

ACTIVITY AUDIT/INSPECTION

CONTACT DETAILS		
Activity Provider Name:	Úlfjotsvatn Outdoor and Scout Center (Útilífsmiðstöð skáta Úlfjótavatni)	
Activity Provider Address:	Úlfjotsvatn, 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?	Climbing and abseiling at an on-site climbing tower.	
Please describe how the activity is operated: Two climbers can climb one side of the tower at the same time. Most often we use auto-belay devices, but sometimes we switch them out for top-ropes. On the other side of the tower, two persons can abseil at the same time, through different gates at the top of the tower. Each participant gets a harness and a helmet and the ones abseiling get a reverso as well. For abseiling we use both the "Firemans belay" technique (partner on ground) and a "Releasable abseil" technique (munter hitch).		
Please detail any pre-entry requirements to partake in the activity? I.e. minimum height, age or competency requirements Minimum age is 6 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?	Auto-belay climbing: 1 : up to 10 guests / 2 : 11-20 guests Top rope climbing: 2 : up to 10 guests / 3 : 11-20 guests Abseiling, one gate: 2 : up to 10 guests / 3: 11-20 guests Abseiling, two gates: 5 : 11-20 guests	
Do you have first aid equipment available on site?	X	
Do you have first aid equipment available when off-site with a group?	Does not apply	
Is there an emergency procedure in place? What does this involve?	One for accidents, one for rescue from tower and one for equipment	

	malfunction. See "contingency plans" here: http://campiceland.com/?page_id=211 (p. 2, 6, 7)	
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 "Climbing and rappelling – 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	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?	Harnesses, helmets, lines, hardware, slings etc.	
Do you have a wide range of sizes?	Equipment is adjustable	
At any one time, how many participants do you have enough equipment for?	10 at a time. Bigger groups are split up.	
Do you have an equipment maintenance schedule? If yes, please detail.	Visual checks before each use. Thorough inspections three times each year. Auto-belay devices maintained by manufacturer once each year.	
Do you have an equipment replenishment policy? If yes, please detail.	General rule is to replace all nylons and plastic every 5 years, or sooner if: <ul style="list-style-type: none"> • Significant wear or tear • Bad fall or hit • Manufacturer's guideline states so. These three indications are also used for hardware	
Where and how is equipment stored when not in use?	Program storage area is a dry and warm basement. Climbing/abseiling	

	gear is stored (hanging) in lockers when not in use. Equipment is dried before put into storage.	
<p>Any additional comments/information re the activity:</p> <p>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</p>		

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 Magnusdottir
 Program director
 Ulfjotsvatn Outdoor and Scout Center

Date July 3rd, 2015