



Risk Assessment and Audit
Croatia 2020

Risks when travelling – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Travellers stomach problems	L	M	Make sure students are briefed to wash hands and to not share bottles. Method: Check this is included in pre-arrival briefing material sent to students		
Mosquito bites leading to malaria, dengue fever or Zika virus	L	M	All participants to be instructed to cover up in the early morning and late afternoons, sleep under mosquito nets in areas where the insect populations are high and wear insect repellent. If taking anti-malarial tablets then participants advised to complete full course. All participants to be warned of specifics of each disease and symptoms to look out for. Method: Check this is included in pre-arrival briefing material sent to students		
Theft, mugging, violence & personal security	L	L	Participants will stay in a hotel whilst in the city and will be briefed on how to reduce the risks. Valuables should remain “off display” at all times, and participants should not walk out alone at night and avoid remote areas of the city. Participants will be briefed on ensuring they lock their room doors overnight and when they leave the room. Method: Check this is included in pre-arrival briefing material sent to students (training presentation)		
Dehydration	M	M	All participants are informed that dehydration is a significant risk at all times when in the expedition country. They should be informed that they should drink 2 litres of water per day. For any treks, participants should carry sufficient water supplies for the duration of the trek and the trek leader should stop regularly to rest and check for signs of dehydration. Method: Check with site manager that this was included in welcome briefing		
Being injured from traffic	L	M	All participants told of dangers of the busy city roads. Everyone should walk on sidewalk rather than road. Method: Check this is included in pre-arrival briefing material sent to students		

Transfers & vehicles: Cars, buses, trucks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Lack of management control increases risks of collision or other incident	L	M	Ensure there is an English-speaking transfer supervisor for each journey. This person should have a mobile phone and be able to contact each of the drivers travelling on any transfer. They should also ensure the drivers are always briefed (see below), and that vehicles travel in convoy with at least one transfer supervisor per group of vehicles. Method: Interview person in charge of supervising transfers		
Vehicles attacked	L	H	Travel to take place during daylight and on main roads wherever possible. Method: Schedule of bus transfers done during daylight hours		
Passengers becoming sunburned or rained on during the journey	M	M	All buses are closed so should not be a problem. Method: Interview person in charge of supervising transfers		
Participants unprepared for length of journey or relevant risks	L	M	Ensure transfer briefing is given before any transfer. This should include as a minimum: The length of the journey, the approximate times of any breaks, what to expect during breaks in terms of relevant risks and where is “off limits” (e.g. browsing other shops or leaving without telling a chaperone). Method: Interview person in charge of supervising transfers		
Inappropriate or lack of insurance	L	L	Ensure supplier holds relevant motor insurance to satisfy national requirements. This is a contract requirement. Method: Check with Drustvo 20000 milja		
Inexperienced driver increasing risk of accident	L	H	Ensure driver has more than 3 years’ relevant experience. Method: Check with Drustvo 20000 milja		
Driver unaware of safety requirements	L	M	Ensure the driver has committed to meet their obligation to comply with national vehicle regulations relevant to the journey e.g. for licensing, speed limits, weight of vehicle, number of passengers etc. and have been briefed on our safety requirements (see below). This is a contract requirement.		

			Method: Check with Drustvo 20000 milja		
Tyres not able to support emergency braking	L	H	Ensure that each tyre has visible tread in the central part of the tyre all the way round, and that there are no clear irregularities such as bulges. Method: Check with Drustvo 20000 milja		
Lack of comfort on journey	M	L	Ensure that all passengers have a seat (not including floor space) if the journey is longer than 1 hour. Method: Interview person in charge of supervising transfers		
Lack of comfort on journey	M	L	Ensure that luggage is stored in a separate area of the vehicle or does not prevent passengers from being in a comfortable sitting position on journeys longer than 1 hour. Method: Interview person in charge of supervising transfers		
Participants becoming lost during travel	L	H	If using multiple vehicles, ensure that they travel in convoy or there is one transfer supervisor (who has a mobile phone and can contact each of the drivers) per group of vehicles. Method: Interview person in charge of supervising transfers		
Driver not following safety requirements	L	H	Ensure that the driver drives carefully and within the speed limit, does not use their phone whilst driving, and stops at least once every 4 hours in order to prevent fatigue. Method: Interview person in charge of supervising transfers		

Transfers and vehicles: Boats – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Lack of management control increases risks of incidents	L	M	All journeys to have transfer manager see students onto boat who should make sure that the vessel is not overloaded, and that all participants are fully briefed on where they can travel or site within the boat, location of lifejackets and toilets (if any), and expected journey time. Method: Interview person in charge of supervising transfers		
Vessel sinking or capsizing	L	H	All boats used for transportation to be registered with the relevant port authorities. Captain to have method for communication with rescue services. Lifejackets to be available for all participants (except on dive or snorkel trips). Passenger boats to have radio communications or mobile phone communications with the shore. Method: Check with Drustvo 20000 milja		
Passengers suffering sunburn, dehydration or heat-stroke	M	M	Transfer manager to make sure that sufficient drinking water is available, and that participants are told to wear sun block if outside. Method: Interview person in charge of supervising transfers		
Passengers suffering sea sickness	M	L	Participants to be advised to bring travel sickness medication and reminded to take it, if desired, prior to the journey. Method: Interview person in charge of supervising transfers		
Falling whilst boarding	L	L	Participants to be advised to board one person at a time. If using a gangplank ensure that there is an option for participants to board without their luggage and it be passed to them once they are onboard. Method: Interview person in charge of supervising transfers		

Water Margins – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Inappropriate supervision			Complete assessment pro-forma to establish level of supervision required. Method: Interview site manager		
Beach/lakeside activities (including leisure time on the beach and water bodies in caves)			Ensure appropriate supervision is in place (see pro-forma). Do not enter water if there are strong tides or current that could cause participants to be drawn out to sea or to a dangerous area (e.g. rocks or coral). Give a safety briefing to highlight any out-of-bounds areas. Method: Check with site manager that this was included in welcome briefing		

Terrestrial risks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Participant becoming lost	L	H	All groups must sign out when leaving the camp using whiteboard system and if the group does not return on time then contact will be attempted with the group and if this is not possible a search and rescue team will be organised. No participant to leave the camp site area unaccompanied. Method: Direct observation of white board sign out/in, and check that groups have been briefed		
Safety and security of participants and personal belongings	L	H	Valuables should not be left lying around. Opwall staff members will always be present in the terrestrial camps. Method: Check with site manager that this was included in welcome briefing		
Participants poorly equipped or with a lack of fitness to cope adequately with the forest conditions	L	M	Participants are fully briefed prior to the start of any walks and check they have the appropriate equipment with them. New participants will be watched carefully for signs of exhaustion and to adjust the distances covered according to the		

			<p>fitness levels. Training sessions given to students prior to expedition to ensure they are fully prepared for conditions on site.</p> <p>Method: Interview project leaders to check that this information is included in their briefings</p>		
Lack of communication	M	M	<p>Ensure regular check-ins with marine site are being completed and that radios are used during transects away from camps.</p> <p>Method: Interview site manager</p>		
Lack of hygiene increasing risk of disease	L	M	<p>Hands should be washed regularly before eating using hand washing facilities provided on site. Kitchen facilities whilst on site should be kept clean and food categories (e.g. meats, vegetables etc.) are prepared separately. All tables on site are cleaned with bleach at least once a day and dishes washed thoroughly.</p> <p>Method: Interview site manager</p>		
Allergic reaction to food	M	H	<p>All participants to submit dietary and allergy information prior to the expedition. Where allergies are serious (e.g. severe nut allergies), no trigger foods to be prepared or served whilst the relevant participant is on-site (e.g. a total nut ban).</p> <p>Method: Interview site manager</p>		
Medical problem for participant	M	M	<p>All medical details are provided by all participants before the expedition and reviewed by country manager and expedition medics. First aid trained staff always available during the expedition and always within close proximity of medical facilities. Sites have adequate medical supplies for stabilising any patients needing to be transferred to a hospital.</p> <p>Method: Interview site manager and check first aid kit.</p>		
Need for emergency evacuation	L	H	<p>Vehicles always available for emergency evacuation from field sites. Full evacuation plans in place for extraction to local medical facilities.</p> <p>Method: Direct observation of vehicles on site and evacuation plans posted</p>		
Falling down steep slopes, hole or tripping on slippery surfaces	M	H	<p>All participants must stick to designated paths in the forest along which any potential hazards are roped off. All participants must use head/hand torch during night time cave surveys.</p>		

			Method: Interview project leaders to ensure that the transects are safe		
Snake bite	VL	H	Only herpetologists will handle snakes and venomous species should not be brought to camp to show participants. All participants should wear long baggy trousers and walking boots/wellingtons when walking through the forested areas. If snake bite was to occur then response is to apply a light pressure bandage, immobilise the patient and evacuate them to hospital. Method: Check that this is included in welcome briefing		
Wolf attack	L	H	All participants to travel in groups in the forest. Staff will move group away if wolves are in vicinity. Chance of this type of incident is extremely low. Method: Interview site manager		
Small mammal or bat bite	L	H	Only participants who have received rabies injections to be allowed to handle bats and small mammals. Any participant or staff member bitten by a bat to be given booster rabies injections. Method: Interview site manager		
Reaction or disease from insect or arachnid bite	L	M	Participants with strong reactions to insect/arachnid bites identified prior to expeditions, and instructed to carry EpiPen with them. Participants to wear long trousers and closed-toed footwear whilst in forested areas and long grass. Method: Interview site manager		
Local fauna and flora	M	M	Trek leaders to walk at front of group and identify any major insect hives and ensure groups avoid these areas. All participants should check their shoes before putting them on. Participants will be briefed on any risks from flora or fauna. Method: Check with site manager that this was included in welcome briefing		
Accident whilst electro-fishing	L	M	All participants will take part in safety training course and all equipment use is supervised by an experienced and qualified electro-fisher. Method: Interview site manager		
Fire	L	VH	Smoking is not permitted anywhere inside the forest except in designated areas. All participants should be fully briefed on this regulation and are trained in		

		<p>evacuation procedures. No smoking allowed in any tent, hammock, building or local houses.</p> <p>Method: Check with site manager that this was included in welcome briefing</p>		
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Marine risks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Need for emergency evacuation	L	H	<p>Vehicles always available for emergency evacuation from field sites. Full evacuation plans in place for extraction to local medical facilities.</p> <p>Method: Direct observation of vehicle and evacuation plans posted</p>		
Injury or danger encountered when wandering around the town	L	M	<p>Camp manager must be informed of any groups leaving site and when they are due to return. All trips off site should be in groups of at least two people.</p> <p>Method: Check with site manager that this was included in welcome briefing</p>		
Fire	L	H	<p>No smoking allowed within buildings and only in designated smoking areas. All participants should be fully briefed on evacuation procedures.</p> <p>Method: Check with site manager that this was included in welcome briefing. Direct observation of fire extinguisher</p>		
Lack of hygiene increasing risk of disease	L	M	<p>Participants sleep in dorm rooms with flushing toilets and showers and will be briefed on the importance of washing hands thoroughly before meal times.</p> <p>Method: Check with site manager that this was included in welcome briefing</p>		
Insufficient communication facilities	L	H	<p>Emergency phone charged and kept with a copy of emergency numbers.</p> <p>Method: Direct observation of emergency communications</p>		
Safety and security of participants and personal belongings	L	H	<p>Valuables should not be left lying around. Opwall staff members will always be in and around the on-site accommodation. If accommodation has lockable rooms then this should be done at night and whilst rooms are unoccupied.</p> <p>Method: Check with site manager that this was included in welcome briefing and that security is in place.</p>		

Diving & Snorkelling – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Injury caused by falling tank			All tanks should be laid down when they are not being held. Method: Direct observation during kit-up		
Inappropriate pre- dive check			Buddy dive equipment checks to be done for all divers prior to entering the water and these to be checked by supervising dive staff. Method: Direct observation of pre-dive safety check		
Becoming separated whilst diving			All divers receive a full briefing about the times, dive profile, possible currents and what to do in the event of becoming separated. Method: Direct observation of pre-dive safety check		
Lack of supervision during dive training			All dive trainers in the water at a ratio of 1 Dive Instructor and 1 Dive Master per 8 students. Dive instructor or dive master to remain close to group and monitor group at all times. Method: Check logs of dive groups		
Lack of supervision during dives			All qualified divers in the water with a Divemaster per 6 students. Dive instructor or dive master to remain close to group and monitor group at all times. Method: Check logs of dive groups		
Lack of cover for divers			For boat dives: boat to maintain visual contact with dive groups on the surface and to have sufficient oxygen, trained personnel in oxygen delivery and a First Aid kit. All dive professionals to be briefed to make every effort to surface as near to the boat as safely possible. Shore dives to always have a sign out system where an alarm is raised if the group are not back on time. Method: Interview dive ops manager to make sure all staff have been trained and briefed accordingly		
Are all divers checked to ensure they have not exceeded 18m depth, maximum dive time of 50 minutes,			The boat roster is completed pre-dive with starting air and post-dive with final air, time, safety stop check and max depth for all dives.		

stopped at 5m for 3 minutes and have 50 bar/700psi remaining in the tanks at the end of the dive?			Method: Direct observation of dive logs, and direct observation of pre-dive briefings		
Lack of understanding signals			Some dive professionals will use different signals, so it is important that a standard is kept for all. Briefings given prior to dive. Method: Direct observation of pre-dive briefings		
Injury or Illness during snorkelling			All snorkelers to be wearing a wetsuit or rash vest and short to protect from the sun. All participants briefed on dangers of local flora and fauna. Method: Direct observation of pre-snorkel briefings		
Injury during snorkelling from boats			Clear briefings on designated snorkelling areas and need to stop and check for boats every few minutes. Method: Direct observation of pre-snorkel briefings		
Becoming lost while Snorkelling			All snorkelers must sign in and out and be covered by a staff member (see below). Snorkellers should always remain in pairs. Method: Interview dive ops manager to check that supervision meets standards		
Lack of supervision for snorkelling groups			Depending on the location this may be shore cover / boat cover / in-water supervision. All snorkelers must be in groups of two or more and the group or supervisor (who should have an appropriate water rescue qualification) must carry an SMB. For night-snorkels, each pair to have a torch, and supervision must be provided both in water and on shore with a maximum ratio of 1:6. Method: Interview dive ops manager to check that supervision meets standards		