

## ACTIVITY AUDIT/INSPECTION

<b>CONTACT DETAILS</b>		
<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	
<b>ACTIVITY DETAILS</b>		
<b>What is the activity on offer?</b>	Guided hikes	
<p><b>Please describe how the activity is operated:</b> All guided hiking activities are covered herein. This includes short and long hikes, including ones with special interest (such as geology) and ones with an overnight stay (such as in tents or cabins).</p> <p>Hikes are divided into three categories: Green: Short hike, under 2,5 hours. Blue: Medium hike/day hike, over 2,5 hours. Red: Long hike, more than 16 km from start to finish OR includes an overnight stay</p> <p>The information provided here do not apply to self-led hikes.</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>Green hike: Without parent/guardian, minimum age is 6 years. (With parent/guardian, no age limit). Blue and red hikes: Without parent/guardian, minimum age is 10 years. (With parent/guardian, 6 years).</p> <p>Participants not able to hike, due to health or disability, can be transported between locations by other means</p>		
<b>HEALTH AND SAFETY</b>		
	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 : 15 (but up to half of staff members can be replaced by willing guest leaders who meet the group's requirements, should the group agree)	
<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, one for	

	lost group 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, 4, 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 See "Hiking and backpacking – safety procedures and risk assessment (pdf)" here: <a href="http://campiceland.com/?page_id=211">http://campiceland.com/?page_id=211</a>	
<b>Risks identified</b>	<b>Control Measures in place to minimise potential risk</b> I.e. safety equipment, training	

<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>	Does not apply	
<b>Do staff have any additional internal/external training?</b> 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.	
<b>EQUIPMENT</b>		
	<b>Yes</b>	<b>No</b>
<b>What equipment do you have?</b>	Tents/cabins. Also compasses, maps, sleeping bags and sleeping maps for those who need.	
<b>Do you have a wide range of sizes?</b>	Does not apply	
<b>At any one time, how many participants do you have enough equipment for?</b>	As required by advance booking	
<b>Do you have an equipment maintenance schedule? If yes, please detail.</b>		X (tents are from the HQ's tent rental)
<b>Do you have an equipment replenishment policy? If yes, please detail.</b>		X
<b>Where and how is equipment stored when not in use?</b>	In program storage area, which is a dry and warm basement.	
<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 Magnúsdóttir  
                                 Program director  
                                 Ulfjótuvatn Outdoor and Scout Center

Date                      July 3<sup>rd</sup>, 2015