emergency services access the site easily if required? **Yes**  
Do you carry out a fire drill with the visiting group before their first night? **Yes**

13. Staffed venues or activities only

Please indicate (by checking the relevant boxes) the group types that you/your designated supervisory staff have experience of working with:

Primary schools	<input checked="" type="checkbox"/>	Secondary schools	<input checked="" type="checkbox"/>	Youth Groups	<input checked="" type="checkbox"/>	Special schools	<input checked="" type="checkbox"/>
Young people with challenging behaviour	<input checked="" type="checkbox"/>	Sixth form and FE college students	<input checked="" type="checkbox"/>				

Do you provide regular opportunities for liaison between your staff and staff of the visiting group? **Yes**

Is there a clear definition of responsibilities between your staff and staff of the visiting group? **Yes**

How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility? **Yes**

Have any Provider staff who may have significant contact with young people undergone an enhanced CRB check? **Yes**

Are these staff also registered with the ISA? **No**

14. Adventure activities only

Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to [www.aals.org](http://www.aals.org))?

If **yes**, please list on separate sheet and attach to this form **Yes, see license details at AALS website**  
(climbing, caving, trekking, watersports)

Do you provide any non-licensable adventure activities **Yes, High ropes courses**

If **yes**, please list on separate sheet and attach to this form

Are records of activity leaders' experience and competence available for inspection on site if required?

**Yes**

15. Please supply any additional information that you think may be helpful to the visit leader.

**As a Local Authority Joint Service general policies and procedures follow Local Authority written guidance that may be viewed at each site.**