

OUTDOOR / ADVENTUROUS ACTIVITY PROVIDER – QUESTIONNAIRE

Name / Address of Centre / Provider		
Name of Visiting Group	Group Leader	Date(s) of Visit
Adventurer Activity Licensing Authority Licence No		Date(s)
Licensed Activities relevant to this Visit		
Activities not covered by Licence		
Activity	Instructor(s) Qualification	Ratio Instructor / pupils
Health, Safety and Emergency Policy / Procedures		Y/N
Comply with all Health and Safety law and have HS Policy and Risk Assessments and written operating procedures		
Copies of Risk Assessments relevant to planned activities provided		
Accident and emergency procedures are maintained and available for inspection		
Qualified First Aiders are on-site	24 hours	
	For activities	
	Other (specify overleaf)	
All equipment used in activities is suited to task and adequately maintained in accordance with statutory requirements and / or relevant good practice ; records are maintained of regular maintenance checks		
All vehicles used for activities are roadworthy and meet the requirements of relevant legislation		
Drivers of minibuses / coaches hold appropriate qualifications		
All staff with access to young people have up to date CRB clearance		
Staff are competent to lead relevant activities and hold appropriate NGB qualifications or staff have had competence confirmed by a qualified technical adviser		
Insurance		
Public liability insurance held with cover of at least £5m – please provide copy of policy		
Complies with Package Travel Regulations and bonding held to protect money in the event of financial failure		
Accommodation (if provided)		
Premises have Fire Risk Assessment in place and meet with all Health and Safety standards		
There are appropriate security arrangements in place to prevent unauthorised access		
Signed	Position	Date

