



Risk Assessment Form

Event/Activity: Mumbai/Sangam trip 2013					Date: 24/6/13	
Event Coordinator: Jenny Askew			Numbers Attending:	Adults: <input style="width: 50px; text-align: center;" type="text" value="2"/>	Children: <input style="width: 50px; text-align: center;" type="text" value="9"/>	
Consent for Event/Activity forms completed: (circle) Yes No N/A		Venue: India		Instructor qualifications checked* (if applicable) : Yes No		
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by & date	Review by & date
Forms not returned on time	All	Compulsory Parents meeting and email/telephone contact established	L			
Inappropriate behaviour	All	Group Charter before event and participants and parents given full details of expectations	L	To be discussed at Parents meeting, inappropriate behaviour will result in being sent home independently and parents paying for flight		
Cancellation	All	Payments already made and insurance taken out	L			
Political Situation in Country	All	Monitor FCO website	L	Jenny to monitor website weekly		
Accident/injury/ incident/health issues	All	Immunisations arranged by all participants Health and hygiene issues discussed with group Home contact system established First Aid supplies to be taken for group	L	Parents to confirm immunisations on International Health form Health and hygiene discussed at Parents meeting Personal first aid/medication to be taken by individuals		

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Loss of Participant	All	Group Charter to include always being in twos/threes Meeting points to be designated in case of problems Clearly indicated boundaries Head count to be taken periodically	M	Participants to have address of accommodation cards Inform Sangam staff, home contact, British Embassy, local Poillice & keep notes of all events		
Unexpected expenditure due to Emergency	All	Carry credit cards and money transfer card, Ann to transfer money from International Fund if needed	L			
Loss of passport	All	Copies of passports and visa's to be carried and left with Emergency home contact Carry address of British Embassy	L	Make sure all copies collected Use lockable personal cupboard in Sangam Contact British Embassy Inform home contact		
Loss of luggage by airline	All	Labelled luggage with Brownie ribbon, name, address and flight details Travel Insurance in place Essentials in hand luggage	M	Check flight sticker before leaving check in desk Report loss to airline Share equipment, keep receipts and claim		
Loss of cash	All	Split trip funds between leaders Advise to wear money belts	M	Report loss to Police, get crime number Contact insurance Co. Contact home contact/Ann to arrange transfer of cash if necessary		
Travel in rickshaws	All	Always in groups of two/three Stay seated inside rickshaw	M	If you are worried speak to Sangam staff/		

Not all participants arrive at meeting point at agreed time	All	Ensure parents are aware of journey times/possible missed departure Make sure participants wear watch and are aware of meeting place and time	L	Jenny/Lesley		
Forgotten passport	All	Jenny to check at arrival at LHR, contact parents via mobile to arrange delivery, contact BA desk regarding alternative flight	L			
Delayed or cancelled flight (volcanic ash)	All	Liaise with airline over booking If long delay inform emergency home contact	M	Contact home contact, British Embassy, BA, Insurance Co.		
Serious injury/illness	All	Assess situation for safety See Sangam first aider/hospital/Doctor Inform home contact and insurance co. Record all events and keep receipts Complete accident form	L			
Drowning	All	No one is to swim on their own Parental permission gained as no life guards Non-swimmers to inform Lesley/Jenny and stay in water to a maximum	L			

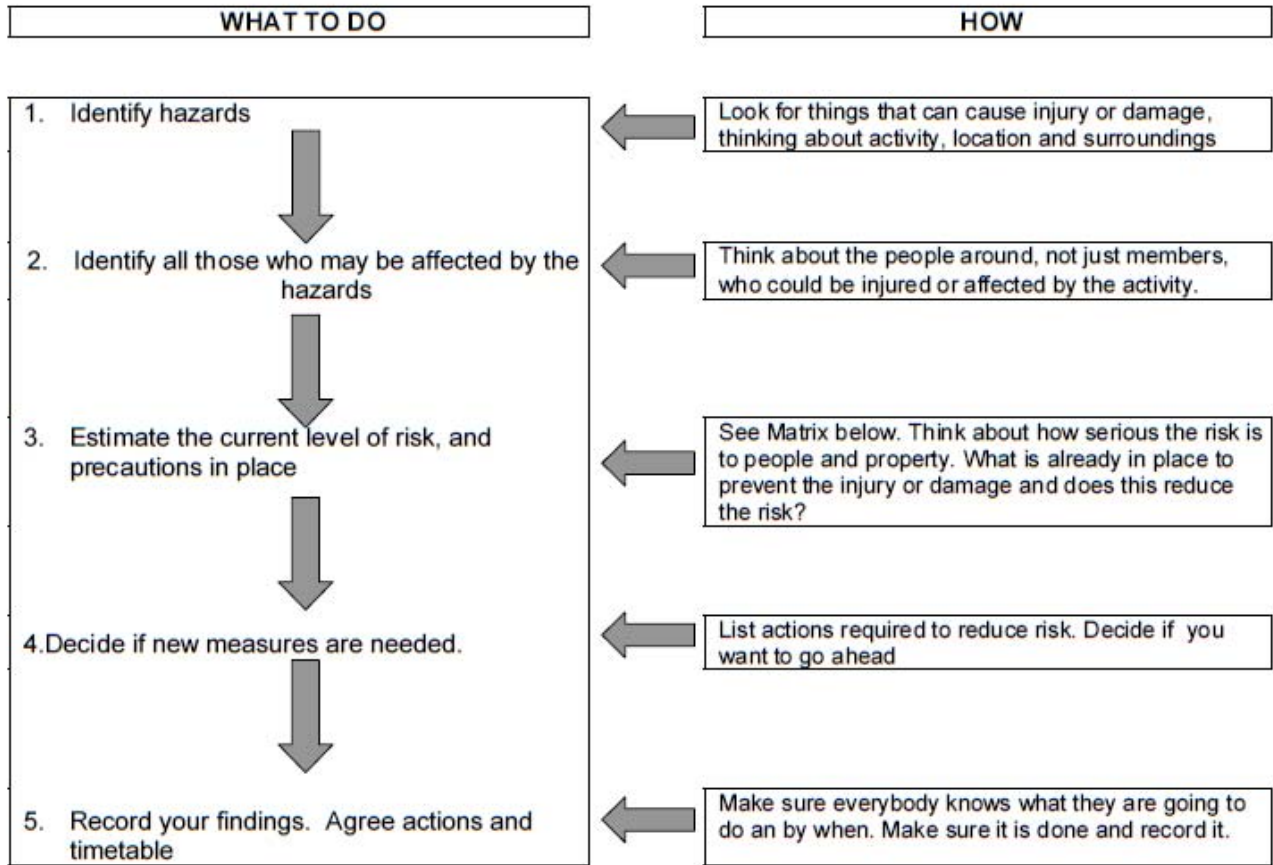
Crossing roads in India	All	of waist height Watch VERY carefully before you cross Listen out for bikes and cows Watch underfoot for drains/potholes Be responsible for yourself	M	First Aid kit always carried	
Going to Pune	All	Carry name/address card Carry money	M		
Beggars	All	Do not give money or make eye contact	M		
Furry things (dogs, cats, monkeys etc)	All	Do not encourage them to lick you, keep a distance away	L	Report to Sangam/Jenny/Lesley if they touch you	
Insects	All	At dusk change into long sleeved shirt, trousers, socks Use a good quality insect repellent	H	Inform Lesley if you take your personal medication for insect bites	
Dehydration/Sun burn	All	Do not sunbathe Use sun lotion & wear sun hat Drink lots of bottled water or from Sangam	H	If you feel unwell or your wee is dark yellow inform Lesley	
Hygiene	All	Wash hands with soap and water where possible and use antibacterial gel otherwise Use bottled water to brush teeth and keep mouth shut in the shower	H		

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RISK MANAGEMENT



RISK ASSESSMENT MATRIX

	Severity	Slight Harm	Harmful	Extremely Harmful
Likelihood		superficial injuries, minor cuts and bruises	minor fractures, ill health leading to minor disability	multiple injuries, major fractures, fatalities
UNLIKELY Rarely happens		LOW	LOW	MEDIUM
LIKELY Often happens		LOW	MEDIUM	HIGH
VERY LIKELY Nearly always happens		MEDIUM	HIGH	HIGH