

Checklist for Compiling and Reviewing Safety Plans.

	Jeep tours, Snowmobile tours, ATV tours – Self drive	Yes	No	NA
<u>1</u>	<u>Risk Assessment:</u>			
1.1	Is the risk assessment specific and in accordance with the routes chosen?			
1.2	Is the risk assessment specific and in accordance with the vehicles and conditions?			
1.3	Does the risk assessment take different landscapes (beach, mountainous areas, rocky terrain, glacier, moorlands etc.) into account as well as factors such as crossing rivers, steep slopes, gorges, loose rocks, avalanches, landslides, uneven terrain, crevices / faults and other risk factors of Icelandic nature and landscape?			
1.4	Does the risk assessment take different seasons of the year, daily flow cycle of rivers, changing river-beds, weather, and other national 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	Does the risk assessment take the different capabilities and fitness of the participants into account?			
1.7	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 licences and capabilities of the participants such as drivers-licence, age limits, physical fitness etc.?			
2.2	Are clear rules regarding the use of alcohol and drugs as well as how to respond to the breach of those rules?			
2.3	Do the rules on work procedures state how participants are informed in advance about personal equipment and clothing for the tour?			
2.4	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.)?			
2.5	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, previous participants' reviews of the tour etc.).			
2.6	Do the rules on work procedures state how the safety plan is presented to employees? Is the follow up, on that the operations are carried out according to the safety plan, described?			
	<u>Equipment et al.</u>			
2.7	Do the rules on work procedures state how participants must be dressed and equipped for safety reasons?			
2.8	Do the rules on work procedures state how participants are informed about personal equipment and clothing for the tour?			
2.9	Is there a checklist for safety equipment that must be on each vehicle i.e., if a participant is separated from the group?			
2.10	Is there a checklist for the equipment of tour guides?			
2.11	Is there a checklist for shared equipment? *			
2.12	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed?			
2.13	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			

2.14	Are infection prevention measures covered in the rules on work procedures?			
	<u>During the Tour</u>			
2.15	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.16	Do the rules on work procedures contain 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)?			
2.17	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear, where employees are in the line etc.?			
2.18	Do the rules on work procedures state how participants are instructed on the use of vehicles and driving in Icelandic conditions?			
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 regarding how to instruct participants on how to respond if they are separated from the group / tour guide?			
2.22	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			
2.23	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?			
	<u>Staff Competency Requirements</u>			
2.24	Are clear requirements on the experience, training, skills, and knowledge of tour guides listed in the rules on work procedures? (Including competency in using necessary equipment, telecommunications, ability to assess weather and other conditions etc.).			
2.25	Are the requirements made to other staff members clear?			
2.26	Are the requirements on formal training according to the applicable laws and regulations?			
2.27	Are the requirements on appropriate First Aid training clear?			
2.28	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
3	<u>Contingency Plans</u>			
3.1	Are contingency plans for various incidents/mishaps such as accidents, illness, 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	Do the contingency plans cover assisting other participants in the tour in case of mishaps or incidents?			
3.4	Is the tour guides scope of work, responsibility, and authority to make decisions and submit information clearly stated?			
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	Is the division of work responsibilities and the role of each employee clear?			

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 take the distance to third party assistance and variable conditions / areas into account?			
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?			

* First Aid equipment, telecommunications equipment, GPS location equipment, compass, maps, defibrillator etc., 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. 205 *Jeep Tours*, 206 *Snowmobile Tours* and, 207 *AV and/or Buggy Tours* for further reference.