

## ACTIVITY AUDIT/INSPECTION

CONTACT DETAILS		
<b>Activity Provider Name:</b>	Ulfjotsvatn Outdoor and Scout Center (Útilífsmiðstöð skáta Úlfjótuvatni)	
<b>Activity Provider Address:</b>	Ulfjotsvatn, 801 Selfoss, Iceland (NA HQ: Hraunbaer 123, 110 Reykjavik, Iceland)	
<b>Activity Provider Contact Details:</b> Name, Telephone, Email	Elín Esther Magnúsdóttir, program director Tel. (+354) 694 7614 / elin@skatar.is	
ACTIVITY DETAILS		
<b>What is the activity on offer?</b>	Guided Coach Tours	
<p><b>Please describe how the activity is operated:</b>            We provide several guided coach tours for our guests, including the Golden Circle tour (with or without bath stops), Volcanic Wonders tour and ethnology/folklore tours. Guests are provided with transport (a coach from coach-company TREX) and a tour guide that will lead the tours and inform the guests on the subjects at hand.</p> <p>Further information about TREX can be found on a separate Activity Audit Form here: <a href="http://campiceland.com/?page_id=211">http://campiceland.com/?page_id=211</a> (Activity/tour: Coaches)</p> <p>The information included here do not apply to coach trips to and from activities, without a tour guide.</p>		
<p><b>Please detail any pre-entry requirements to partake in the activity?</b>            I.e. minimum height, age or competency requirements</p> <p>Does not apply.</p>		
HEALTH AND SAFETY		
	Yes	No
<b>Do you provide a safety briefing at the start of the activity?</b>	X	
<b>Is an instructor present at all times throughout the activity (including on the water if a water-based activity)?</b>	X	
<b>How many participants can 1 instructor be responsible for at any one time?</b>	1 per each coach	
<b>Do you have first aid equipment available on site?</b>	X	
<b>Do you have first aid equipment available when off-site with a group?</b>	X	
<b>Is there an emergency procedure in place? What does this involve?</b>	One for fire, one for accidents, one for hypothermia and one for an individual getting lost. See "contingency plans" here: <a href="http://campiceland.com/?page_id=211">http://campiceland.com/?page_id=211</a> (p. 1, 2, 3, 5)	

<b>Do you record any accidents and near misses?</b>	X	
<b>RISK MANAGEMENT</b>		
<b>Have you got a documented risk assessment?</b> If yes, please provide a copy If no, please list below potential risks		X
<b>Risks identified</b>	<b>Control Measures in place to minimise potential risk</b> I.e. safety equipment, training	
<ul style="list-style-type: none"> <li>1. A traffic accident</li> <li>2. Local dangers (terrain, hot spring, slippery ground, falling, drowning in pool water etc.)</li> <li>3. A guest gets separated from the group.</li> </ul>	<ul style="list-style-type: none"> <li>1. All coaches are equipped with seat-belts. Tour guide emphasizes the importance of using seat-belts.</li> <li>2. Tour guide goes over biggest known hazards of any stop, before guests leave the coach, and asks them to keep an eye out for each other</li> <li>3. Tour guide goes over biggest known hazards of any stop, before guests leave the coach, and asks them to keep an eye out for each other. Reminds guests of importance to keep together as a group.</li> </ul>	
See also Activity Audit Form for TREX		

<b>ACTIVITY STAFF</b>		
	<b>Yes</b>	<b>No</b>
<b>Are staff qualified and trained in First Aid?</b>	X	
<b>Are staff willing and able to provide first aid treatment on and off site as required?</b>	X	
<b>Are staff qualified and trained in your emergency procedures?</b>	X	
<b>Please detail which instructor qualifications you hold</b>	Certified tour guides (some guides)	
<b>Do staff have any additional internal/external training?</b> If yes, please detail what	Some of our tour guides have expert knowledge, such as degrees and working experience in geology or ethnology and so on.	
<b>EQUIPMENT</b>		
	<b>Yes</b>	<b>No</b>
<b>What equipment do you have?</b>	Coaches from TREX	
<b>Do you have a wide range of sizes?</b>	X	
<b>At any one time, how many participants do you have enough equipment for?</b>	As needed. Up to 70 in each coach.	
<b>Do you have an equipment maintenance schedule? If yes, please detail.</b>	See Audit Activity Form for TREX	
<b>Do you have an equipment replenishment policy? If yes, please detail.</b>	See Audit Activity Form for TREX	
<b>Where and how is equipment stored when not in use?</b>	See Audit Activity Form for TREX	
<b>Any additional comments/information re the activity:</b>		
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: <a href="http://campiceland.com/?page_id=211">http://campiceland.com/?page_id=211</a>		

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

<b>Public Liability Insurance</b>	
<b>Employer Liability Insurance</b>	
<b>Local licence to operate</b>	

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 3<sup>rd</sup>, 2015