

Independent Providers Questionnaire

It is strongly recommended that school and youth groups within Cambridgeshire LEA assure themselves of the suitability of any residential and activity facilities provided by independent operators, external to the LEA, before financial commitment to the venture. The issues below should form the basis of initial questions to the prospective provider who should then complete and return the Questionnaire.

Name of Company Bassingbourn Snowsports Centre
Name of Centre Bassingbourn Snowsports Centre
Communication Address PO BOX 103, Royston Herts, SG8 9ZN
Telephone Number 01462 618091

Name of school or group to which this questionnaire relates

.....

1	Does the Company/Centre or provider have any official recognition or accreditation? If so, please indicate English Ski Council , BASSI , + other International qualifications	YES
2	Does the Company/Centre or Provider have a written Code of Conduct for groups, available at the time of booking and to which visiting groups should adhere? If so, please provide a copy	NO
3	Where applicable, do all facilities used comply with relevant statutory requirements eg. Health and Safety at Work Act 1974; Environmental Health and transport requirements?	YES
4	Are the premises covered by a current Fire Certificate? If not, what other Fire Authority advice has been sought and adopted?	YES
5	Will you provide, on request, names of recent user groups to whom reference can be made?	YES
6	Do you provide opportunities for preliminary visits?	YES
7	General Staffing Do your designated supervisory staff have the experience and competence appropriate to work with the group in question? Do you provide adequate and regular opportunities for liaison between your designated staff and those of the visiting group? Is there a clear definition of responsibilities (for staffing of safety, supervision, programme and general welfare) between your staff and the staff of the visiting group?	YES* YES YES

8	<p>Activity Staffing</p> <p>Do you offer any licensable activities (Adventure Activities Licencing Regulations, 1996)? If 'YES', please list.....</p> <p>Are you licensed by the Adventure Activities Licencing Authority? If 'Yes', Licence Number.....</p> <p>Where adventure activities(other than those above) are provided, are all staff who directly supervise each activity appropriately qualified under the relevant National Governing Body?</p> <p>Where no National Governing Body exists for a particular activity do you have a Code of Practice for each such Activity? Is this available if required?</p>	<p>NO</p> <p>NO</p> <p>YES</p> <p>YES</p> <p>YES</p>
9	<p>Activity equipment</p> <p>Do you have a written and prescribed system of safety checks?</p> <p>Do you have a written and prescribed maintenance programme?</p> <p>Is there sufficient equipment of the appropriate size for the number of pupils in the group?</p> <p>Where national standards exist, does the equipment conform to those standards?</p>	<p>YES</p> <p>YES</p> <p>YES*</p> <p>YES</p>
10	<p>Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity? Please give here the limit of indemnity....£3,000,000</p>	<p>YES</p>
11	<p>Do you have a procedure for dealing with complaints? If so, please give details... Complaints should be raised on the day with the Supervisor and resolved there. If it is not resolved, the complaint should be sent in writing to the Club Secretary (at the address on the front of this form). The Club Chairman will become involved if there is still no satisfactory resolution.</p>	<p>YES</p>
12	<p>Please give any additional information which you think may be helpful to the group leader and to Cambridgeshire Local Education Authority</p> <p>All Instructors and Supervisors have First Aid Certificates and First Aid is available on site.</p>	

The answers on this form have been approved by the Club Chairman, and a signed and dated copy will be provided on request.

If the answers to the asterisked questions (7 and 9) could be different to those given above (for example if the group has a large number of disabled people, or if a large group is all the same physical size and all need the same size boots), then we will discuss your booking with you before we accept it – there is almost always a way to resolve things!