

Form SOE5 - Provider standards Questionnaire: use of commercial, charitable and private facilities

To be completed by providers of outdoor education, visits and off-site activities to schools and education establishments.

Insert Name of Provider Organisation:
Canoe Adventures Ltd

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please write YES to all specifications you meet. Write NO for any specification you cannot meet. Write N/A against any specifications which do not apply to your provision.

Section 1 To be completed by ALL Providers.

Section 2 To be completed by Adventurous Activities providers

Section 3 To be completed by Tour Operators

Section 4 To be completed by providers of Expeditions outside of the UK.

Section 1

All Providers	Write YES, NO or N/A
Insurance	
1. The provider has public liability insurance for a minimum of £5 million.	YES
Health, Safety and Emergency Policy	
2. The provider complies with the relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits/activities, and has a health and safety policy and recorded risk assessments which are available for inspection.	YES
3. Accident and emergency procedures are maintained and records are available for inspection.	YES
4. The provider operates a policy for staff recruitment, induction and training that ensures that all staff with a responsibility for participants have the experience and competence to undertake their duties.	YES
5. There is a clear and communicated definition of responsibilities between the provider's staff and visiting staff regarding supervision and welfare of participants.	YES
6. The provider has a Code of Conduct which will be employed where appropriate and supplied in advance of any booking. Visiting groups should adhere to the Code of Conduct.	YES
Staffing	
7. The provider has a safeguarding policy covering staff recruitment, induction and training. To support this policy all reasonable steps are taken to check staff/volunteers, who will have access to young people, for relevant criminal history and suitability for work with young people. (I.e. UK DBS checks)	YES
8. There are adequate and regular opportunities for liaison between school/organisation staff and the provider's staff to agree learning outcomes and to agree if necessary any changes to the programme.	YES
Inclusion & Environment	
9. The provider will take all reasonable steps to allow inclusion and participation of any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.	YES
10. The provider encourages responsible attitudes to the environment and/or promotes wider sustainability issues as an integral part of the programme.	YES

Vehicles	
11. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.	N/A
12. Where applicable drivers are PCV qualified or operate with a small bus permit and local minibus driving assessment.	N/A
13. All drivers are appropriately insured and hold a valid licence to drive them on behalf of the provider.	N/A
Accommodation (if residential or main use accommodation is provided)	
14. A fire risk assessment has been completed, reviewed appropriately and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.	N/A
15. Security arrangements have been assessed and all reasonable steps taken to prevent unauthorised persons entering the accommodation.	N/A
16. Separate male and female sleeping accommodation and washing facilities are provided. Staff accommodation is suitably located to ensure adequate supervision.	N/A

Section 2

Adventurous Activities and Field Studies in Outdoor Environments.	
AALA Licence 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 applications with respect to any activities or aspects of their provision offered that are not covered by the licence.	
17. Adventure Activities Licensing Authority (AALA) Licence held. (Please provide Reference Number and Expiry Date).	L12614/ R1128 01/02/19
Activity Management	
18. The ratios of staff to young people for the activities confirm to those recommended by the appropriate National Governing Bodies (NGB) & LA, or, in the absence of this, the provider's Code of Practice informed by risk assessment.	YES
19. The provider maintains a written code of practice for activities, which is consistent with relevant NGB guidelines or in their absence, recognised national/best practise standards.	YES
20. Staff competences are confirmed by the appropriate NGB qualification for the activity to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.	YES
21. The provider has made an assessment of the first aid needs of employees and visitors/participants. There will be adequate and appropriate facilities along with access to a person with a valid and appropriate level of first aid qualification. Staff are practised and competent in accident and emergency procedures.	YES
22. All equipment used in activities is suited to the task, adequately maintained and monitored in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.	YES

Section 3

Tour Operators / Package Holidays Where a tour operator delivers services 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 A and B of this form and that these providers operators to standards which meet the relevant regulations which apply to the country of operation.	
23. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.	
24. Security in the case of insolvency - There is an on-going legal requirement to have sufficient evidence of security for the protection of pre-payments in the event of insolvency under The Package Travel, Package Holidays and Package Tours Regulations 1992. This states that businesses offering "packages" must be able to provide this evidence at all times. Please tick to confirm that this is understood and will be complied with.	
25. ATOL, ABTA or other bonding body name and numbers:	
26. If abroad the accommodation complies with fire, health and safety regulations, which apply in	

the country, concerned

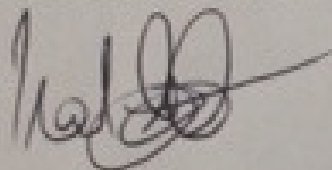
Section 4

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

If any of the above specifications cannot be met, please give details below. Also please give details of any other accreditation with national governing bodies, tourist boards etc.

Organisation: CANOE ADVENTURES LTD

Signature required from centre/operations manager

Signed: 

Date: 19/04/18

Name: HAL GILLMORE

Position: DIRECTOR

Phone: 07706 343744

Email: hello@canoeadventures.co.uk

Thank you for completing this form. Please return it to:
(enter details of school or establishment)