



# OFFSITE / EDUCATIONAL VISITS SERVICE PROVIDER ENQUIRY FORM EV2

This form is NOT normally required for providers that hold a valid Learning Outside the Classroom (LOtC) Quality Badge. Details of the badge and a list of badge holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

Information requested by (name of visit organiser): ..... Position: .....  
 Name of establishment (school/service).....  
 Address.....  
 Telephone number..... Email address:.....  
 Proposed date(s) of visit:.....

**To the Director/Senior Manager**,.....(Company Name)  
 Please answer the questions below to provide assurances regarding the safety and quality of services you provide. Complete only those sections that are relevant to your organisation. State "Yes", "No", or "N/A" or comment as applicable.

<b>DETAILS OF ORGANISATION/COMPANY THAT IS PROVIDING A SERVICE</b>	
Name of organisation (external service provider or tour operator)	
Address of organisation:	
Telephone Number:	Email address:
Website address:	

**SECTION A - ALL VISITS (to be completed by ALL providers)**

**Learning Outside the Classroom Quality Badge**

1. Do you hold a current and valid Learning Outside the Classroom (LOtC) Quality Badge?   
 N.B. If yes, you need only complete Section A and the confirmation

**Health, Safety and Emergency Policies**

2. Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act (1974) and associated regulations?

3. Do you have a health and safety policy, and recorded risk assessments which are available, if requested, for inspection?

4. Do you have clear accident and emergency procedures and records that are available, if requested, for inspection?

**Communications and Liaison**

4. Will you ensure that all essential information is communicated to the Visit Organiser before and during the visit, and that there are regular opportunities for liaison with the Visit Organiser regarding the group's needs?

**Vehicles, Staffing and Insurance**

5. Are all vehicles to be used by groups maintained in a roadworthy condition, and do they comply with all relevant statutory requirements, including any regulations on passenger seats and seat restraints?

6. Are staff who have access to young people checked for relevant criminal history and their suitability for work with young people?

7. Do you hold public liability insurance for at least £5 million which will be current during the proposed visit, and which covers all directly provided and sub-contracted activities? If < £5 million, state indemnity level:

**Allegations, Claims and Investigations**

8. Have there been any successful claims for negligence made against your organisation in the past 10 years? – if so, give details:

9. Are there any outstanding investigations into claims of negligence? – if so, give details:

**References**

10. If possible, please give contact details below of the leader of one school or other young people's group that has used your organisation's services recently, and has agreed to give impartial feedback about the service provided, if requested:

**SECTION B – TOUR OPERATORS (to be completed only by tour operators)**

*Where a tour operator delivers services to schools using other providers e.g. using ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined above and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.*

1. Have all the relevant parts of sections A, C and D been completed to show that suitable and sufficient checks have been made of services that you use or provide, and records of which are available for inspection?

2. Do you comply with Package Holidays and Package Tours Regulations 1992 and the Foreign Package Holidays Order 2001, including bonding to safeguard customers' monies?

3. Please provide ATOL, ABTA or other bonding names and numbers below:

**SECTION C - ACCOMMODATION (to be completed only by providers of residential accommodation)****Fire Safety, Environmental Health and Security**

1. (In UK) Does your accommodation comply with current fire regulation requirements and recommendations and is there an up to date fire risk assessment?
2. (Overseas) Does any accommodation to be used comply with the legal, fire, health and safety regulations which apply in the country concerned, and are those standards comparable to those in the EU?
3. Are there security arrangements in place to prevent unauthorised persons entering the accommodation?
4. Are separate male and female sleeping accommodation and washing facilities provided, and is staff accommodation sufficiently close to the young peoples' accommodation for adequate supervision?

**SECTION D – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS****(to be completed only by providers of adventurous or hazardous activities)****Licensing and Accreditation and Operating Procedures**

1. Does the organisation hold a current, valid licence from the Adventure Activities Licensing Service for all the activities to be undertaken that require licensing?
2. The AALS Licence number is:
3. Name any other accreditation that the organisation holds for non licensable activities (e.g. BAHA, ROSPA):
4. Does the organisation maintain written risk assessments and operating procedures for activities which are consistent with relevant NGB guidelines and/or, if abroad, the relevant regulations of the country concerned?
5. Where there is no National Governing Body for an activity, are operating procedures and staff training and assessment requirements clearly explained in the organisation's code of practice?

**Activity Programme and Equipment**

6. Within the programme, are there activities that the visiting staff will be responsible for leading, and for which they might need to carry out a specific risk assessment? - (if "yes", details should be given separately)
7. Are the details of any special/medical needs requested of all the participants, and is all relevant information passed on to the instructors of activities?
8. Is the programme flexible, and are there suitable contingency plans in place to take account of changes in circumstances e.g. weather conditions?
9. Are the responsibilities of service provider and visiting staff (e.g. regarding supervision and welfare of participants) clearly outlined in advance of a visit?
10. Does all activity equipment conform to recognised standards, and is it maintained in accordance with statutory requirements and current good practice, with appropriate records kept of maintenance checks?

**Staff Qualifications, Training and Competence**

11. Is there a suitably qualified person, such as a chief instructor, identified as the key person responsible for the supervision of staff leading activities?
12. Does the organisation operate a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent and qualified to undertake their duties?
13. Are staff competences confirmed by appropriate NGB qualifications for the activities to be undertaken, and/or have staff had their competences confirmed by an appropriately experienced and qualified technical adviser?
14. Will participants have access at all times to a person with a current first aid qualification and who is practised and competent in accident and emergency procedures?

**SECTION E - FURTHER INFORMATION (to be completed by any provider with additional information)**

1. If any of the above specifications cannot be met or are not applicable, please explain and give details below:
2. Please state below details of any other accreditation with national governing bodies, tourist boards etc:

<b>SECTION F - CONFIRMATION</b>	
Name of Senior Manager who has completed form:	Job Title/Position of the above within the organisation:
"I confirm that the details given above are correct and that our organisation will give prior notification of any significant changes that might adversely affect the safety and well being of user groups".	
Signature of Senior Manager who has completed this form:	
Date when this form was completed or last amended:	

**Thank you for completing this form – please return to the Visit Organiser (see address at top of page)**  
**For further assistance, contact the East Riding of Yorkshire LA Educational Visits Officer (Tel. 01482 392417)**