

Checklist for Compiling and Reviewing Safety Plans.

	Kayaking	Yes	No	NA
<u>1</u>	<u>Risk Assessment:</u>			
1.1	Is the risk assessment specific and in accordance with local conditions?			
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 different seasons of the year, weather, and other natural conditions into account?			
1.4	Does the risk assessment take conditions on land as well as on water 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 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?			
2.2	Do the rules on work procedures state the required capabilities of the participants such as age, physical fitness etc.?			
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 must be dressed and equipped for safety reasons?			
2.5	Do the rules on work procedures state how participants are informed about personal equipment and clothing for the tour as well as facilities on location?			
2.6	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.)?			
2.7	Is it clear that tour guides must check weather forecast regularly before embarking on a tour and daily during longer tours?			
2.8	Are the rules clear on how a list of all participants in each tour is kept (tourists and tour guides)?			
2.9	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)?			
2.10	Is it clear how participants are instructed regarding safety measures?			
2.11	Is it clear under what circumstances a tour should be postponed or cancelled?			
	During the Tour			
2.12	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
2.13	Do the rules on work procedures state what areas are impassable or too dangerous in certain conditions and what those conditions are?			

2.14	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?			
2.15	Do the rules on work procedures state how to navigate potentially dangerous areas (i.e., shallows, strong currents, surf)?			
2.16	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear etc.?			
2.17	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
	Staff Competency Requirements			
2.18	Are clear requirements about experience, training, skills, and knowledge of tour guides 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.)			
2.19	Are the requirements made to other staff members clear?			
2.20	Are the requirements on formal training according to the applicable laws and regulations?			
2.21	Are the requirements on First Aid training clear?			
2.22	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
	Equipment et al.			
2.23	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it if, needed?			
2.24	Is there a checklist for the equipment of tour guides?			
2.25	Is there a checklist for safety equipment and other shared equipment? *			
2.26	Is it clear who transports safety equipment and under what conditions it should be used?			
2.27	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.28	Are infection prevention measures covered in the rules on work procedures?			
3	Contingency Plans			
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	Is the tour guides scope of work, responsibility, and authority to make decisions and submit information clearly stated?			
3.6	Do the contingency plans take distance to third party assistance and various regions 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 incidents?			
4	Incident Reports			

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 equipment, telecommunications equipment, lines, life vests/rings, portable oxygen resuscitator, defibrillator, stretchers, blankets, backboard, neck brace.

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. 218 *Kayaking* for further reference.