

FORM EV6

Independent provider questionnaire

School and youth groups should assure themselves of the suitability of an independent provider before making any commitment to the visit. As part of this process, visit leaders should ask the provider to complete this form and should check that it has been satisfactorily completed **before** making a booking.

Many providers have their own version of this questionnaire or provide this information in another format. This is acceptable if the same information is covered.

Note for independent providers: Please complete all relevant sections of this form. Write N/A if the section is not applicable. Continue on separate sheet(s) if necessary. An electronic signature is acceptable on this form to allow you to email your completed form.

NAME OF PROVIDER Urdd Gobaith Cymru

ADDRESS Gwersyll Yr Urdd, Llangrannog, Llandysul, Ceredigion, SA44 6AE

TEL. 01239 652145 Email llangrannog@urdd.org WEBSITE www.urdd.org

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

Yes

If so, please state accrediting body/bodies and license number(s)

Visit Wales

WTRA (Trekking)

2. Risk assessment

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

Yes

Are these risk assessments available to view at the premises on request?

Yes

PLEASE DO NOT SEND COPIES OF YOUR RISK ASSESSMENTS

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

Yes

4. To the best of your knowledge do all facilities used comply with relevant statutory requirements e.g. Health and Safety at Work Act 1974; Environmental Health and transport requirements?

Yes

5. Sleeping accommodation

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

6. Do you provide first aid cover at the venue/activities?

Yes

How far (km or driving time) is the nearest doctor from your accommodation? 10 Miles

How far (km or driving time) is the nearest hospital from your accommodation? 28 Miles

7. Is a fire drill conducted with visiting groups on arrival?

Yes

Are premises used covered by a current Fire Certificate?

No

If yes, when was this issued?

If not, what other Fire Authority advice has been sought and adopted?

The Fire Authority have advised that the Gwersyll does not require a Fire Certificate, however the Gwersyll does have Fire Risk Assessment and procedures in place

8. Can you provide, on request, contact details for similar school or other educational establishment groups who have recently used your services?

Yes

9. Do you provide opportunities for preliminary visits?

Yes

10. Will you, or other members of your staff, be working with the visiting group?

Yes

Do you/your designated supervisory staff have the experience and competence appropriate to work with (delete categories you/your staff are not able to work with);

Primary schools
schools/units

Secondary schools

Youth Groups

Special

Do you provide adequate and regular opportunities for liaison between your designated staff and those of the visiting group?

Yes

Is there a clear definition of responsibilities (e.g. for supervision, activities, transport and general welfare) between your staff and staff of the visiting group?

Yes

Do you inform the leader of the visiting group about any aspects of the visit for which they will have responsibility?

Yes

Have all Provider staff who may have significant contact with young people undergone a recent CRB check?

Yes

11. Activities

Do you offer any licensable activities (under Adventure Activities Licensing Regulations)?
No

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

Do you provide any non-licensable outdoor/adventure activities
(if no, go to Q12) Yes

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

Are records of staff experience and competence available for inspection on site?
Yes

12. Do you provide activity equipment?
(if no, go to Q13) Yes

Do you have a written and recorded system of safety checks?
Yes

Do you have a written and recorded equipment maintenance programme?
Yes

Is there sufficient equipment of appropriate size for this group?
Yes

Where national standards exist, does the equipment conform to those standards?
Yes

13. 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?
Yes

Please state here the Limit of Indemnity £ 10 Million

14. Do you have written emergency and late-back procedures?
Emergency procedure only Yes

15. Do you have accident/incident/near-miss reporting and action procedures?
Yes

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

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

Signed *Iestyn Rhys Evans*

Position in Organisation Customer Manager

Name Iestyn Rhys Evans

Date 17.10.18

Non-licensable outdoor/adventure activities

- Ropes Challenge (Low Ropes Course)
- Trampoline Salto
- Team Building
- Traversing wall
- Quad Bikes
- Trekking
- Leisure Centre
- Swimming
- Orienteering
- Treasure Hunt
- Walking / Nature Trail
- Go Karts
- Archery
- Tobogganing
- Skiing
- High Ropes Course
- Climbing Wall
- Shelter Building
- Adventure Course
- Night Walk
- Bush craft
- Gardening
- Environmental activities
- Sports Games
- Dancing
- Circus Skills
- Activity Tower
 - High Zip Line
 - Middle Zip Line
 - Abseiling