

PROVIDER FORM – THORNBRIDGE OUTDOORS, Sheffield CYPD

FOR COMPLETION BY PROVIDERS OF EDUCATIONAL VISITS AND ACTIVITIES TO SHEFFIELD LA AND OTHER SCHOOLS

When considering using a provider for an educational visit, Sheffield schools must seek assurances that the provision complies with Sheffield LA guidelines. Please download this form as evidence of the standards applied at Thornbridge Outdoors and complete the following details:

School: _____ Visit leader: _____

Purpose of visit: _____

Date(s) of visit: _____ Name of provider: **THORNBRIDGE OUTDOORS**

The provider providing services to the school named above has given careful consideration to the statements below and signed in the appropriate space that the standard of service provided will meet the conditions listed. All conditions that can be met have been ticked, all that cannot have been marked with a cross and N/A has been written against any specifications which do not apply to this provision.

Section A is completed for all visits, Sections B for adventure activities and Sections C (tour operators) and D (expeditions) are not applicable.

SECTION A - ALL VISITS

✓, x
or n/a

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and written risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people.
5. There are adequate and regular opportunities for liaison between school staff and the provider's staff. There is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £10 million with a clause giving

'indemnity to principal'.

Accommodation (if residential accommodation is provided)

7. A fire risk assessment has been completed for the accommodation and advice has been sought from a fire officer and implemented.
8. If abroad, the accommodation complies with the fire and health and safety regulations which apply in the country concerned. n/a
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.
11. Will the group have sole use of their accommodation?

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

Adventure Activities Licensing Authority (AALA) License

12. Do you hold an AALA License? Yes: No: Not applicable:

13. AALA reference No: R0740

14. For AALA licensable activities in the UK, the specifications in this section are checked as part of an AALA inspection. However, providers registered with AALA are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the license.

Activity Management

15. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
16. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
17. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.
18. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.
19. Participants will have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures.
20. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
21. All equipment used in activities is suited to the task. It is adequately maintained in

accordance with statutory requirements and current good practice. Records are kept of maintenance checks where necessary.

SECTION C – TOUR OPERATORS

Where a tour operator provides services for schools using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

22. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection. **n/a**

23. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies. **n/a**

24. ATOL, ABTA or other bonding body name and numbers: _____ **n/a**

SECTION D – EXPEDITIONS

The provider has completed sections A and B of this form and agrees to provide additional assurances which are specific to the expedition being proposed and which will be made clear to the provider by the LA'S Outdoor Education Adviser.

DECLARATION

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies, tourist boards etc:

Name in capitals: ADGE LAST Position in organisation: MANAGER

Signed:  Date: 09 February 2011

Name and address of provider: THORNBRIDGE OUTDOORS Telephone number: 01629-640491

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