

General Information

This form may be used when planning to use a Activity Provider not holding an AALS license or who is conducting any adventure activity, or hazardous activity, or any physical activity **OFF-SITE**, not covered by the AALS regulations. Ideally the form should be processed via Fax or mail but sometimes, because of time-constraints, this might be difficult. The **less preferred** method is to put questions to the provider 'over the phone' but then the Excursion Leader **MUST** clearly sign and date the form in their **OWN** name so that it is apparent to the Head or Service Approver.

The following activities are subject to AALS licensing regulations -

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

EX C3 must be used if the provider holds an AALS license for **any** activity.

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 - athletics, gymnastics, swimming events, outdoor demonstrations and maybe even parades, may require Form EX C4 (Unlicensed Activity) to be used.

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.

Pay particular attention to ANY Providers offering unregulated activities (say without a Governing Body); forms returned without attention to detail, or lacking quality support material, should be viewed with suspicion and should trigger even closer scrutiny, particularly if you know little or nothing about the provider, the activities or the Centre.

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

Submitting and checking these forms may seem onerous but the process is designed to protect group members and their leaders from unqualified or unsuitable providers.

>>Over

Completed Provider forms must be copied to the Service along with the relevant Level 3 & 4 Leader and Head Checklist and the Head's Approval Form (EX B1 & 2 YELLOW)

Under all circumstances when a hazardous or adventure activity provider is to be used, some form of dialogue with the Service's relevant Excursion Advisor is necessary.

When the form is completed by a provider who holds licenses, certificates or permits, you must be certain that these are valid and in-date for your proposed excursion.

Any boxes left 'unticked' on forms must be followed up with personal and direct enquiries.

Also pay particular attention to safety and **emergency procedures** applied during any hazardous or adventurous, especially **water-based**, activity.

Make certain that **catering facilities**, food handling and storage is subject to Local Authority Regulations.

Check that **vehicles and drivers** comply with relevant regulations or recognisable testing (outside MOT) procedure.

If you plan to use **accommodation** offered by the Provider then you could use the ACCOMMODATION PROVIDER FORM EX C5

UNLICENSED ACTIVITY PROVIDER

14 If any of the specifications (1-13) cannot be met, please give details on a separate sheet

Documents, or evidence, sent with this form:	Y/N	ChK
Policy Statement		
Relevant health and safety information		
Emergency procedures		
Typical Risk Assessments		
Insurance evidence		
Sub-contractor vetting procedures		
Other		
Other		

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

Manager or Representative's name: _____

I comply with all the requirements on the previous pages, **except** _____
 _____ or **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**

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

Signed _____ Position _____ Date _____

Checked by Excursion Leader
 Sign and date

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