

ACTIVITY AUDIT/INSPECTION

CONTACT DETAILS		
Activity Provider Name:	TREX Hopferdamidstodin	
Activity Provider Address:	Hesthals 10, 110 Reykjavik, Iceland	
Activity Provider Contact Details: Name, Telephone, Email	Tel. 354-587-6000 Email. info@trex.is	
ACTIVITY DETAILS		
What is the activity on offer?	Coach renting	
Please describe how the activity is operated:		
We supply coaches for activities		
Please detail any pre-entry requirements to partake in the activity? I.e. minimum height, age or competency requirements		
None		
HEALTH AND SAFETY		
	Yes	No
Do you provide a safety briefing at the start of the activity?		No, that is the responsibility of those who rent the bus
Is an instructor present at all times throughout the activity (including on the water if a water-based activity)?		No, that is the responsibility of those who rent the bus
How many participants can 1 instructor be responsible for at any one time?		
Do you have first aid equipment available on site?	Yes, always	
Do you have first aid equipment available with off-site with a group?		No, that is the responsibility of those who rent the bus
Is there an emergency procedure in place?	Yes	
Do you record any accidents and near misses?	Yes	
RISK MANAGEMENT		
Have you got a documented risk assessment? If yes, please provide a copy If no, please list below potential risks		No
Risks identified	Control Measures in place to minimise potential risk I.e. safety equipment, training	
Accidents while driving	All our drivers have a checklist if anything happens	
Wind assessments	All our drivers can identify strong winds	

ACTIVITY STAFF		
	Yes	No
Are staff qualified and trained in First Aid?	Yes	
Are staff willing and able to provide first aid treatment on and off site as required?	Yes, on site	
Are staff qualified and trained in your emergency procedures?	Yes	
Please detail which instructor qualifications you hold	All our drivers have participated in First Aid seminars in the last two years	
Do staff have any additional internal/external training? If yes, please detail what	No	
EQUIPMENT		
	Yes	No
What equipment do you have?	Coaches in all sizes	
Do you have a wide range of sizes?	Yes	
At any one time, how many participants do you have enough equipment for?	70 people	
Do you have an equipment maintenance schedule?	No	
Do you have an equipment replenishment policy?	No	
Where and how is equipment stored when not in use?		
Any additional comments/information re the activity:		

Please sign below to confirm that the activity provider named above is in possession of the following valid documents:

Public Liability Insurance	
Employer Liability Insurance	
Local licence to operate	

Should any of the above documents expire, they will be replaced by new and valid certificates immediately and there will not be a period when the activity provider is not covered by any of the above.

Signed by Erla Kr. Bergmann

 Print Name
 Date 18.9.2014
