

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?	Ulfjotsvatn Triathlon	
Please describe how the activity is operated: A 24 hour activity. Starts with bike ride to the next lake, Lake Thingvallavatn, where the night is spent in tents, provided with the activity. Next day hike to Skinnhufuhellir cave and examine the cave with the help of a climbing gear. Hike to Steingrimsstod power plant and canoe 4 km across lake Ulfjotsvatn, with a short stop on an island half way.		
Please detail any pre-entry requirements to partake in the activity? I.e. minimum height, age or competency requirements 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?	Canoeing: 2 : up to 10 / 3 : 11-20 Hike/bike: 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)	
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 fire, one for accidents, one for hypothermia, one for lost group, one for an individual getting lost, one for falling in the lake and one for towing a boat. See "contingency plans" here: http://campiceland.co	

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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 (for hiking and canoe part)	X
Risks identified	Control Measures in place to minimise potential risk I.e. safety equipment, training	
1. Fall off bike 2. Accident involving 3 rd party vehicles 3. Local dangers (falling while rock traversing etc.)	1. All guests wear bicycle helmets when on bikes. Tour guide aims to find easiest terrain. 2. Tour guide informs guests of risks in beginning, installs a system for vehicle lookout, notifying the group and clearing to one side of the road. 3. Tour guide goes over biggest known hazards of any stop, and asks them to keep an eye out for each other. Reminds guests of importance to keep together as a group.	

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?	Bikes, helmets, tents, harnesses, helmets, lines, hardware, slings etc., caones, paddles, life-jackets, safety boat.	
Do you have a wide range of sizes?	X (Life-jackets. Harnesses and helmets are adjustable)	
At any one time, how many participants do you have enough equipment for?	20	
Do you have an equipment maintenance schedule? If yes, please detail.	See Audit Activity Form for climbing and boats. Bikes are inspected thoroughly two times each year and visually checked before each activity	
Do you have an equipment replenishment policy? If yes, please detail.	See Audit Activity Form for climbing and boats. Bike replenishment is determined by wear and tear.	
Where and how is equipment stored when not in use?	See Audit Activity Form for climbing and boats. Bikes are stored in a container.	
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		

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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