

Independent Provider Questionnaire

Name of Provider / Venue: **Gwersyll Yr Urdd Caerdydd**

Address: **Wales Millennium Centre, Bute Place, Cardiff CF10 5AL**

Tel: **029 2063 5678** Email: tim@urdd.org Website: www.urdd.org/caerdydd

Name of person completing this form: **Tim Edwards**

Position in organisation: **Operational Director**

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

If yes, please give details here: **NEBOSH General Certificate in Occupational Health and Safety – National Accreditation No. 100/6304/3**

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

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

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

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

Pre-course information and induction meeting for all visiting staff and young people at the start of each course. The information includes fire safety and basic site regulations.

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**

All 4 Managers on site hold current First Aid At Work certificates. A manager is on duty every evening when the centre is occupied.

6. Can you provide, if required, contact details for similar groups who have recently used your services? **YES**

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? **YES**

If yes, please state here the Limit of Indemnity - **£10 million**

10. Do you have written emergency procedures? **YES**

11. For activities that take place off site do you have written late-back procedures? **YES**

12. Do you have accident/incident/near-miss reporting and action procedures? **YES**

13. Do you have a procedure for dealing with complaints? **YES**

14. Residential establishments

Will the group be required to share sleeping accommodation with others not from their group? **NO**

Are staff bedrooms adjacent to young person bedrooms? **YES**

Is sleeping accommodation secure from intruders? **YES**

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**

15. Staffed venues or activities

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

Primary schools	X	Secondary schools	X	Youth Groups	X
Special schools	X	Young people with challenging behaviour	X	Sixth form and FE college students	X

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? **AS ANSWER TO QUESTION 3**

Do 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**

16. Adventure activities

Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to www.aals.org)? **NO**

Do you provide any non-licensable adventure activities **NO**

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