

Safety Checklist

(This Checklist is extracted from the October 2007 edition of the *Risk Solutions Manual for Travel Industry in Hong Kong*. The *Manual* is not legal opinion and does not contain or purport to contain any specific legal advice on the matters covered therein. All templates, specimens, sample clauses, agreements, documents and the like are provided strictly for reference and information only, and do not constitute legal advice on the matters covered therein.)

Tour Code: _____ Destination: _____ Land Operator: _____

Name of Tourist guide: _____ Name of Tour Escort: _____ Date of Inspection: _____

1. TRANSPORT ARRANGEMENTS

1.1 Tour coach

The following items must be checked by the tourist guide before the tour group shows up. After the group has reached its destination, the tour escort must check again. If another tour coach is used during the trip, all the items must be checked again.

Items for checking	Checking result and appropriate action to be taken
1 Conformity to legal requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No; another tour coach must be requested
2 With valid vehicle licence	<input type="checkbox"/> Yes (valid until _____) <input type="checkbox"/> No; another tour coach must be requested
3 Physical appearance	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable (too shabby); another tour coach must be requested
4 No. of seats (must be conformed with the information stated in relevant documents such as vehicle licence)	<input type="checkbox"/> No. of seats consistent with vehicle licence <input type="checkbox"/> No. of seats inconsistent with vehicle licence; another tour coach must be requested
5 No. of people on board	<input type="checkbox"/> _____ people <input type="checkbox"/> Exceeding maximum capacity stated in vehicle licence; another tour coach must be requested
6 Windows of the tour coach	<input type="checkbox"/> Undamaged <input type="checkbox"/> Cracked; adhesive tape must be stuck on the crack(s) <input type="checkbox"/> Damaged; another tour coach must be requested
7 Emergency exit	<input type="checkbox"/> Yes; and <input type="checkbox"/> The exit is blocked <input type="checkbox"/> The exit is not blocked <input type="checkbox"/> No
8 Ask the driver if safety checks on the condition of the coach, e.g., the tread and air pressure of tyres, have been made in advance every day	<input type="checkbox"/> Yes <input type="checkbox"/> No; the driver must be reminded to do safety checks
9 Safety belts at passenger seats	<input type="checkbox"/> Yes; remind the tour group to wear safety belts for personal safety

- No; if local regulations require tour coaches to equip with safety belts, another tour coach must be requested
- 10 Door side assistance (When customers are alighting from the coach, the tourist guide/tour escort or accompanying staff must stand by the door side of the coach to help all customers to step on the ground properly before moving on to other activities)
 - Yes
 - No; the tourist guide/tour escort or accompanying staff must be reminded to do so
- 11 Other matters that affect safety _____

1.2 Tour coach driver

The tourist guide and tour escort must carefully monitor the following.

Items for checking	Checking result and appropriate action to be taken
1 The driver has valid driving licence	<input type="checkbox"/> Yes <input type="checkbox"/> No; another driver must be requested
2 The driver is sick, drinking alcohol, tired, or seems to be under the influence of medicine or alcohol	<input type="checkbox"/> Yes; another driver must be requested or the driver must be stopped from drinking alcohol <input type="checkbox"/> No
3 The driver drives safely and obeys traffic rules (e.g. not exceeding speed limit, following traffic lights)	<input type="checkbox"/> Yes <input type="checkbox"/> No; the driver must be asked to make improvement, and if there is no improvement, another driver must be requested
4 The driver smokes whilst driving	<input type="checkbox"/> Yes; the driver must be asked to stop smoking immediately <input type="checkbox"/> No
5 When using communications equipment, the driver first parks the coach in a safe place, or uses a hand-free apparatus	<input type="checkbox"/> Yes <input type="checkbox"/> No; the driver must be asked to make improvement, and if there is no improvement, another driver must be requested
6 Other matters that affect safety _____	

1.3 Charter vessel, sightseeing boat or other means of transport

The tourist guide and tour escort must carefully check the following. They must pay constant attention to the weather condition. In case of bad weather, they must carefully consider whether the trip should continue or the itinerary should be changed for the safety of the tour group.

Items for checking	Checking result and appropriate action to be taken
1 With valid navigation and tourist-carrying licence	<input type="checkbox"/> Yes <input type="checkbox"/> No; if local regulations require its licence to be displayed, another vessel must be requested
2 Capacity (no. of people)	<input type="checkbox"/> Not overloaded <input type="checkbox"/> Overloaded; the tour group must not board the vessel
3 Life jackets and buoys in positions easy to take	<input type="checkbox"/> Yes <input type="checkbox"/> No; warn the tour group

- 4 Clear instruction in using life jackets
- Yes
 - No; provide guidance to the tour group on how to use life jackets before the vessel trip begins
- 5 Speed of vessel
- Appropriate
 - Too fast; the captain must be asked to make improvement, if there is no improvement, another vessel operator must be requested
- 6 Pier facilities (for embarking on the vessel)
- Good / safe
 - Poor / unsafe; warn the tour group; report to Travel Agent
- 7 Pier facilities (for disembarking from the vessel)
- Good / safe
 - Poor / unsafe; warn the tour group; report to Travel Agent
- 8 Life guards on duty on beaches / aquatic activity venues
- Yes
 - No; warn the tour group
- 9 Other matters that affect safety _____

2. MEALS

The following must be carefully checked by the tourist guide and tour escort every day and before every meal.

Items for checking	Checking result and appropriate action to be taken
1 Hygiene of the dining place	<input type="checkbox"/> Good <input type="checkbox"/> Bad; another dining place must be arranged; report to Travel Agent
2 Hygiene of food	<input type="checkbox"/> Good <input type="checkbox"/> Bad; another dining place must be arranged; report to Travel Agent
3 Hygiene of eating utensils	<input type="checkbox"/> Good <input type="checkbox"/> Bad; report to restaurant and the utensils must be replaced with clean ones
4 Floor surface of the dining place	<input type="checkbox"/> Dry <input type="checkbox"/> Wet; tour group must be warned of danger of slip and fall
5 Distance of the dining table(s) of the tour group from the kitchen	<input type="checkbox"/> Appropriate <input type="checkbox"/> Too near; warn the tour group
6 Dining place has emergency signs and fire escape routes	<input type="checkbox"/> Yes <input type="checkbox"/> Not prominent; warn the tour group <input type="checkbox"/> No; tourist guide and tour escort look for the emergency exits, warn the tour group and report to Travel Agent
7 Fire fighting equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No; report to Travel Agent
8 Other matters that affect hygiene and safety	_____

3. HOTEL / ACCOMMODATION

The tourist guide and tour escort must carefully check the following items and remind the tour group to take note of instructions on emergency procedures. Whenever the tour group stays at another hotel, all the items must be checked again.

Items for checking	Checking result and appropriate action to be taken
1 Maps showing fire escape routes / emergency exits, and emergency procedures posted	<input type="checkbox"/> Yes <input type="checkbox"/> No; the hotel must be asked to provide such information for the tour group
2 Positions of such maps or procedures	<input type="checkbox"/> Prominent <input type="checkbox"/> Not prominent; advise the tour group where they are
3 Fire fighting equipment, e.g. <ul style="list-style-type: none">▪ Automatic sprinkler▪ Smoke detector▪ Fire extinguisher▪ Fire hose▪ Emergency lighting system	<input type="checkbox"/> Yes; advise the tour group of the presence of the equipment <input type="checkbox"/> No; warn the tour group; report to Travel Agent
4 Windows of hotel rooms	<input type="checkbox"/> Can be opened <input type="checkbox"/> Cannot be opened; warn the tour group
5 Life guards on duty by pool side	<input type="checkbox"/> Yes <input type="checkbox"/> No; warn the tour group; advise tour members to have companions when using the pool
6 Other matters that affect safety	_____

4. ACTIVITIES

4.1 Activities within the itinerary

The tourist guide and tour escort must carefully check the following items.

Items for checking	Checking result and appropriate action to be taken
1 Any tour member feels sick	<input type="checkbox"/> Yes; advise and/or arrange for the tour member to consult doctor <input type="checkbox"/> No
2 Any tour member feels sick at high altitudes	<input type="checkbox"/> Yes; arrange for the tour member to consult doctor <input type="checkbox"/> No
3 Any tour member is injured in accident	<input type="checkbox"/> Yes; arrange for the tour member to seek medical assistance; report to Travel Agent immediately <input type="checkbox"/> No

4.2 Optional activities

The tourist guide and tour escort must carefully check the following items.

Items for Checking	Checking result and appropriate action to be taken
1 Activity provider approved and arranged by Travel Agent	<input type="checkbox"/> Yes <input type="checkbox"/> No; the activities must not be arranged
2 Safety warnings	<input type="checkbox"/> Yes; bring to the attention of the tour members <input type="checkbox"/> No; remind the tour members to beware of personal safety

3 Assumption of Risk Statement and Liability Waiver Form signed by tour members

- Yes; tour escort or tourist guide has explained the details of the forms
- No; the activities must not be arranged

Signed by tour escort

Signed by tourist guide

Date

Date