

## Checklist for Compiling and Reviewing Safety Plans.

	<b>Riding Tours and Horse Rental</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1</b>	<b><u>Risk Assessment</u></b>			
1.1	Is the risk assessment specific and in accordance with the routes travelled?			
1.2	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 and other risk factors of Icelandic nature and landscape?			
1.3	Does the risk assessment take different seasons of the year, daily flow cycle (glacial rivers, tide/ebb) and weather in to 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	Are the risks associated with the personal attire and equipment of the participants that may cause infectious diseases in horses addressed?			
1.7	Does the risk assessment take other aspects of infection prevention into account?			
<b>2</b>	<b><u>Rules on Work Procedures</u></b>			
	<b>Tour Preparation and Pre-Tour Information</b>			
2.1	Do the rules on work procedures state how proper rest of horses is ensured and that a riding log be maintained to ensure that individual horses will not be subject to excessive use?			
2.2	Do the rules on work procedures state how the conditions of the horses are monitored (proper shoeing, leg/hoof injuries, common illnesses)?			
2.3	Are factors such as regular care and feeding of the horses, access to water, facilities in enclosures and grazing pastures etc. considered?			
2.4	Do the rules on work procedures state the required capabilities of the participants such as age, physical fitness etc.?			
2.5	Do the rules on work procedures state how participants are informed, in advance, about necessary capabilities and other prerequisites for the tour?			
2.6	Do the rules on work procedures state how participants must be dressed and equipped for safety reasons?			
2.7	Do the rules on work procedures state how participants are informed about personal equipment and clothing for the tour?			
2.8	Is it clear how riding attire, shoes and other personal equipment of the participants must be treated to prevent infection and the spreading of diseases in horses, according to Act of law no. 25/1993 on animal diseases and their prevention?			
2.9	Do the rules on work procedures cover necessary safety equipment such as helmets and their use?			
2.10	Is there a checklist on practical items that must be reviewed with participants at the beginning of a tour? (toilet facilities, lunch breaks, access to drinks, places where extra care is needed, local conditions etc.)?			

2.11	Is there a checklist covering how participants are informed about safety issues regarding horses and riders as well as potentially dangerous areas and conditions (steep slopes, rocky terrain, highways, rivers etc.)?			
2.12	Is there a checklist on how participants are informed on Icelandic conditions?			
2.13	Is there a checklist for items that need special attention when preparing for a tour? (Weather forecast, condition of the routes, previous participants' reviews of the tour etc.).			
2.14	Is it clear under what circumstances a tour should be postponed or cancelled?			
2.15	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)?			
2.16	Is there a checklist on how to inform participants on responsible behaviour during the tour (what to avoid, what is recommended behaviour)?			
2.17	Are there clear rules on the use of alcoholic beverages and other drugs and what the consequences are if those are breached?			
2.18	Are there guidelines on how to choose a horse according to the capabilities and experience of the rider?			
2.19	Are there clear rules on if and under what conditions exceptions are made from the general rule that only one person rides each horse at a time? Is it clear what equipment must be used or what special measures must be taken in these exceptions			
2.20	Is it clear how to assess the capabilities of the horses that are to be used for tours (i.e., training, level of taming, temperament, main gaits, and age)?			
2.21	Do the rules on work procedures cover the appropriate number of spare horses considering the length of the tour, number of participants, capabilities of the horses, routes travelled, safety and stress on the environment as well as other relevant factors? (Is it clear that the number of spare horses must be kept reasonable considering factors such as the environment and safety			
2.22	Do the rules on work procedures cover if and how participants take part in driving the team of additional horses (spare horses)? Are capabilities and experience of participants considered and their safety put first (Only highly experienced riders with good knowledge of the route should lead a group. A large gap between the herd and the participants in general is preferred).			
2.23	Do the rules on work procedures state how to instruct participants on the handling of and tending to horses as well as riding?			
2.24	Do the rules on work procedures state how to instruct participants regarding the handling of riding gear?			
2.25	Do the rules on work procedures cover infection prevention for humans and horses?			
	During the Tour			
2.26	Are there guidelines regarding the line-up of groups, who should be at the front, who brings up the rear etc.?			

2.27	When escort cars are needed, are those considered in the rules on work procedures and are checklists for the car equipment in place?			
2.28	Do the rules on work procedures state how participants are informed about emergency equipment and how to use it, if needed?			
2.29	Are there guidelines on the communication of tour guides with participants during the tour and how tour guides monitor the well-being of participants?			
2.30	Do the rules on work procedures cover what routes are dangerous in certain conditions or during different seasons of the year (wet weather, slippery surfaces, precarious ice conditions etc.)?			
2.31	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>			
2.32	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.)			
2.33	Are the requirements made to other staff members clear?			
2.34	Are the requirements on First Aid training clear?			
2.35	Do the rules on work procedures state how employee knowledge and skills in First Aid are maintained?			
2.36	Are requirements to tour guides on group leading (such as controlling the riding pace) and decision making in the field clear?			
2.37	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>3</b>	<b>Contingency Plans</b>			
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 from third party assistance 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 how to ensure the wellbeing of other participants in the event of a mishap or accident?			
<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?			

\*Safety equipment i.e. First Aid equipment, telecommunications equipment, emergency locator transmitter, GPS, compass, maps, spare rains and other riding gear, equipment for shoeing hoofs, other specialised equipment, tents and cooking equipment. Depending on the routes travelled.

Please also consider:

- If vehicles are used to reach the starting point of the tour or to travel to and from where the horses are kept overnight (i.e., cars) the security plan must also cover this part of the tour.
- 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. 210 *Riding tours and horse rental* for further reference.