

PROVIDER FORM – Sheffield LA: THIS FORM HAS BEEN PRE-POPULATED IN RELATION TO THORNBRIDGE OUTDOORS. THORNBRIDGE OUTDOORS HOLDS AN AALA LICENCE AND THE LOTC QUALITY BADGE.

SCHOOLS/ESTABLISHMENTS SHOULD CHECK THE FOLLOWING IN RELATION TO PROVIDERS OF RESIDENTIAL EDUCATIONAL VISITS AND ACTIVITIES TO ENSURE COMPLIANCE WITH THEIR EMPLOYER-GUIDELINES.

Thornbridge Outdoors holds the LOTC Quality Badge (<http://www.lotc.org.uk/>) and other nationally recognised external accreditation. Regardless of this, schools may wish to engage in communication to establish further reassurance, using the information on this form as a guide. It is also worth noting that if you receive specific Risk Assessments from a Provider for the activities they are providing this may not be helpful, as you may not have the technical competence to judge the appropriateness of these - but receipt may imply that you accept them, and therefore accept more responsibility.

School: _____ Visit leader: _____

Nature of visit: _____

Date(s) of visit: _____ Name of provider: Thornbridge Outdoors

LOtC Quality Badge: **Yes- Certificate No. R2QB103016.**

Section A should be checked for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be checked or completed if applicable.

Where a provider or tour operator is asked to give the relevant assurance listed below, they should sign in the appropriate space that the standard of service provided will meet the conditions listed. Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications which do not apply to your provision.

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 £5 million with a clause giving 'indemnity to principal'.

Accommodation (if residential accommodation is provided)

7. The accommodation is covered by a current fire certificate, or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
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.

