

General Information

This form may be used for when planning to use an AALS LICENSED Activity Provider. Ideally it should be processed via Fax or mail but sometimes, because of time-constraints, this might be difficult. Whilst the process is NOT the preferred one, questions can be put 'over the phone' to the provider but Excursion Leaders MUST clearly sign and date the form in their **OWN** name so that it is apparent to the Head or Service Approver.

Some valuable points within the Adventure Activity Licensing Service (AALS) Regulations.

.....the licence-holder shall maintain suitable and sufficient arrangements –

- i. for the appointment of a sufficient number of competent and adequately qualified instructors;
- ii. for the giving of safety information to instructors and participants;
- iii. for the provision of such equipment as is needed to ensure that the activities are carried out safely;
- iv. for the maintenance of that equipment in an efficient state and in good repair; and
- v. for the provision of first-aid, for the summoning of medical and rescue services in the event of an emergency, and for otherwise dealing with an emergency.

CLIMBING

Rock climbing
Abseiling
Ice climbing
Gorge walking
Ghyll scrambling
Sea level traversing

WATER SPORTS

Canoeing
Kayaking
Dragon boating
Wave skiing
White-water rafting
Improvised rafting
Sailing
Sail-boarding
Windsurfing

TREKKING

Hill walking
Mountaineering
Fell running
Orienteering
Pony trekking
Off-road cycling
Off-piste skiing

CAVING

Caving
Pot-holing
Mine exploration

Generally speaking, any provider inspected under AALS regulations will have a sound attitude to all aspects of customer care and safety management and are not likely to resist displaying their pride at being licensed. Pay more attention to Providers offering Unlicensed activities and any form returned without attention to detail, or lacking quality support material, should be viewed with suspicion – this should trigger even closer scrutiny, particularly if you know little or nothing about the provider, the activities or the Centre.

If you have any queries or questions about the provider, assistance will come readily from the Outdoor Education Advisor.

Certain obvious, and potentially hazardous, activities are NOT covered by the AALS regulations – for example adventure courses, forest wayfaring (navigation), night compass-courses, archery, paint-balling, indoor climbing, piste- or dry-slope skiing, road cycling and swimming etc. Most sports-team games – for instance, athletics, gymnastics, swimming events, outdoor demonstrations and maybe even parades, may require Form EX C4 (Unlicensed Activity) to be used. Submitting and checking these forms may seem onerous but the process is designed to protect the group and leaders from unqualified or unsuitable providers.

Providers offering activities not covered by AALS regulations MUST have written operating and safety procedures and show that lead-instructors are trained to the appropriate Governing Body levels or have relevant qualifications and experience. Written procedures must be in place to ensure that staff are suitably experienced, are vetted, qualified, or overseen by a suitably qualified person. Records MUST exist to show that this is the case.

Other licensing and qualification bodies exist so, if the returned form makes reference to organisations you have never heard of, contact the Service's appropriate Excursion Adviser.

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**AALS LICENSED
ACTIVITY PROVIDER EX C3**

This form may be used for when planning to use a AALS LICENSED Activity Provider.
Form EX C4 is for use with Unlicensed Activity Providers.
Excursion Leaders should read SUPPORT NOTE EX C3

The Excursion Leader/Organiser fills in this part

Visiting Group: _____

Excursion Leader's name: _____

Contact Address:

Contact telephone number in Orkney: _____ Leader's Mobile No. _____

Fax No. _____ Email _____

Date(s) and time(s) of visit: From _____ To _____

Group Numbers:

Female: _____ Age range: _____ Male: _____ Age range: _____

Female staff members : _____ Male staff members: _____

Any additional requests:

Name and address of Centre or Provider

Fax & Telephone numbers: _____ email _____

AALS License Number _____ Date of Expiry _____

Head Chk Boxes

The Provider must enter Y/N in this column

Health, Safety and Emergency Policy/Procedures

Y/N

1 All health and safety policy, written risk assessments and written operating procedures, are available for inspection and are up to date		
2 Qualified First-aiders are present -	During all Activities	
	24 hours	
	Medical support on call	
3 All Instructional Staff are trained to deal with typical emergencies		

Vehicles

Y/N Chk

4 All vehicles and trailers meet legal requirements.		
5 Drivers tested to required standards for passenger transport.		

Documentation

Y/N Chk

14 Documents sent with this form -			
	Any policy documents applying to Special Needs Participants		
	Qualifications of staff undertaking specific activities		
	Sub-contractor vetting procedures		
	Typical Risk Assessments		
	Other		
	Other		

Declaration

This form is to be completed by the Provider's representative, then returned as soon as possible to the excursion leader at the contact address shown.

Provider's name: _____ Position _____

I have answered all questions in Boxes 1 – 14 on previous pages Yes

Are you providing overnight accommodation for this group? No Yes

If so, have you received/completed the Accommodation Provider Form EX C5? No Yes

Signed _____ Position _____ Date _____

Add here any comments you wish to make:

Please attach any useful information, including a brochure, if possible

Checked by Excursion Leader
 Sign and date

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