

## Checklist for Compiling and Reviewing Safety Plans.

	<b>Coaches</b>	Yes	No	NA
<b>1</b>	<b><u>Risk Assessment:</u></b>			
1.1	Is the risk assessment specific and in accordance with conditions/the tour/landscape and make of car?			
1.2	Does the risk assessment take traveling through different/various terrain/landscapes into account? In the case of traveling through the highlands factors such as crossing unbridged rivers, steep hills/slopes, loose gravel, and other risk factors must be considered.			
1.3	Does the risk assessment take different seasons of the year, weather, and other conditions (snow-cover, slippery roads, daily flow cycles of glacial rivers) into account?			
1.4	Does the risk assessment take the distance to third party assistance and traveling time, if third party assistance is needed, into account?			
1.5	Does the risk assessment take infection prevention into account?			
<b>2</b>	<b><u>Rules on Work Procedures</u></b>			
	<b>Tour Preparation and Pre-Tour Information</b>			
2.1	Do the rules on work procedures state how participants are informed, in advance, about necessary capabilities and other prerequisites for the tour, if applicable?			
2.2	Do the rules on work procedures state how participants are informed about personal equipment and clothing for the tour?			
2.3	Is there a checklist on practical items that must be reviewed with participants at the beginning of a tour? (Toilet facilities, meal-breaks, access to drinks, places where extra care is needed, local conditions etc.)?			
2.4	Do the rules on work procedures state clearly when and how participants are informed about safety issues such as emergency exits, the use of seat belts, high steps etc. as well as potential risks during stops and walks?			
2.5	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			
2.6	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, snow cover, etc.).			
2.7	Do the rules on work procedures state how the safety plan is presented to drivers, tour guides and other employees? Is the follow up, on that the operations are carried out according to the safety plan, described?			
	<b><u>During the Tour</u></b>			
2.8	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.9	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
2.10	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed?			
2.11	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
	<b><u>Staff Competency Requirements</u></b>			
2.12	Are clear requirements about experience, training, skills, and knowledge of tour guides/drivers listed in the rules on work procedures? (Including competency in using necessary equipment for river rafting and			

	telecommunications, ability to assess weather and other conditions, search and rescue skills and skills in rescuing self, etc.)			
2.13	Are the requirements on formal training according to the applicable laws and regulations?			
2.14	Are the requirements on First Aid training clear?			
2.15	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.16	Equipment et al.			
	Is there a checklist for equipment of tour guides / drivers as well as safety equipment? *			
2.17	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.18	Are infection prevention measures covered in the rules on work procedures?			
2.18	<u>Contingency Plans</u>			
3.1	Are contingency plans for various incidents/mishaps such as accidents, illness, contagious diseases, and natural disasters in place?			
3.2	Are the contingency plans in a handy format so that the tour guide can easily take them along on all tours?			
3.3	Is the division of work responsibilities and the role of each employee clear?			
3.4	Does the contingency plan state clearly when to ask for third party assistance? It is preferable to ask for assistance if in doubt and then revoke the request if assistance is not needed.			
3.5	Do the contingency plans cover assisting other participants in the tour in case of mishaps or incidents?			
3.6	Do the contingency plans take distance to third party assistance and different regions into account?			
<b>4</b>	<u>Incident Reports</u>			
4.1	Are incident reports included in the security plan?			
4.2	Is it clear that incident reports must always be filled out in case of incident/mishap, accident or near accident?			
	Does the safety plan state that it must be regularly updated and revised?			

\*First Aid equipment, telecommunications equipment, defibrillator, GPS, depending on the routes travelled.

Please also consider:

Do the rules on work procedures contain guidelines to ensure that nature and the environment are treated responsibly and in accordance with the Vakinn quality certification criteria?

This checklist is not conclusive, it is recommended to use the Vakinn quality criteria no. 220 *Coaches* for further reference.

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