

What Are The Key Requirements For Enabling An External Visit To Take Place?

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Key Requirements

- Gain initial approval from line management.
- The visit will fall into one or two categories of visit - Category A or Category B (Category C also exists for Duke of Edinburgh's award activities). See [Appendix A: Classification of External Visits](#) for information which will help you make the correct classification for your proposed visit/activity. The '[what procedure do I follow for approval](#)' flowchart will also help you decide what classification and approval process is required.
- Put together an appropriate proposal - A simple paper application can be completed for local, non-adventurous (category A) using the [Visit Information Collection Sheet](#). For all other activities, utilise the External Visits Management module, available online through the EEC website - see <https://www.eeclive.co.uk/public/plogon.asp?AID=14>).
- The EEC website can also be utilised for series visit proposals. A 'series' approval (where the same activity is planned to take place on a number of occasions or on various dates in a specified period) can be completed on a single application to avoid repetition and reduce the number of applications required. Further information on series approvals is available in the document entitled **Outdoor Education and External Visits: Notification/Approval/Endorsement System** published in the [Organisation of External Visits/Activities](#) section of the [Outdoor Education & External Visits website](#).

A [Planning checklist](#) is available in the [Templates and Forms](#) section of the Outdoor Education & External Visits website.

Please aim to submit all applications as early as possible.

- If you are using an external provider, SomersetCouncil's list of approved adventurous activities providers will appear on the EEC Health and Safety website or in [Appendix B: List of Providers who have a Current EV4](#). If an external provider is not listed, contact the CHSU admin team on oea@somerset.gov.uk. The CHSU admin team will then issue an EV4 form to the external provider to complete and return so that the OEA can endorse the organisation as an approved adventurous activities provider.

- If you or any of your staff are leading any adventurous activities, for example Ten Tors, they need to have registered their appropriate qualifications to lead with the CHSU Office using an EV3 form.

The EV3 form is available from the [Templates and Forms](#) of the Outdoor Education & External Visits website.

- Ensure appropriate and up-to-date risk assessments are in place - utilise the EEC Health and Safety website: <https://www.eeclive.co.uk/public/plogon.asp?AID=14> for risk assessment templates and question sets.
- Gain approval for the visit to go ahead. This will happen once:
 - the visit leader has completed all the planning,
 - the EVC has checked and approved the visit,
 - the Headteacher/Senior Manager has approved the visit, and
 - the Chair of Governors or equivalent has given approval where appropriate.

The OEA¹/Local Authority only needs to endorse Category B and Category C visits. All other visits can be approved locally, i.e. within the school or educational establishment. Please note that approval for Category A visits may be delegated from the Chair of Governors to the Headteacher (or the equivalent in other organisations). For further details please see the document **Organisation of External Visits and Activities: Roles and Responsibilities**, published in the [Organisation of External Visits/Activities](#) section of the Outdoor Education & External Visits website.

- Please see [Appendix D: Signatures - Confirmation](#) for information regarding signing of what has been completed.

All relevant templates and forms are available from the **Templates and Forms** page on the [Start Here](#) section of the Outdoor Education & External Visits website.

The Outdoor Education & External Visits website address is <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>.

[< Key Requirements](#)

¹ SC's County Health and Safety Unit now acts as the OEA (Outdoor Education Adviser).

Appendix A: Classification of External Visits

There are two main categories of Visit/activity classified for notification/approval reasons and for insurance purposes. A third category, Category C (Duke of Edinburgh's Award activities) is also available, and follows the same process as Category B.

Category A: External visits within the UK but not adventurous or residential.

Category B: Any *adventurous* (this may be a non-adventurous activity in an adventurous location - see below), *overseas* or *residential* visit.

Category	Description	Notification/Approval/Endorsement
A		
Non-Adventurous Visits	<p>Activities and visits in which the element of risk is similar to that encountered in everyday life, i.e. not <i>adventurous</i>.</p> <p>Category A visits include sports fixtures away from the school/boundary.</p>	<p>Utilising External Visit (EV) templates provided by SC. <i>All</i> visit information once completed must be held by the EVC for auditing and reference.</p> <p>Approval by Chair of Governors or Equivalent or Delegated Authority* + Head or Equivalent + EVC.</p> <p>* See the document Organisation of External Visits and Activities: Roles and Responsibilities, published in the Organisation of External Visits/Activities section of the Outdoor Education & External Visits website.</p> <p>Advised submission deadline for school/establishment to utilise is 14 days minimum prior to activity/visit.</p>
B		
Adventurous Activities & Any Residential Within the UK	<p>Any Residential within the UK.</p> <p>Any visits involving either of the following: Adventurous Activities or Adventurous Locations</p> <p>(See definitions of 'Adventurous Activities' and 'Adventurous Locations' in the document Outdoor Education and External Visits: Notification/Approval/Endorsement System in the Organisation of External Visits/Activities section of the Outdoor Education & External Visits website).</p>	<p>Approval by Chair of Governors or Equivalent + Head or Equivalent + EVC followed by <i>notification</i> to SC Insurance Department and <i>endorsement</i> by the Corporate Health and Safety Unit (<i>now acts as the OEA</i>).</p> <p>Submission deadline 14 days prior to activity/visit.</p> <p>Applications to be completed using the EEC External Visits management module for Local Authority approval.</p>

Category	Description	Notification/Approval/Endorsement
Overseas & Residential	Visits outside the UK but not adventurous.	<p>Utilising External Visit (EV) templates provided by SC. <i>All</i> visit information once completed must be held by the EVC for auditing and reference.</p> <p>Approval by Chair of Governors or Equivalent + Head or Equivalent + EVC followed by notification to SC Insurance Department and endorsement by the Corporate Health and Safety Unit (<i>now acts as the OEA</i>).</p> <p>Applications to be completed using the EEC External Visits management module for Local Authority approval.</p> <p>Submission deadline 14 days prior to activity/visit.</p>
Overseas & Residential & Adventurous	Adventurous overseas.	<p>Outline approval by Chair of Governors or Equivalent + Head or Equivalent + EVC followed by notification to SC Insurance Department and notification to the Corporate Health and Safety Unit (<i>now acts as the OEA</i>) by submitting an outline application.</p> <p>Final submission deadline for amendments and confirmation of planning 14 days prior to visit. Approval by Chair of Governors or Equivalent + Head or Equivalent + EVC followed by endorsement by the Corporate Health and Safety Unit (<i>now acts as the OEA</i>).</p>
C		
Duke of Edinburgh's Award Expeditions	Any D of E Expedition, Day-walk, Practice or Activity.	<p>Approval by Chair of Governors or Equivalent + Head or Equivalent + EVC followed by notification to SC Insurance Department and endorsement by Business Support (Schools).</p> <p>Submission deadline 14 days prior to activity/visit.</p>

ALL VISITS must be approved internally by the management of the establishment.

Category B (and C) visits **must** be approved by the Chair of Governors and are now endorsed by the Corporate Health and Safety Unit (who act as SC's Outdoor Education Adviser). All D of E applications (Category C) are endorsed by Business Support - Schools.

Endorsement will be based on satisfactory compliance with the above guidance.

It is recognised that whilst the principles of this guidance apply to all visits, schools/organisations/centres should adopt the concept of proportionality of approval process surrounding each visit. The processes to support a month-long foreign expedition should be proportionately different to those for local visits and activities undertaken in 'normal' lessons or as part of regular, local extra-curricular provision. For example, within schools termly or annual approval may be considered by Heads/EVCs for 'series approval' (see the document entitled **Outdoor Education and External Visits: Notification/Approval/Endorsement System** published in the [Organisation of External Visits/Activities](#) section of the [Outdoor Education & External Visits website](#)) for visits and activities undertaken in 'normal' lesson time or as part of regular, local extra-curricular provision.

Visits that require endorsement must not proceed until endorsement has been given.

If there are any aspects of the planning relating to the external visit/activity which appear not to follow the safe practice guidance the endorsement, contact will be made to confirm outstanding issues to support endorsement of the application. Full details of why a visit application has not been endorsed will be communicated via phone or email to the Head/EVC for their attention.

When the planning has followed the safe practice guidelines confirmation of endorsement will be sent to the EVC/Head by e-mail.

The aim is to support and enable Outdoor Education and External Visits in a safe and enjoyable manner.

[< Key Requirements](#)

Appendix B: List of Providers who have a Current EV4

THIS LIST SHOWS CURRENT DETAILS REGARDING PROVIDERS.

The most recent update of this page was completed on 18th April 2024.

Adventure Activities Licensing Authority

Thinking of using an external provider? [The Adventure Activities Licensing Scheme \(AALS\)](#) website allows you to search for Activity Providers who are registered with The Licensing Authority as licence holders. On the [Looking for a provider?](#) page simply select the area of Britain which you are interested in and a list of activity providers will be displayed on screen. You may wish to confirm which activities your chosen provider is licensed to deliver.

Please see [Appendix C: Using an External Provider or Tour Operator and the Requirements of Form EV4](#) for further information.

Go to Letter: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

121 Turnaround TA6 7EZ
1610 Ltd TA2 8LG

A

A to Z Expeditions HR3 6AN
Aardvark Endeavors BS25 1TS contact OEA office for particular details before using this provider
Absolute Adventure SA9 1GB
Academie Aquitaine CIC BS48 3DY
Acorn Adventure Ltd B62 8DU
Activ4 SY1 3EH
Active 8 Schools TR7 2NP
Active Adventure South West TA23 0AF
Active Escape Adventure Ltd EX34 9JS
Adaptable Travel GL54 1BB
Adrenalin Games Crealy Park EX5 1DR
Adsborough House Stables TA2 8RF
Adventure Aquatique, France
Adventure Centre, The PL19 0HY
Adventure Expeditions DT3 5DQ
Adventure Okehampton EX20 1EW
Adventure International EX23 8JP
Adventure First Aid TQ12 6PM contact OEA office for particular details before using this provider - Normal countryside conditions ONLY
Adventurous Activity Company Ltd BS41 9EW
Aerial Extreme Ltd DL8 2LS
Airhop Bristol BS34 5TA
Allerford Museum (Victorian School Room) TA24 8HN
Alpha Driving School TA1 2HL
Alstone Court Riding Establishment TA9 3DS
Alternative Education Centre Ltd T/A AEC TA21 8QT
African Queen contact OEA office for particular details before using this provider
A F Motorcycling Training TA14 6UQ

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Ammerdown Centre, The BA3 5SW
Ancient Technology Centre BH21 5RP
Anglia Battlefield Tours EM6 1QR
Angling Trust Ltd NG8 6PE
Ark at Egwood CIC TA16 5QN
Army Careers BS1 4TX
Ashford Water Treatment Works TA5 2NQ
Atlantic Pursuits EX23 9TH
Aveling Adventure BA11 1HR
Avon Tyrrell Activity Centre BH23 8EE
Avon Valley Adventure & Wildlife Park BS31 1TP
Avon Wildlife Trust - Folly Farm Centre BS8 1DR

[< List of Providers](#)

B

Barnabas Adventure Centres Carroty Wood TN11 9QX - Now called Rock UK Adventure Centres
Beacon Youth Centre, The EX35 6JL contact OEA office for particular details before using this provider
Beacon Activity Centre, EX35 6JJ
Beaford Art Centre EX19 8LU
Bear Grylls Adventure Park B40 1PA
Beaumont Chateau Ltd, Mayenne, France
Berry's Coaches TA1 5NA
Bicton College EX9 7BY
Big Green Surf School, The TR8 5RN
Black Rock Outdoors Ltd TA5 2DN
Blackwell Adventure B60 1PX
Blake Centre TA6 4SZ
Blencathra Centre (FSC) CA12 4SG
Bordeaux - Bristol Association, France
Boulders Climbing Centre CF24 2RZ
Braeside Education Centre SN10 2AP
Brensombe Outdoor Centre BH20 5JG
Bridgwater College (incl. Cannington Centre & Cannington Equestrian Centre) TA6 7PZ
Bridgwater United Community Sports Trust TA6 4TZ
Bridgwater YMCA TA6 3RF
Bristol Corinthian Yacht Club BS26 2DL
Bristol Outdoor Pursuits Centre BS39 4NT
Bristol Schools Camp EX8 5DA
Bristol Zoo BS8 3HA
British Youth Council N1 6AH
Broadway Tours GL10 2JD
Brokerswood Country Park BA13 4EH
Butlins TA24 5ES Non-AALA Licensed Activities Only
BXM Expeditions SN6 7NE

[< List of Providers](#)

C

Calshot Activities Centre SO45 1BR
Calvert Trust Exmoor EX31 4SJ
Camel Sailing PL27 6LD contact OEA office for particular details before using this provider
Camino Ways Dublin

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Camps International - BH24 3NX
 Can You Experience Co. Ltd G83 8ER
 Cannington Equestrian Centre TA5 2LS
 Cannington Outdoor Activity Centre TA5 2HZ
 Cannington Centre TA6 4PZ
 Cannington Park Paintball TA5 2QE contact OEA office for particular details before using this provider
 Cardiff Sea Safaris CF64 1TQ
 Carroty Wood TN11 9QX (Rock UK Adventure Centres)
 Carsington Sports & Leisure DE6 1ST
 Carymoor Environmental Centre BA7 7NR contact OEA office for particular details before using this provider
 CaveClimb BS27 3PF
 Caving Services Ltd BS27 3PF
 Center Parcs Longleat BA12 7PO
 Central Somerset Outdoor Learning Partnership (Wilderwoods Forest School) TA11 7AU
 Channel Adventure TA24 5BG
 Channel Training Ltd TA24 6BL
 Charmouth Heritage Coast Centre DT6 6LL
 Charterhouse Outdoor Education Centre BS40 7XR
 Casterbridge Tours DT9 3EG
 Chateau De Grande Romaine France
 Chateau De La Baudonniere BN3 7BD
 Cheddar Caves & Gorge Rock Sport BS27 3QF
 Cheddar Chocolate Company BS27 3RP
 Chelborough Ltd, Clay Pigeon Raceway, DT2 9PW contact OEA office for particular details before using this provider
 Cholwell Riding Stables PL19 9QG
 Civil Skills Plus TA15 6UT
 Class Tours Ltd T/A Normandy Experience BN1 5NL
 Clay Pigeon Raceway - DT2 9PW
 ClimbnCave Adventures Ltd NP7 5LH
 Clip N Climb Weston Rockpool Leisure Ltd BS23 1FF
 Club Europe Holidays Ltd SW1 8SG
 Coldharbour Mill EX15 3EE
 Compagnie Des Guides - Voyages - France
 Connect Studies Ltd TA1 3RY
 Conquest RDA Centre TA2 6PN
 Core Creative Education CIC - CoRE BA22 9QU
 Cornwall Outdoors/Delaware Outdoor Education PL31 2FR
 Corris Mine Explorers SY20 9RF
 Countryside Alliance - Fishing 4 Schools SE11 5AN
 Crackshot Paintball, EX6 7BH
 Croyde Surf Academy EX33 1QE
 CRS Adventures TQ13 7NP
 Cumulus Outdoors BH20 5AL

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D

Dale Fort - FSC SA62 3RD
 Dan French - Mountain Bike Leader TA24 5RQ
 Dartmoor National Park Authority TQ13 9JQ
 David Entwistle Boxing (Activate Fitness Taunton) TA1 2YB
 Deane Discovery Centre TA3 7SW (Non AALA Licensed activities only)

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Dean Field Studies Centre GL15 4JA
Destination Travel BA9 8AB
Disability Sport Events M12 5GL
Discover Moor TA1 4QW
Discover The World SM7 2AR
Discover Wistlandpound EX36 4PH
Divoky Riding School BA4 4LG
Dorset Adventure Park BH20 5JG
Dorset County Museum DT1 1XA
Dorset Expeditionary Society DT3 5DL
Dorset Snowsports Centre DT2 8JE
Dragon Trip E1 6QR
Dragons International ST16 3EE
Draycote Water Sailing Club CV23 8AB
Duke of Edinburgh's Award TA2 8LQ

[< List of Providers](#)

E

EAQ Manor Farm CIC TA12 6NZ (Was known as Horseshoes & Handprints)
Early Expeditions/BXM Expeditions SN6 7NE
Earth Energy Education TA4 1BD
East Dene (Allnatt Centre), Isle of Wight PO38 1RQ (Non AALA Licensed activities only)
Eastlake Riding Stables EX20 1QT
EDT South West PL6 8BX
EF Educational Tours EC1M 5TQ
Encompass Training UK Ltd, Okehampton EX20 3DN
Ernest Cook Trust GL7 4JH
Escot Education EX11 1LU
Equity School Travel BN1 1GE
Equity Ski BN1 1GE
Equity Student Travel BN1 1GE
Exeter & District Angling Association EX2 7WG
Exford Youth Hostel TA24 7PU
Exmoor Adventures TA24 8DR
Exmoor National Park TA22 9HL
Experience Paintball Ltd SN10 5HW
Europe For Schools NP18 1NQ
European Heritage Tours NP7 9RJ
European Study Tours SG14 1DL

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F

Farm Link - Lower Stock Farm BS40 5KH
Field Studies Council at Blencathra Centre CA12 4SG
Field Studies Council at Dale Fort SA62 3RD
Field Studies Council at Rhyd Y Creuau LL24 0HB
Field Studies Council at Nettlecombe Court Field Centre TA4 4HT
Fish Safe BS21 7YP
Fishing For Schools SE11 5AN
Fishwish Ltd BS31 1PW
Fleet Air Arm Museum, Yeovil BA22 8HT
Flip Out Somerset TA21 9JQ
Foreign Fields TA11 7PW

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Forest Adventure Ltd GL16 7AY
Foxlease SO43 7DE
Fregata Travel WC2H 8JR contact OEA office for particular details before using this provider
Frome Boulder Rooms BA11 3EN
Frome Canoe Club BA11 1BE
Full Circle Sport Coaching (Mathew Love) TA8 1EU
Fun Farm, The TA2 8QJ contact OEA office for particular details before using this provider
Fusion Wells Leisure Centre BA5 2FB
Future Roots Ltd DT9 5PS

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G

Galina International Study Tours Ltd CH1 1NQ Tour Operator
Galloway School Tours IP14 5RR Tour Operator
Gane & Marshall International Ltd RM5 2BB
Gifted Tours SS16 6LX
Gilwern Outdoor Education Centre NP7 0EB
Global Action Ltd GL7 1YS
Global Youth Ambassador Programme
Glos Ski & Snowboard Centre GL4 6EA
Gloucestershire Football Association Ltd BS32 4AG
Go Ape! (All locations)
Go Quad Biking DT11 9AG
Go Segway - Segway Southwest Ltd EX6 7XR
Goblin Combe Environment Centre, BS49 4PQ
Gore Farm - Ernest Cook Trust DT9 4SJ
Gower and Swansea Surf SA2 7HU
Greatdays Travel Group WA15 9RA
Great Wood Camp TA5 1EA
Green Days Day Care TA4 1DQ
Greenslade Pleasure Boats, Dorset. BH16 5NE
Grenville House Outdoor Education Centre TQ5 9AF
Grittleton House Adventure Centre SN14 6AP
Growing Roots BA5 2PQ
Gullivers Sports Travel GL20 7BJ contact OEA office for particular details before using this provider

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H

H2Outdoor EX34 7BZ
Hair Academy South West TA1 3HL
Hakeford Woods EX33 2DE
Haldon Forest Park - Forest Cycle Hire EX6 7XR
Halsbury Travel Ltd NG4 2HF Tour operator only
Ham Hill Country Park TA14 6RW Non AALA Licensed Activities Only
Hamburger Hill (Bristol Outdoor Pursuits) BS39 4NT
Hard Knox Boxing TA9 4HA
Harlyn Surf School, PL28 8EX
Harry May Fishing Trips DT7 3JR
Haven Banks EX2 8DP contact OEA office for particular details before using this provider
Haynes Motor Museum - Go Karting BA22 7LH
Heatree Activity Centre TQ13 9XE

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Heazle Riding Centre EX15 3TH
Hengistbury Head Outdoor Education Centre BH6 4EN
Hestercombe Gardens Trust Ltd TA2 8LG
Hidden Woods BA2 7NH
High Adventure Outdoor Education Centre BD22 0AA
Hill House Christian Centre TA5 2PT Non AALA Licensed Activities Only
Hill Farm Equestrian, Burtle TA7 8NB
Hillview Riding Centre TA18 8PA
HispaTour Seville, Spain
HTS School Tours BN2 1TL
HTS Ski Value BN2 1TL
Hobby Horse Riding School TA2 8AS
Holnicote Estate, National Trust TA24 8TJ
Hooke Court DT8 3NX
Hourmont Total Ski BN3 3LS contact OEA office for particular details before using this provider
Huish Woods Camp Site TA3 5RH Non AALA Activities Only

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I

IBT Travel Group KA9 2TA Non AALA Activities Only
Ibex Outdoor PL19 0HY
ICC Salcombe TQ8 8DP
iFly Indoor Skydiving RG22 6PG (Was known as Airkix Indoor Skydiving)
IG Sports Coaching Ltd SN12 6LA
Inspired To Achieve TA12 6DW
Interski NG18 1EX
Intrepid Expeditions EX5 3JT
In2Action PO31 8QE
ISCA Outdoor EX2 6JQ
Island (Cutter) Ltd Exeter EX2 4NP

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J

Jack Russell Coaching EX3 0BY
Jacklands Fishing Lakes BS21 6SG
JCA - All Centres
JC Adventures Ltd BS21 5BJ
Jem Divers Ltd TA11 6JD
Jolly Jumpers BA11 3JU
JustRide Exmoor EX32 8PU Non AALA Activities Only

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K

Kew Gardens RH17 6TN
Keypitts Stables 'N' Quads EX34 9RW contact OEA office for particular details before using this provider
Kilve Court TA5 1EA
Kinabalu Associates First Aid BD20 8AH

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Kingcombe Centre, The DT2 0EQ
King Surf TR8 4DF
Kingswood Learning & Leisure Centre PO35 5PH
Kipling Tours DT9 3BU

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L

Lagganlia Centre for Outdoor Education PH21 1NG
Learning French in France SW6 2DA
Learning South West TA1 5EP
Leeson House Field Studies Centre BH19 3EU
Lifeskills Centre BS1 6XN
Lisa Jane School Of Dance TA9 3DE
London Theatre Tours N21 1LE
London Wetland Centre SW13 9WT
Longleat Education Team BA12 7NW contact OEA office for particular details before using this provider
Long Sutton Golf Club TA10 9JU
Lulworth Heritage Centre BH20 5QS
Lyme Bay Boat Trips DT6
Lyme Regis Museum DT7 3QA
Lyndon Wake Surf School EX33 1PA

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M

M.V. Freedom, Weymouth DT4 8RW
Magdalen Project, The TA20 4PA
Manor Adventure - Le Chateau du Broutel
Manor Adventure - Abernant Lake Hotel LD5 4RR
Manor Adventure - Culmington Manor SY7 9BY
Manor Adventure - Lockerbie Manor DG11 2RG
Manor House Hotel, Okehampton EX20 4NA
Melbury Farm Estate (The Countryside Foundation for Education) HX7 5YJ
Menadue Activities PL34 0HR
Mendip Outdoor Pursuits BS49 5EY
Mendip Shooting Ground Ltd BA5 3EH
Mendip Snowsport Centre BS25 5PQ (Was known as Avon Ski Centre)
Mermaid Pleasure Trips TR18 3LD contact OEA office for particular details before using this provider
Middlemoor Waterpark TA7 8DN
Mill Adventure Centre, The EX36 3NA
Mill on the Brue BA10 0BA
Millfield Equestrian Centre BA16 0YD
Min-Y-Don Christian Adventure Centre LL39 1BZ
Minehead Eye TA24 5DU
Monkey Do BA12 7QB
Monks Yard, The TA19 9PT
Montacute House National Trust TA15 6XP
Moonfleet Educational Angling BA21 3HQ
Moor Outdoor TA24 6LX
Morfa Bay Adventure, Wales SA33 4PJ

Motiva Ltd GL17 9QG
Mountain Energy NE28 7LP
MShed BS1 4RN
MW Guiding Services (Mike Lloyd-Wood) CF46 6DY

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N

National Marine Aquarium PL4 0LF
National Trust, Holnicote Estate Office TA24 8TJ
National Trust, Fyne Court TA5 2EQ
Natural England BA6 9TT
Neroche Woodlanders EX14 3NX
Nethercott - Farms For City Children EX19 8SN
Nettlecombe Court - FSC TA4 4HT
New Barn Field Centre DT2 9SD
North Devon Surf EX39 1HN
NST Travel Group - Le Chateau d'Ebbingham FY4 5LW contact OEA office for particular details before using this provider
NST Travel Group - Lou Valagran FY4 5LW contact OEA office for particular details before using this provider
NST Travel Group - School Tours FY4 5LW contact OEA office for particular details before using this provider
NST Travel Group - Winmarleigh Hall FY4 5LW contact OEA office for particular details before using this provider

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O

OA Surf Club EX23 0DF
Ocean Youth Trust South PO12 1BP
On Your Bike TA1 1QW
Operation Wallacea PE23 4EX
Otterhead Forest School TA3 7EE
Outdoor Education Centre - Kilve Court TA5 1EA
Outdoor Education Training - Ultimate High EX39 4BJ
Outlook Expeditions Ltd LL57 4FH
Outward Bound Wales - Aberdovey LL35 0RA
Osprey Outdoors BS29 6AE
Otter Swim A23 0BN
Oxenwood Outdoor Education Centre (Wiltshire CC) SN8 3NQ

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P

Paignton Zoo TQ4 7EU
Pavillion Tours BN1 1GE
PDC Inspiration Ltd EX3 0BY
Peat Moor Centre BA6 9TT
Pevlings Riding Centre BA8 0DA
PGL Travel Ltd HR9 5GL incl Beam House, Boreatton Park, Lower Wye, Court Farm, Hillcrest & Whitmead, Dalguise, Little Canada, Osmington Bay, Liddington, Barton Hall and Tregoyd House, Chateau de Grande Romaine
Phil Shepherd (Somerset Film) TA6 3BL
Pine Lodge Stables TA22 9QQ

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Pinkery Outdoor Education Centre TA24 7LLI
Pixies Holt Outdoor Learning Centre PL20 6SG
Plas Pencelli LD3 7LX
Podimore Shooting School BA22 8JQ
Point Breaks EX31 4AY
Polkerris Beach Watersports PL24 2TL
Poole and Dorset Adventure Centre BH12 2EA contact OEA office for particular details before using this provider
Poole Yacht Club BH15 4AQ
Portland Outdoor Centre DT5 1BD
Positive Venture Ltd TA1 9HE
Project One TA24 7AS
Pyramid Mentoring Ltd BS15 9YH

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Q

Quad World EX5 4LB
Quantock Lodge Leisure Ltd TA5 1HD
Quantock Trekking TA4 3EF
Quay Climbing Wall, Exeter EX2 8AX
Quayside Gym TA6 4DB

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R

Raven Surf School EX23 8PD
Rayburn Tours DE24 8HR
REACH - Dan Palmer TA12 6LL
Reach Outdoors TQ12 4RG
Ready 2 Climb BA9 9HF
Rectory Farm Riding Stables BA3 5YE
Redpoint Climbing Centre BS3 2NW
Redwoods Travel Ltd EX15 3SE
Rhapsody Tours TN14 6LD
River Dart Country Park & CRS Adventures TQ13 7NP
River Stour Safaris DT10 1DS
Rivieraft, France
Roam Outdoors Activity Centre TA19 9DT
Rock and Rapid Adventures, Exmoor EX36 3NA
Rock UK Adventure Centres (were called Barnabas Adventure Centres) Carrotty Wood TN11 9QX
Rockley Watersports BH15 2NN
RockSport (a division of Cheddar Caves & Gorge) BS27 3QF
RSPB - Avalon Marshes BA6 9TT

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S

Sail Laser Portland DT5 1SA
Schools Into Europe CF14 6TQ Tour Operator Only
School Travel Company DY8 1AN

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

School Travel Service - STS BN1 1GE
 Schools Worldwide SO22 0AA
 Scooby Doo Too (Sailing) TA23
 Scuba Scene Ltd TA1 3ES
 Second To None Driving School SP7 9QJ
 Select School Travel RH15 9AE
 Sennen Surfing Centre TR19 7AD contact OEA office for particular details before using this provider
 Shapwick Heath Nature Reserve BA6 9TT
 Shared Earth Learning BA11 1LE
 Shooting Stars Circus Skills WR10 3JT
 Sidmouth Donkey Sanctuary EX10 ONU
 Simonsbath House TA24 7SH Non AALA Activities only
 Skern Lodge EX39 1NG
 Ski Plan, BN1 1GE
 Skibound BN2 1TL
 Ski Class BN2 1TL
 SkiTeam 4 / Team 4 Tours BS15 4PJ
 Skill Force BA2 3LA
 Skirmish Paintball - Exeter EX4 5BW contact OEA office for particular details before using this provider
 Skirmish Paintball Games BS23 3AS
 Slapton Ley FSC TQ7 2QP
 Sloping Off BN1 1GE
 Smallpiece Trust CV32 4JL
 Smart Surf School TR19 7DF
 Snappy SUPs TA1 1AP
 Sneaky Fox Outdoors TA4 2NE
 Snow Dome, The B79 7ND
 Snowtraxx International EH2 3JZ
 Somerset Activity & Sports Partnership (SASP) TA2 9JQ Non AALA Activities Only
 Somerset Adventures TA1 5NH
 Somerset Earth Science Centre BA3 5JU
 Somerset Equus TA3 6QR
 Somerset Natural Learning Academy TA11 7NZ (Was known as Glastonbury Trust)
 Somerset Wildlife Trust TA1 5AW Non AALA Activities Only
 Somerset Youth & Community Sailing Association - Durleigh Sailing Club TA5 2AW Only for Registered Sailing Club Members - Non AALA Activities Only
 South West Karting BA22 7LH
 Sport & Educational Travel NR34 8HF
 Sport/Study Experience KT4 8RQ
 Sportability Ltd S18 2LL
 St Briavels Castle YHA GL15 6RG Non AALA Activities Only
 St George's House EX33 1JN
 St Ives Surf School TR26 1JZ
 Start Bay Centre - Devon County Council TQ7 2RA
 STC Expeditions EX1 1BH
 Steve Burrows Training BA8 0RU
 Stokehill Education & Training BA9 8HY
 Stoke Ski Centre ST1 5PU
 Strode College BA16 0AB
 Study Experiences (Tour Operator) KT4 8RQ
 Studytrips & Key Stage Travel Greenwich SE10 8NB - Please Note: this provider does NOT lead any activities directly
 STS School Travel Services BN1 1GE

SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Surfing Croyde Bay EX33 1PA
Surf South West Ltd EX33 1YP
Sutton Bingham & District Canoe Club BA22 9LW
SWANG Pony Centre TA5 2NH
Swingrite Golf Centre TA3 5AB

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T

Taff Valley Activity Centre CF37 5BJ
Tall Ships Adventures Ltd/Tall Ships Youth Trust PO1 3PT
Targets Paintball BA4 5DW
Taunton Association Of Driving Instructors TA4 2SH
Taylors Coach Travel BA22 7LH
Team Sport-Registered Office GU10 5EH
Team Sport Indoor Karting GU10 5EH contact OEA office for particular details before using this provider
The Bushcraft Company OX7 3EH
The Chatsworth (Allnatt Centre) BH19 1LG
The Gym North Petherton RFC Gym Ltd TA6 6NW
The Met Office EX1 3PB
The Royal Bath & West Showground BA4 6QN
The Ski Company SE10 9JB
The Wave Inland Surfing Lagoon BS35 5RE
The Wave Project TR7 1LN
Tiger Charters EX8 2AY
TJM Travel (Skitopia) TR16 6WY
Todber Manor Fisheries DT10 1JB contact OEA office for particular details before using this provider
Townsend Environmental Study Centre BH19 2BX
Train 4 All (Somerton Site) TA11 7JF
Travel Adventure Ltd (COGO Travel) BN1 6AH (Tour Operator Only)
Travelbound BN2 1TL
Treejumpers Ltd DA3 8NZ
Tunnel Tree Tops Ltd DT6 6BY
TYF Adventure SA62 6SA

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U

UK Connection BN1 1GE contact OEA office for particular details before using this provider
UK Sailing Academy PO31 7PQ
Ultimate Adventure Centre EX39 5AP
Undercover Rock Ltd BS2 9YH
United Truckers PE11 2AB
University Of The West Of England BS16 1QY

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V

Varsity Travel N10 3JX
Vertical Xtreme Bristol BS9 1AW
SCOEA website: <https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Viaduct Fishery TA11 6LJ
Visions In Education RH17 5QT
Vivary High Ropes TA1 3JW
Voyager School Travel BN1 5NL Non AALA Activities Only
Volunteer It Yourself (VIY) EC2A 4NG

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W

Warmwell Holiday Park DT2 8JE
Water World ST1 5PU contact OEA office for particular details before using this provider
Waterfront Sports EX8 1ER
Wellington Forest School TA21 8QE
Wellow Trekking Centre BA2 8QF
Wells Cathedral BA5 2UE
Wells Cathedral School (swimming pool) BA5 2SX
Wellsprings Leisure Centre TA2 7QP
Wessex Water BA22 9QL
West Somerset Community College TA24 6AY
West Wiltshire Youth Sailing Association BA13 4HW
Weymouth Outdoor Education Centre DT4 0HS contact OEA office for particular details before using this provider
Whitehead-Ross Education & Consulting Ltd BN1
Wilderness Warriors Forest School BA6 9TA
Wilderness Forest School (Central Somerset Outdoor Learning Partnership) TA11 7AU
Wildside Education EX14 4RL
Wildside Experience EX15 3QX
Wildwood Escot EX11 1LU
Wiltshire Outdoor Learning Team BA12 9LR
Wimbleball Lake Activities Centre (South West Lakes Trust) TA22 9NU
Wistlandpound c/o Calvert Trust Exmoor EX31 4SJ
Woodgate, Nicki (Freelance Forest School Leader) EX15 3TU
Woodland Play Centre TA4 4AE
Wookey Circus BA5 1BB
Woolacombe Surf School EX34 7HW
World Challenge HP13 6AQ
Worldstrides International Discovery BA20 1SP (Was known as Casterbridge Tours)
WST Travel Ltd FY2 0FP
Wye Pursuits HR9 5QX
Wyvern Fitness Ltd TA7 9DR
Wyvern School Tours BA14 9AW Tour Operator

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X Y Z

Yenworthy Lodge OEC, North Devon EX35 6NY
Yeovil Golf Club BA21 5BW
Yeovil RDA (Sparkford Group) BA21 3QF
YMCA Fairthorne Manor SO30 2GH
Young Bristol BS3 5QH
Young Somerset TA7 9LF
Yurtability Forest School TA2 6PN

[< List of Providers](#)

[< Key Requirements](#)

Appendix C: Using an External Provider or Tour Operator and the Requirements of Form EV4

1. Whenever a school/organisation intends to employ the services of an External Provider and where there is an element of instruction, staffing, or guiding included an EV4 must have been successfully completed and returned to the Corporate Health and Safety Unit prior to the trip/activity commencing (time consideration for this process must be allowed for by visit leaders).

GENERAL

2. This document contains a list of all current providers/tour operators who have completed an EV4 applicable for this academic year - see [Appendix B: List of Providers who have a Current EV4](#). Please check this prior to requesting an EV4.

PROCEDURE IF AN EV4 NEEDS TO BE SENT TO THE PROVIDER

- Firstly confirm that they are not already on either the list of providers that have completed an EV4 or the list of the providers which have been sent an EV4 but have not yet returned it to the Corporate Health and Safety Unit office.
- If your chosen provider is not on either list:
 - Do not send an EV4 yourself.
 - Please contact the Corporate Health and Safety Unit office on 01823 355089 with the provider's details, or if you are using EEC to complete your visit application complete the section which allows you to add a 'new provider' (this will then automatically contact the Corporate Health and Safety Unit office on your behalf with the details that you have provided).
 - The Corporate Health and Safety Unit will send an EV4 form to the provider once the provider's details has been provided by the requester.
 - Once the provider appropriately completes and returns the EV4 they will be added to the SC list (shown in [Appendix B](#) above or from the provider list on the EEC website).
 - The Corporate Health and Safety Unit will hold the original signed EV4s. Should any visit leader require a copy of the EV4 specific to their visit they can request this by calling 01823 355089 or by email to OEA@somerset.gov.uk.

The EV4 procedure alone is *not* sufficient for Overseas Expeditions (i.e. those which typically take place in remote areas of the world and/or in developing countries), for which separate arrangements should be discussed with the Corporate Health and Safety Unit.

[< Key Requirements](#)

(Please note: the above information also forms part of the document [Use of External Providers and Tour Operators](#) from the [Planning a Visit/Activity](#) section of the [Outdoor Education & External Visits website](#).)

Appendix D: Signatures - Confirmation

The details below confirm what the Visit Leader, EVC, Headteacher/Senior Manager and Chair of Governors/Equivalent are signing to say has been completed.

Signatures are required to be obtained by each respective person and recorded on the visit application form - Summary Sheet for those using the EEC system.

The Visit Leader

The Visit Leader has completed the planning for this external visit utilising the appropriate safe practice guidance and has recorded/evidenced that the health and safety aspects of planning has been completed. ***Consideration has been given to any participants with individual needs (SEN, Medical, Disability).***

The External Visits Coordinator

The EVC has checked that the planning and procedures are appropriate for the visit to proceed and that a visit record/file has been created.

The Headteacher/Senior Manager

The Headteacher/Senior Manager confirms that the visit follows the appropriate safe practice guidance and ***approves the visit.***

The Chair of Governors/Equivalent

The Chair of Governors (or equivalent) confirms on behalf of the school/establishment in accordance with the Outdoor Education Advisors Panel National Guidance that the planning and preparation for the visit complies with the regulations and guidance. The Chair then ***approves the visit.***

[< Key Requirements](#)