

Adventure Activities Licensing Service

INSPECTION REPORT

Name of Licence Applicant

Yorkshire Dales Guides Ltd

Inspected establishment / company / person

Name Yorkshire Dales Guides

Address Hornby Laithe
Stainforth
SETTLE
North Yorkshire

BD24 9PB

Reference Number R2476

Operational Base Hornby Laithes, Stainforth, Settle. BD24 9PB

Type of Provider Small Multi-activity Private Non-residential Company

Normal Maximum Capacity 20

Contact person during inspection Steph Dwyer Mike Bottomley

Contact's position Managing Director Managing Director

Enforcement Authority Craven District Council

Inspector

Anne Salisbury

Date of inspection

16.04.18

Time on Site

3 hour(s)

About this Report

- In making this report the Licensing Service has considered a report(s) made to it by an Inspector authorised in accordance with the Adventure Activities Licensing Regulations (updated 2004).
- You should act on the requirements of this report which supersede any previous discussions or verbal instructions.
- The report does not constitute a final decision by the Licensing Authority. The final decision will generally be in the form of a licence document, where applicable, or a refusal notice where not. A licence will be forwarded to the provider when all required information has been received and full payment has been made.
- In some cases you may be instructed to make changes to the way you operate and you should note any required time scale. In other cases you may be offered advice. In these cases you should use your own expertise to decide if it is applicable or necessary.
- In cases where there are no apparent seasonal or activity restrictions in respect of activities in the activity matrix of this report (or any subsequent licence document), the standard conditions attached to all licence documents will apply.
- In all cases the continued management of safety remains the responsibility of the provider and not the Licensing Authority nor the Licensing Service.
- Your licence, where one is applicable, will show the licence holder as **Yorkshire Dales Guides Ltd** and the operational base as **Yorkshire Dales Guides**.

Please advise us as a matter of some urgency if these details are not correct.

- Similarly, you should check that the “Activities offered by the provider” section, if shown, is accurate. The matrix may contain activities which are not licensable. These will not appear on any subsequent licence document.
- **You should be aware that you have the right to make a representation to the Licensing Authority on any decisions made by them. In the first instance representations should be to the Head of Inspection of the Adventure Activities Licensing Service.**

Marcus Bailie
Head of Inspection

Activity	Activity Restrictions	Seasonal Restrictions	In Scope
Caving		None	Yes
Hill Walking & Mountaineering		None	Yes
Rock Climbing	Single pitch only	None	Yes
Abseiling	Single pitch only	None	Yes
Problem Solving and Team Building		None	No
SRT Barn		None	No

During an inspection on 16.04.18 the following aspects of the organisation were considered.

1 About this provider

1.1 Yorkshire Dales Guides Ltd is a new company set up by partners Steph Dwyer and Mike Bottomley, with a third currently non active Director, Paul Mackrill. Each owns a third of the company.

1.2 These three have bought the business from Dave Gallivan who has been running Yorkshire Dales Guides as a sole trader for many years and is retiring. They will take on the SRT Barn and office and storage space at Hornby Laithes and the existing client groups. Dave Gallivan will be their technical advisor for caving and help with the transition from one business to the other.

1.3 Both Steph and Mike are very experienced cavers including overseas expeditions. They have worked as freelance staff for Dave Gallivan in recent years. Both are members of the local Cave Rescue Team where Steph is an underground Team Leader. Mike has contributed to two guidebooks on caving in north Yorkshire.

1.4 In the first instance Steph will work with the business full time and Mike part time. They will use well qualified existing freelance staff when necessary who have worked with Yorkshire Dales Guides for many years and who are well know to them.

1.5 Maximum group sizes will be 1:9 with normally no more than two groups operating at any one time.

2 About this inspection

This inspection was undertaken in response to a first application for a licence from Steph Dwyer and Mike Bottomley, Directors of Yorkshire Dales Guides Ltd. It consisted of a meeting with them at the Hornby Laithes base.

During this visit the inspector:

- a) asked about the activities requested to be on the licence.
- b) checked on the evidence of competence files for Steph and Mike and the freelance staff to be used.
- c) asked about recruitment, induction, training and on going monitoring of staff.
- d) checked on the availability of technical advice which will be Dave Gallivan CIC for caving and Phil Baker, MIC and CIC for climbing and walking activities.
- e) viewed a staff handbook, operating procedures and risk assessments, emergency procedures and an emergency card for all to carry.
- f) saw the pre activity information form and post activity report form, as well as the job file for every piece of work with important information contained in it for whichever instructor is working with that group.
- g) asked about staff deployment, first aid arrangements, change of venue, weather forecasts, client medical information and working with special needs groups.

h) was informed that Steph and Mike would be taking on all the equipment previously owned by Dave Gallivan and with it the records of periodic thorough checks made on that equipment for continuity.

i) discussed topical issues in the outdoors and the review of Licensing to date.

3 Activity Observation

This company is in the process of taking over the business from Dave Gallivan. Dates when activities are booked were given and the inspector will make a further visit to inspect the practical application of safety management systems at some stage.

4 Matters arising

There is no required action resulting from this inspection.

4.1 Duration of Licence

Yorkshire Dales Guides Ltd is a small provider and the inspector is recommending granting of a two year licence at this time. This will be reviewed at the next licence renewal inspection.

4.2 Comment

The inspector was impressed with the thoroughness and thought about safety management that had gone into the preparation for this first licence inspection. An excellent example of good, concise safety management systems for activity delivery.

4.3 Company ownership

At present the company has not passed to Yorkshire Dales Guides Ltd. This is due to take place on 1 May 2018. Steph and Mike will inform Cardiff when this process is complete.

Recommendations and conditions regarding the granting of a licence

The inspector recommended that a licence should be granted

Duration 2 years

Additional Conditions

Notes

Report prepared by

Anne Salisbury

Date report prepared

17.04.18

Further action to be taken by the Licensing Service

Copy this report to Craven District Council

Further action taken

Report reviewed by

Date report reviewed

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Endorsement by The Adventure Activities Licensing Service

Date received 17.04.18

Endorsed by Marcus Bailie, Head of Inspection

Date of Endorsement 20.04.18

Comments

Licence decision Minded to Issue

Date of Decision 20.04.18

Marcus Bailie, Head of Inspection

Duration of licence 2 years **to run from** 01.05.18 to 01.05.20

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Is there an audit with this report? Yes No