

## Checklist for Compiling and Reviewing Safety Plans.

	<b>Hiking in Mountains in Winter Conditions and on Glaciers</b>	Yes	No	NA
<b>1</b>	<b>Risk Assessment:</b>			
1.1	Is the risk assessment specific for the glacier or the mountain-area traversed and in accordance with the traveling routes?			
1.2	Does the risk assessment take different landscapes (rocky terrain, glaciers, rift sand fractures, etc.) into account as well as factors such as crossing rivers, steep slopes, gorges, loose rocks, avalanches uneven terrain and other risk factors of Icelandic nature?			
1.3	Does the risk assessment take different seasons of the year, daily flow cycle of rivers, weather, and other national conditions 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 and fitness of the participants into account?			
1.6	The risk assessment and security plan must include traveling to the start of the walk, if applicable.			
1.7	Does the risk assessment take infection prevention into account?			
<b>2</b>	<b>Rules on Work Procedures:</b>			
	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 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	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.)?			
2.6	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.).			
2.7	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.8	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)?			
2.9	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear etc.?			
2.10	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
	Equipment et al.			
2.11	Is there a checklist for safety equipment that must be taken along on the tour? *			
2.12	Is there a checklist for the equipment of tour guides?			

2.13	Is there a checklist for shared equipment? *			
2.14	Do the rules on work procedures contain information on where crevasse rescue equipment is located and is that within reasonable distance from the traversed route?			
2.15	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.16	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed, i.e., shelters, lines etc.?			
2.17	Do the rules on work procedures state how participants are instructed on the use of specialized equipment for the tour?			
2.18	Are infection prevention measures covered in the rules on work procedures?			
	<b>During the tour</b>			
2.19	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
2.20	Are there guidelines on how to instruct participants on how to respond properly if they are separated from the group/tour guide?			
2.21	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			
2.22	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?			
	<b>Staff Competency Requirements</b>			
2.23	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 such as crevasse rescue equipment, equipment for ice-climbing, telecommunications, tents or other shelters, ability to assess weather and other conditions etc.).			
2.24	Are the requirements made to other staff members clear?			
2.25	Are the requirements on formal training according to the applicable laws and regulations?			
2.26	Are the requirements on appropriate First Aid training clear?			
2.27	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.28	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?			
	<b>Contingency Plans</b>			
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 into account?			
3.9	Do the rules on work procedures state how to evacuate the glacial area?			
<b>4</b>	<b>Incident Reports</b>			
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, crevasse rescue equipment, telecommunications equipment, emergency locator transmitter, GPS, compass, maps, line ice-axe, other special equipment, tents, cooking utensils, fuel. 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. 203 *Hiking in Mountains in Winter Conditions and on Glaciers* for further reference.
- If vehicles are used to get to the starting point of the hike (i.e., cars), the Safety Plans must include this part of the tour.