

ACTIVITY AUDIT/INSPECTION

CONTACT DETAILS		
Activity Provider Name:	Ulfjotsvatn Outdoor and Scout Center (Útilífsmiðstöð skáta Úlfjótuvatni)	
Activity Provider Address:	Ulfjotsvatn, 801 Selfoss, Iceland (NA HQ: Hraunbaer 123, 110 Reykjavik, Iceland)	
Activity Provider Contact Details: Name, Telephone, Email	Elín Esther Magnúsdóttir, program director Tel. (+354) 694 7614 / elin@skatar.is	
ACTIVITY DETAILS		
What is the activity on offer?	Archery	
Please describe how the activity is operated: Guests are introduced to archery, using recurve bows. It can be done indoors or outdoors. After introduction and safety talk, guests shoot arrows at targets.		
Please detail any pre-entry requirements to partake in the activity? I.e. minimum height, age or competency requirements Without parent/guardian, minimum age is 8 years.		
HEALTH AND SAFETY		
	Yes	No
Do you provide a safety briefing at the start of the activity?	X	
Is an instructor present at all times throughout the activity (including on the water if a water-based activity)?	X	
How many participants can 1 instructor be responsible for at any one time?	1 : 10	
Do you have first aid equipment available on site?	X	
Do you have first aid equipment available when off-site with a group?	X	
Is there an emergency procedure in place? What does this involve?	For accidents. See "contingency plans" here: http://campiceland.com/?page_id=211 (p. 2)	
Do you record any accidents and near misses?	X	
RISK MANAGEMENT		
Have you got a documented risk assessment? If yes, please provide a copy If no, please list below potential risks	X See "Archery– safety procedures and risk assessment (pdf)" here: http://campiceland.com/?page_id=211	
Risks identified	Control Measures in place to minimise	

	potential risk I.e. safety equipment, training

ACTIVITY STAFF		
	Yes	No
Are staff qualified and trained in First Aid?	X	
Are staff willing and able to provide first aid treatment on and off site as required?	X	
Are staff qualified and trained in your emergency procedures?	X	
Please detail which instructor qualifications you hold		
Do staff have any additional internal/external training? If yes, please detail what	Due to different requirements in Iceland, we manage our own training and qualifications. At the moment we have two certified ICE-SAR search and rescue volunteers on staff. At the moment there is one certified WFR on staff.	
EQUIPMENT		
	Yes	No
What equipment do you have?	Recurve bows, arrows, forearm guards, targets, arrow stands, bow stands	
Do you have a wide range of sizes?	X Small and large bows	
At any one time, how many participants do you have enough equipment for?	18 For larger groups, the group is split up	
Do you have an equipment maintenance schedule? If yes, please detail.	X Visual inspection before every use.	
Do you have an equipment replenishment policy? If yes, please detail.	X Determined by wear and tear	
Where and how is equipment stored when not in use?	In program storage area, which is a dry and warm basement. Stored in lockers.	
Any additional comments/information re the activity:		
At this link you will find information on safety procedures, risk assessments, staff and volunteer training and requirements and more. Most of it is in Icelandic at the moment, but we hope to add English versions late 2015: http://campiceland.com/?page_id=211		

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.

Completed by Elin Esther Magnúsdóttir
Program director
Ulfjotsvatn Outdoor and Scout Center

Date July 3rd, 2015