

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?	Boats.	
<p>Please describe how the activity is operated: All activities that have to do with boats on lake Ulfjotsvatn are covered herein. This includes boat rentals (except for row-boat rentals to anglers), canoe trips, kayak trips and the lake-part of any combo trip.</p> <p>Depending on the activity, there might or not be a staff member rowing/paddling with participants. A safety boat is deployed for all boating activities (except for row-boat rentals to anglers). During all boating activities, participants are required to use life-jackets.</p> <p>Apart from canoes and kayaks, we have some pedal boats and row-boats.</p>		
<p>Please detail any pre-entry requirements to partake in the activity? I.e. minimum height, age or competency requirements</p> <p>Minimum age, without parent/guardian/teacher on the same boat, is 8 years.</p>		
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 Always a crew on safety boat, sometimes a paddling guide as well	
How many participants can 1 instructor be responsible for at any one time?	<u>Boat rental:</u> 3 : up to 30 guests / 4 : 31-70 guests <u>Guided tours/activities:</u> 2 : up to 10 guests / 3 : 11-20 guests (1 more staff member for each 10 guests after that)	
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?	One for accidents, one for hypothermia, one for group getting lost, one for an individual getting lost, one for falling in the lake and	

	<p>one for towing a boat. See "contingency plans" here: http://campiceland.com/?page_id=211 (p. 2, 3, 4, 5, 8, 9)</p>	
Do you record any accidents and near misses?	X	
RISK MANAGEMENT		
<p>Have you got a documented risk assessment? If yes, please provide a copy If no, please list below potential risks</p>	<p>X See "Boats – safety procedures and risk assessment (pdf)" here: http://campiceland.com/?page_id=211</p>	
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	Does not apply	
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, in co-operation with a local ICE-SAR search and rescue team who provides certified instructors for the training. 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?	Kayaks, canoes, pedal boats, row-boats, life-jackets, safety boats (motorized).	
Do you have a wide range of sizes?	X (Life jackets)	
At any one time, how many participants do you have enough equipment for?	Depending on size of participants (for life-jackets), up to 70.	
Do you have an equipment maintenance schedule? If yes, please detail.	Visual checks before each use. Thorough inspections two times each year. Safety boat and motor, visually before and after each use, annually by 3rd party.	
Do you have an equipment replenishment policy? If yes, please detail.	Determined by wear and tear.	
Where and how is equipment stored when not in use?	Life jackets are stored in a shed. Boats are stored in a boat house.	
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	Elin Esther Magnúsdóttir
Employer Liability Insurance	
Local licence to operate	Elin Esther Magnúsdóttir

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