

Checklist for Compiling and Reviewing Safety Plans

	Museums, Centres and Exhibitions NB in the case of tours the safety plan must be according to the mode of travel and type of the tour – please refer to the appropriate checklist.	Yes	No	NA
1.	Risk Assessment			
1.1	Is the risk assessment specific and according to the location?			
1.2	Does the risk assessment take potential dangers for guests and staff into account?			
1.3	Does the risk assessment consider if the service is provided outdoors, in various locations or involves different activities and thus falls into different categories?			
1.4	Does the risk assessment take different seasons of the year into account?			
1.5	Does the risk assessment take infection prevention into account?			
2.	Rules on Work Procedures			
2.1	Do the rules on work procedures cover how to minimize the risk of accidents?			
2.2	Are the required skills and training of staff stated?			
2.3	Are the requirements on First Aid training clear?			
2.4	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.5	Is there a list of required equipment? (First Aid kit, fire extinguishers, defibrillator).			
2.6	Are rules on maintenance and regular safety check of the equipment a part of the rules on work procedures?			
2.7	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?			
2.8	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	Is division of work responsibilities and the role of each employee clear?			
3.3	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.			
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?			

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. 2173 *Museums, Centres and Exhibitions* for further reference.