

## Checklist for Compiling and Reviewing Safety Plans

	<b>Cycling Tours</b>	Yes	No	NA
<u>1</u>	<u>Risk Assessment</u>			
1.1	Is the risk assessment specific and in accordance with the routes travelled?			
1.2	Does the risk assessment take different landscapes and factors such as gravel roads, crossing unbridged rivers, steep hills, loose rocks, narrow paths, etc. into account?			
1.3	Does the risk assessment take different seasons of the year, daily flow cycle (glacial rivers, tide/ebb) and weather 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 the different capabilities, fitness, and experience of the participants into account?			
1.6	Does the risk assessment take infection prevention into account?			
<u>2</u>	<u>Rules on Work Procedures</u>			
	<u>Tour Preparation and Pre-Tour Information</u>			
2.1	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 how participants are informed, in advance, about necessary capabilities and other prerequisites for the tour?			
2.3	Do the rules on work procedures state how participants must be dressed and equipped for safety reasons?			
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 cover the use of necessary safety equipment such as helmets and their use?			
2.6	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, previous participants' reviews of the tour etc.).			
2.7	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.8	Are there guidelines regarding the number of participants per each guide? (Factors such as weather conditions and the capabilities of the participants must be considered.)			
	<u>During the Tour</u>			
2.9	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.)?			
2.10	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear etc.?			
2.11	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
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 there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			

2.14	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			
2.15	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>			
2.16	Are clear requirements about experience, training, skills, and knowledge of tour guides listed in the rules on work procedures? (Including competency in using safety equipment and telecommunications, ability to assess weather and other conditions, search and rescue skills and skills in rescuing self, etc.)			
2.17	Are the requirements made to other staff members clear?			
2.18	Are the requirements on formal training according to the applicable laws and regulations?			
2.19	Are the requirements on First Aid training clear?			
2.20	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.21	Are requirements to tour guides on group leading (such as controlling the riding pace) and decision making in the field clear?			
2.22	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?			
	<u>Equipment et al.</u>			
2.23	Is there a checklist for the equipment of tour guides?			
2.24	Is there a checklist for safety equipment and other shared equipment? *			
2.25	When escort cars are needed, are those considered in the rules on work procedures and are checklists for the car equipment in place?			
2.26	Are infection prevention measures covered in the rules on work procedures?			
3	<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 as well as different terrains?			
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 case of mishaps or accidents?			
4	<u>Are incident reports included in the security plan?</u>			
4.1	Is it clear that incident reports must always be filled out in case of incident/mishap, accident or near accident?			

4.2	Does the safety plan state that it must be regularly updated and revised?			
4.3	Are incident reports included in the security plan?			

\*First Aid kit, telecommunications equipment, GPS, compass, map, equipment for basic repairs, possibly blanket and other equipment if an escort car is available. 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. 223 *Cycling Tours* for further reference.