

## Independent provider questionnaire

This questionnaire can be used by the visit leader as a basic check of a **provider** or **venue**. Visit leaders should ask the provider/venue to complete this form, or provide the same information in another format (e.g. a download from the provider/venue website), **before** making a booking.

### **Notes for independent providers and venues:**

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form. If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering **yes**, **no** or not applicable (**n/a**) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

### **Name of Provider / venue**

Plas Menai National Outdoor Centre

### **Address**

Llanfairisgaer, Caernarfon, Gwynedd, LL55 1UE

**Tel.** 03003003112

**Email** [info@plasmennai.co.uk](mailto:info@plasmennai.co.uk)

**Website** [www.plasmennai.co.uk](http://www.plasmennai.co.uk)

**Name of person completing this form** Steven Morgan

**Signed:** S.Morgan

**Position in organization** Centre Manager

**Date:** 27 September 2016

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

If **yes**, please give details here:

- 1.1 RYA Training Centre
- 1.2 Adventure Activity Licensing Authority
- 1.3 Learning Outside the Class Room
- 1.4 Canoe Wales
- 1.5 Adventure Mark

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

Yes all activities and services are Risk Assessed, these are updated annually or as and when required.

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

Risk Assessments are available on request

**Important note: please do not send copies of your risk assessments.**

Are there any actions arising from your risk assessment that the visit leader and their group need to be aware of/follow? **None**

If yes, how do you inform them of this?

3. Do all of your facilities comply with relevant statutory requirements? **YES**

4. Do you provide first aid equipment at the venue/activities? **YES**

Will a trained first-aider be present while the group is visiting? **YES**

5. Can you provide, if required, contact details for similar groups who have recently used your services? **YES – Data Protection regulations would require us to contact other groups first, before their contact information was passed on.**

6. Do you provide opportunities for preliminary visits? **YES**

7. 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**

8. Do you hold a public liability insurance policy which will be current at the date of the proposed visit and covering both directly provided and sub-contracted activity (where this occurs)?

**The National Outdoor Centre, Plas Menai is run and operated by Sport Wales. Sport Wales is a Welsh Government Public Sponsored Body. Welsh Government does not carry Public Liability Insurance and our activities and staff are indemnified by Welsh Government. Copies of these statements are given within the schools pack you have received.**

If **yes**, please state here the Limit of Indemnity – **No Upper limit, activities Indemnified by the Welsh Government**

9. Do you have written emergency procedures? **YES**  
For activities that take place off site do you have written late-back procedures? **YES**  
Do you have accident/incident/near-miss reporting and action procedures? **YES**

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

11. Residential establishments only

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? **NO, full briefing given to teachers/supervising adults.**

12. Activity providers only

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

Primary schools

Secondary schools

Youth Groups

Special schools

Young people with challenging behavior

Sixth form and FE college students

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? **Information provided in a schools pack. Course Director will brief teachers/leaders on roles and responsibilities.**

Have any Provider staff who may have significant contact with young people undergone an enhanced CRB check? **YES**

### 13. Adventure activity providers only

Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to [www.aals.org](http://www.aals.org))? **YES**

If **yes**, please list here (or list on separate sheet and attach to this form)

#### **Activity categories covered by the licence:**

- Climbing
- Watersports
- Trekking

#### **Specified Activities:**

- Abseiling
- Coaststeering
- Gorge Scrambling
- Hill Walking & Mountaineering - (*Summer conditions only*)
- Improvised Rafting
- Kayaking
- Off-Road Cycling - (*Known at the centre as Mountain Biking*)
- Open Canoeing
- Paddle Surfing
- Rock Climbing
- Sailing
- Stand Up Paddleboarding
- Windsurfing

If no, do you provide any **non-licensable** adventure activities? **YES**

If **yes**, please list here (or list on separate sheet and attach to this form)

On Site Team Games, Orienteering (currently undergoing BOA accredited Centre Accreditation), Powerboating, Yacht Cruising (All covered by RYA Training Centre Status and inspected annually)

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

14. Please supply any additional information that you think may be helpful to the visit leader or the Local Authority.

The Sport Wales National Outdoor Centre has been running residential and non-residential activities for over 30 years. We take the health and safety of our participants very seriously and we have an excellent reputation for safety. The centre has started on a major upgrade project and half of the residential facilities have been updated, with the remaining facilities being refurbished in winter 2017/18 and 2018/19.