

## RISK ASSESSMENTS - THINGS TO CONSIDER

### TRAVEL

- FCO advice - keep upto date
- Passports / Ehic Card - dates are okay - lost / stolen - copies
- Insurance - purchased timeously / policy carried
- Coach / Train / Ferry / Flights / Car - delays / cancellations / missed / behavior of participants / fit for purpose / reputable - recognised companies
- Luggage - weight /size / lost / stolen
- Leader / participants - late / not turned up
- E/Tickets - safety / who carries; Mobile devices - voltage / back up / lost / stolen
- Embassy details / Terrorism
- Health - DVT / Dehydration
- Buddy system at all times / be aware & vigilant of general public and their behaviour & general public taking photos of girls

### COMMUNICATION

- Parents - emails / text / WhatsApp / Skype / Facebook Group - making to sure to ask security questions to identify those joining Social Media - awareness of Girlguiding Public Image
- Photographs / Videos - permissions given
- Region Office /HQ contact details
- Embassy details / Local contact numbers
- Home contacts / emergency numbers
- Mobile devices - Power supply / back up charges / Copies of documentations
- Ensure documentation sent to correct addresses /GDPR legislation
- Ensure use of correct tone / language at all times - all leaders & participants

### ENVIRONMENT

- Environment - Extremes of weather - hot /cold - think rehydration / appropriate clothing / wide brimmed hats / sunscreen
- Wildlife / Nature - suitable repellants
- Terrain - appropriate footwear
- Terrorism / Crime - local numbers - FCO advice safe areas - embassy details - emergency cards - moneybelts
- Service project - Confined spaces / Machinery / Materials - paints / cleaning substances
- Age appropriate attractions
- Considerations for LGBTQ - facilities / laws /correct terminology

## RISK ASSESSMENTS - THINGS TO CONSIDER

### FINANCE

- Insurance purchased
- Security / locked box / safety deposit box / money belts
- Travel Money - Prepaid cards / Debit/credit cards -who has/takes / how is money distributed between leaders
- Briefing payments - receipts / who manages / non payment
- Participants payments - deadlines = who chases / items to book / buy
- Accounts - accurate / up to date / monitored regularly to ensure guidance with Girlguiding Policies

### CULTURE

- Awareness of Local Customs -food / bank holidays / religion / clothing (shoulders / legs / head) / LGBTQ - position in society of locals
- Local fees / levies that may need to be paid
- Local Laws - drugs / medications
- Photographs - restrictions / general public
- Language - Barriers
- Terrorism / Crime - FCO / Embassy / Stolen possessions' / personal attack / participant arrested
- Awareness of greetings / gestures from locals to the country

### ACTIVITIES

- Instructors qualifications checked / behaviour of instructors
- Equipment checked
- Water activities - swimming / suitability / sufficient buoyancy aids
- Suitable clothing for activity -climbing / trekking / swimming / walking - footwear / hats / long sleeved - long legged
- Other people / General Public taking of photos
- Environmental conditions - too dry / wet /dark / light

## RISK ASSESSMENTS - THINGS TO CONSIDER

### HEALTH

- Medication - copies of prescriptions / enough medications for trip duration / translation cards
- Participant / Leaders illness prior to travel - actions to take
- Allergies - translation cards / EpiPens & spares
- NHS Fit for Travel / FCO Advice / DR's Advice
- Local Facilities - Dr's, dentist, hospital - where / who will pay / who will go
- Injuries / Death - who to contact / actions to take
- First Aid kit - appropriate items carried / leaders qualified - hydration sachets / bite repellents / treatments
- Medication - Country / Local Laws - can the medication be taken into country
- Accommodation - Mosquito nets / repellent materials
- Extreme conditions - heat / cold - hydration sachets
- Mental Health - signposts to appropriate agencies / Leaders to consider Mental Health First Aid Training.
- Safeguarding - leaders qualified, nominated safeguarding lead for the trip, National Safeguarding team and Region team contacts to be held
- Healthcare plans to be in place as necessary.

### FOOD

- Drinking water / Ice / Sterilising Tablets
- Allergies - EpiPen's / translation cards
- Food preparation / contamination / cleanliness
- Equipment / Knives
- Camping / Water Buckets / open Fires
- Consider cultural needs, e.g. Halal

### ACCOMMODATION

- Fit for Purpose / Suitable / Approved
- Shared accommodation - safety of participants / facilities ( own / shared toilets / bedrooms), LGBTQ considerations
- Security - Documents / money / personal possessions
- Fire - exits / escape routes
- Electrical items - voltages
- Bedrooms - bunk beds / flooring
- Sanitation - wet floors / types of toilets / hygiene / cleanliness
- Kitchen - equipment / knives / water
- Camping - Tent pegs & poles / guy ropes / level ground / water / Girlguiding allows?