



## Risk Assessment Form

Event/Activity: Sri Lanka county SS trip 2014 (Kandy & Colombo Jamboree)					Date: 28/05/14	
Event Coordinator: Jenny Askew			Numbers Attending:	Adults: 3	Children: 14	
Consent for Event/Activity forms completed: (circle) Yes      No      N/A		Venue: Sri Lanka		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 hotel/camp staff, home contact, British Embassy, local Police & 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 safe if available. Contact British Embassy Inform home contact		
Loss of luggage by airline	All	Labelled luggage with Rainbow 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		
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	L			

		watch and are aware of meeting place and time			
Forgotten passport	All	Jenny to check at arrival at LHR, contact parents via mobile to arrange delivery, contact Airline desk regarding alternative flight	L		
Delayed or cancelled flight (volcanic ash)	All	Liase with airline over booking If long delay inform emergency home contact	M	Contact home contact, British Embassy, Airline, Insurance Co.	
Serious injury/illness	All	Assess situation for safety See 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 Liz/Sian/Jenny and stay in water to a maximum of waist height	L		
Crossing roads in Sri Lanka	All	Watch VERY carefully before you cross Listen out for bikes Watch underfoot for	M	First Aid kit always carried	

Going out of campsite	All	drains/potholes Be responsible for yourself Carry name/address card Carry money	M		
Beggars in Kandy	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 Jenny/Sian/Liz if they touch you	
Insects	All	At dusk change into long sleeved shirt, trousers, socks Use a good quality insect repellent	H	Inform Liz 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	H	If you feel unwell or your wee is dark yellow inform Liz	
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		
Trishaw	All	Always travel in threes	L		
Water activities	All	Check that there are boats, life guards and life jackets before taking part in activity	L	I have been told that the Navy will be running these	

Land adventurous activities	All	Check safety and equipment before taking part in activity	L	I have been told that the Army will be running these		
Elephant experience	All	Follow advice from sanctuary keepers at all time, keep a sensible distance away from elephants, go round in 2/3's, regular group meet ups throughout visit	L	Stay with Jenny, Liz or Sian if you are worried		
Off site activities/exploring towns	All	Stay in groups of 2/3, where a watch and be sure of meet up time and place. Follow instructions of leader in charge of outing	L			
Sigiriya	All	Sensible shoes and comfortable clothing for climbing the rock, carry at least two bottles of water with you and blister plasters. Walk in 2/3's.	M	If you feel unwell or you stumble speak to or send someone to Liz		



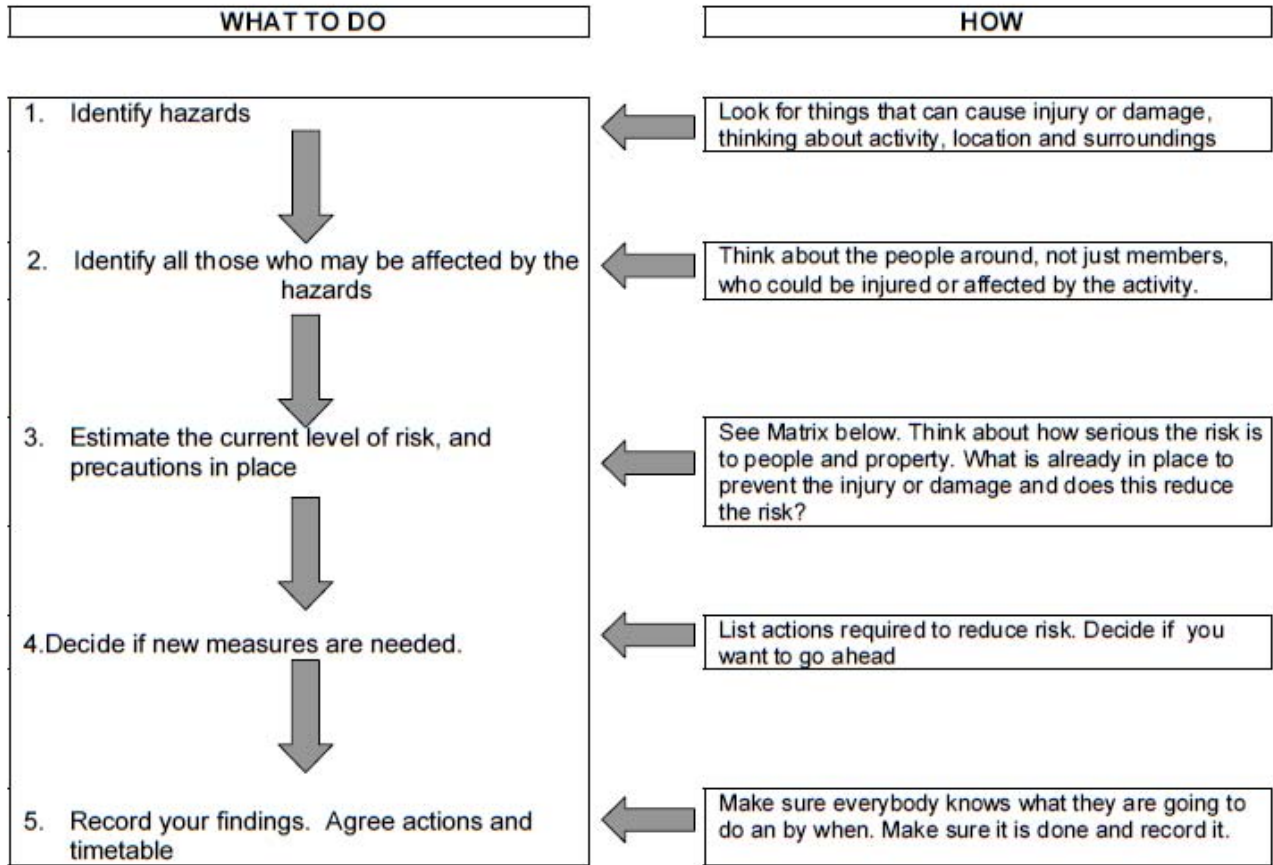
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## RISK MANAGEMENT



## RISK ASSESSMENT MATRIX

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