

Checklist for Compiling and Reviewing Safety Plans

		Yes	No	NA
	Hunting and Angling			
<u>1</u>	<u>Risk Assessment</u>			
1.1	Is the risk assessment specific and in accordance with the area?			
1.2	Does the risk assessment take different means of transport to the location into account, if applicable, i.e., boat, car, etc.?			
1.3	Does the risk assessment take various terrains (beach, mountain, moorland etc.) as well as factors such as crossing rivers, steep hills, gorges, loose rocks, avalanches, landslides, large hummocks, and other natural conditions into account?			
1.4	Does the risk assessment take different seasons of the year, weather, daily flow cycle (glacial rivers, ebb, and flood) and other natural conditions into account?			
1.5	Does the risk assessment take the distance to third party assistance and traveling time, if third party assistance is needed, into account?			
1.6	Are laws and regulations on infection prevention considered when it comes to the possible use of personal gear and weapons by participants?			
1.7	Does the risk assessment take the different capabilities and fitness of the participants into account?			
1.8	Does the risk assessment take infection prevention into account?			
<u>2</u>	<u>Rules on Work Procedures</u>			
	Tour Preparation and Pre-Tour Information			
2.1	Do the rules on work procedures state the required capabilities of the participants such as age, physical fitness etc.?			
2.2	Do the rules on work procedures state that all participants must submit necessary licences and certificates?			
2.3	Do the rules on work procedures state how participants are informed, in advance, about necessary capabilities and other prerequisites for the tour?			
2.4	Do the rules on work procedures state how participants are informed about personal equipment and clothing for the tour?			
2.5	Do the rules on work procedures call for the testing of personal equipment of participants before use in the field (test firing of gun etc.)?			
2.6	Do the rules on work procedures refer to laws and regulations regarding legal hunting gear, the disinfection of the gear as well as other measures for infection preventions?			
2.7	Do the rules on work procedures cover the use of appropriate preventive measures (ear-plugs, bright coloured vests and / or headwear, safety-goggles, life-vests, etc., depending on the hunt and equipment used)?			
2.8	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.9	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, possible snow cover, previous participants' reviews of the tour etc.).			
2.10	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			

2.11	Are alternate routes / “plan B “covered in the rules on work procedures and if so, are tour guides instructed on how to change routes if needed for the safety reasons?			
2.12	Are there guidelines on the maximum number of participants per tour guide (Factors, such as time of year, weather conditions, and the ability of participants, must be considered)?			
	<u>Staff Competency Requirements</u>			
2.13	Are clear requirements about experience, training, skills, and knowledge of tour guides listed in the rules on work procedures? (Including guiding according to the animals hunted, weapons-licence, competency in using necessary equipment such as telecommunications equipment, tents or other shelters, ability to assess weather and other conditions, search and rescue skills and skills in rescuing self, etc.).			
2.14	Are the requirements made to other staff members clear?			
2.15	Are the requirements on formal training according to the applicable laws and regulations?			
2.16	Are the requirements on First Aid training clear?			
2.17	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
	<u>During the Tour</u>			
2.18	Is there a checklist on practical items that must be reviewed with participants at the beginning of a tour? (toilet facilities, access to drinks, meal breaks, places where extra care is needed, local conditions etc.)?			
2.19	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
2.20	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
2.21	Are there guidelines on how to instruct participants on the use of vehicles if applicable (ATVs, boats, cars, snowmobiles etc.)?			
	<u>Equipment et al.</u>			
2.22	Is there a checklist for the equipment of tour guides?			
2.23	Is there a checklist for safety equipment and other shared equipment? *			
2.24	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed?			
2.25	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.26	Do the rules on work procedures state how the safety plan is presented to tour guides and other employees? Is the follow up, on that the operations are carried out according to the safety plan, described?			
2.27	Are infection prevention measures covered in the rules on work procedures?			
<u>3</u>	<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 tour guides scope of work, responsibility, and authority to make decisions and submit information clearly stated?			

3.4	Is the division of work responsibilities and the role of each employee clear?			
3.5	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.			
3.6	Do the contingency plans take the distance to third party assistance into account?			
3.7	Do the contingency plans state how to get assistance to the location, helicopter, car, rescue team etc.?			
3.8	Do the contingency plans cover assisting other participants in the tour in case of mishaps or accidents?			
4	<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?			

*Safety equipment should include First Aid kit, telecommunications equipment, GPS, compass, map, life-vests and ring, line, defibrillator etc., depending on the area.

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. 214 *Hunting* and 226 *Angling* for further reference.