

# West Yorkshire Scouts International Trip – Example Risk Assessment Template

Risk Assessment Document v0.1 ddmmyyyy

Dates of Travel : ddmmyyyy to ddmmyyyy

Contingent Size: x people consisting of x young people (x explorers, x network etc) and x adults

Location: XXXXXX

## Leadership Team Roles:

The following roles will be undertaken by the leadership team to support adoption and adherence to this risk assessment.

Contingent Leader (Leader in Charge) XXXXXX

Administration/Finance XXXXXX

Activity management & Risk XXXXXX

Transportation XXXXX

Accommodation & Food XXXXXX

Equipment XXXXXX

Health and wellbeing XXXXXX

Add in other roles as required

All adult volunteers have a valid disclosure

## Key Accommodation and Activity Venues :

Hotel / Campsite 1: *(insert weblink)*

Hotel / Campsite 2 : *(insert weblink)*

Activity Company 1 : *(insert weblink)*

Activity Company 2: *(insert weblink)*

## Guidance for Risk Assessment

Risk scores should range from 1 to 5	Likelihood	Severity
	1- Unlikely to happen	1 - Not a problem
	5 - Almost certain to happen	5 - Would cause major problems for the group

If you feel there is an additional contingency or action we should be considering please add it to the document before returning it.

Risk Areas:	T= Transportation	F = Accommodation & Food
	E = Equipment	H = Health
	A= Activities	OR = Other Risk Areas

**POR, Organisation and Rules Guidance (Include the appropriate ones based on your itinerary) :**

POR Chapter 1 Rule 1.2 Our Values	<a href="https://www.scouts.org.uk/por/1-our-fundamentals/#1.2">https://www.scouts.org.uk/por/1-our-fundamentals/#1.2</a>
POR Chapter 2 Key Policies	<a href="https://www.scouts.org.uk/por/2-key-policies/">https://www.scouts.org.uk/por/2-key-policies/</a>
POR Chapter 7 Emergency Procedures	<a href="https://www.scouts.org.uk/por/7-emergency-procedures/">https://www.scouts.org.uk/por/7-emergency-procedures/</a>
POR Chapter 8 Insurance	<a href="https://www.scouts.org.uk/por/8-insurance/">https://www.scouts.org.uk/por/8-insurance/</a>
POR Chapter 9 Rule 9.1 All Activities	<a href="https://www.scouts.org.uk/por/9-activities/#9.1">https://www.scouts.org.uk/por/9-activities/#9.1</a>
POR Chapter 9 Rule 9.2 Nights Away	<a href="https://www.scouts.org.uk/por/9-activities/#9.2">https://www.scouts.org.uk/por/9-activities/#9.2</a>
POR Chapter 9 Rule 9.3 Visits Abroad	<a href="https://www.scouts.org.uk/por/9-activities/#9.3">https://www.scouts.org.uk/por/9-activities/#9.3</a>
POR Chapter 9 Rule 9.6 Use of External Centres and Instructors	<a href="https://www.scouts.org.uk/por/9-activities/#9.6">https://www.scouts.org.uk/por/9-activities/#9.6</a>
POR Chapter 9 Rule 9.7 Adventurous Activities Permit Scheme	<a href="https://www.scouts.org.uk/por/9-activities/#9.7">https://www.scouts.org.uk/por/9-activities/#9.7</a>
POR Chapter 9 Rule 9.12.6 Hill Walking Party Size	<a href="https://www.scouts.org.uk/por/9-activities/#9.12.6">https://www.scouts.org.uk/por/9-activities/#9.12.6</a>
POR Chapter 9 Rule 9.12.7 Hill Walking Terrains	<a href="https://www.scouts.org.uk/por/9-activities/#9.12.7">https://www.scouts.org.uk/por/9-activities/#9.12.7</a>
POR Chapter 9 Rule 9.12.8 Hill Walking Permits	<a href="https://www.scouts.org.uk/por/9-activities/#9.12.8">https://www.scouts.org.uk/por/9-activities/#9.12.8</a>
POR Chapter 9 Rule 9.12.9 Hill Walking Safety	<a href="https://www.scouts.org.uk/por/9-activities/#9.12.9">https://www.scouts.org.uk/por/9-activities/#9.12.9</a>
POR Chapter 9 Rule 9.12.13 Snowsports	<a href="https://www.scouts.org.uk/por/9-activities/#9.12.13">https://www.scouts.org.uk/por/9-activities/#9.12.13</a>
POR Chapter 9 Rule 9.13.1 All Water Activities	<a href="https://www.scouts.org.uk/por/9-activities/#9.13.1">https://www.scouts.org.uk/por/9-activities/#9.13.1</a>
POR Chapter 9 Rule 9.13.7 Activities Near The Water	<a href="https://www.scouts.org.uk/por/9-activities/#9.13.7">https://www.scouts.org.uk/por/9-activities/#9.13.7</a>
POR Chapter 9 Rule 9.13.8 Paddling	<a href="https://www.scouts.org.uk/por/9-activities/#9.13.9">https://www.scouts.org.uk/por/9-activities/#9.13.9</a>
POR Chapter 9 Rule 9.13.9 Swimming	<a href="https://www.scouts.org.uk/por/9-activities/#9.13.9">https://www.scouts.org.uk/por/9-activities/#9.13.9</a>

**KEY SUPPORTING FACTSHEETS**

Snowsports [FS120457]	<a href="https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/snowsports/">https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/snowsports/</a>
Winter Sports [FS120424]	<a href="https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/snowsports/winter-sports/">https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/snowsports/winter-sports/</a>
Activity Helmets [FS120430]	<a href="https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/activity-helmets/">https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/activity-helmets/</a>
Group Safety at Water Margins	<a href="https://www.rospace.com/RoSPAWeb/docs/advice-services/Leisure-Safety/groupsafety-watermargins.pdf">https://www.rospace.com/RoSPAWeb/docs/advice-services/Leisure-Safety/groupsafety-watermargins.pdf</a>
Terrain Zero Activities [FS120426]	<a href="https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/hillwalking/terrain-zero-activities/">https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/hillwalking/terrain-zero-activities/</a>
Swimming [FS120620]	<a href="https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/swimming/">https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/information-for-volunteers/general-activity-guidance/swimming/</a>

Update / add / delete risks and mitigants below as appropriate. You should also visit the foreign office website to look at the risks they list on travelling to the country and ensure those are covered below in the risk assessment.

Risk ID	Risk Description	Risk Timeframe	Preparation / Contingency in Advance	Action in the Event	Likelihood (1-5)	Severity (1-5)	Risk Score (Likelihood * Severity)
Transportation							
T1	Participant doesn't turn up at pickup point on the day of departure	ddmmyyyy	Inform all participants of the departure time and location and re-emphasise the need to be early or on time.	Contingent Leader will try to contact participant, however, if contact cannot be achieved the contingent will leave for Country as scheduled			
T2	Coach to enable transfer to/from Airport does not turn up at the agreed time.	ddmmyyyy	Ensure you have the contact phone number for coach company. Ensure all requirements including pick up times are confirmed at least 2 weeks before the departure date. As part of travel planning, ensure contingency is built into pick-up/travel times to allow for transfers to/from Airport.	Use designated contact phone number. Parents to wait for coach to arrive and if not transport in cars. If returning to UK, contact coach company to seek reason for non-attendance, inform Home Contact and arrange for alternative transportation for the contingent.			
T3	Coach breaks down or accident in UK on route to airport for flight	ddmmyyyy	Ensure coach company has a backup plan in the case of breakdown/delay. Ensure contingency is added to pick-up/transfer times just in case issue arises.	Ensure no one is hurt, if medical attention required ensure that participants are accompanied by a leader at all times and contact parents to meet at hospital. Speak to coach driver and try to obtain alternative transport. Speak to Airport and explain the situation to see if any options available. If necessary catch the next flight. Inform Home Contact.			
T4	Strikes by airport staff or bomb scare which closes Airport.	ddmmyyyy	Allow contingency on pick up times to allow for unscheduled flight delay.	Speak to information at the airport, contact travel agent and await instruction on alternative arrangements and flights to/ from Country. Inform Home Contact, as necessary.			
T5	Participant is taken ill on plane, or in airport	ddmmyyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure all medical needs are understood and all required medication is in hand luggage (along with copy of prescription). Ensure one leader has first aid kit in their hand luggage.	If required seek medical attention and ensure that participant/s are accompanied by a leader at all times. Contact Travel Agent to make arrangements for alternative flights (if necessary)			
T6	Delayed international flight to/from Country.	ddmmyyyy	Document and provide flight numbers to UK coach company providing transportation to Airport. Book outbound/return flights through the same operator to reduce contact points, simplify administration and streamline communication.	Ring UK coach company or local agent in Country to advise of delay. Local agent in Country to speak with Hostel/Hotel to notify of flight delay. Inform Home Contact of flight delay.			
T7	Participant is refused entry to aircraft (to/from Country).	ddmmyyyy	Remind all participants on how their behaviour may cause this situation. <b>Dry run "airport scenario"</b> on training weekend to familiarise contingent members with the scenario.	Reasons will be determined, group will negotiate with officials or arrange cover with the British embassy to return home. Leaders will repatriate with young person if under 18.			
T8	Transport is not there to meet group on arrival in Country	ddmmyyyy	Obtain and document in country contact numbers in advance and distribute to all members of the leadership team.	Ring local contact/local travel agent. If necessary use taxis or scheduled bus transfers to get the contingent to the Hotel / Hostel			

T9	Transport is wrong size or group is split across more than one vehicle.	ddmmyyy	Make arrangements with coach company/local agent in Country in advance in regard to size of coaches. Investigate transport options on public transport beforehand to reduce in-country issues (change of plan at last minute).	Ensure that appropriate leader cover is on each vehicle with the participants. Ensure the leaders know the itinerary in the event that the vehicles become separated during the journey.			
T10	Transport breaks down or has accident on route in Country	ddmmyyy	Ensure transport has accident/breakdown emergency cover and options/contacts are known for such an incident.	Ensure no-one is hurt. If necessary, seek medical attention. Assess impact of breakdown on timescales and arrange for alternative transport if required or arrange public bus or taxi for departure with appropriate leader cover.			
T11	Transport gets lost during the transfer between venues in Country	ddmmyyy	Ensure local contact supplying transport has full copy of itinerary and site addresses and has sufficient time to review before the start of the trip.	Driver will ask locals or use satellite navigation devices.			
T12	Participant left behind at departure point.	ddmmyyy	<b>Establish and regularly practice a numbering off system</b> as part of the contingent training programme. Ensure all participants are fully aware of members of their patrol. Ensure all participants are counted/checked on/off the minibus/coach prior to departure.	Make arrangements to stop the minibus/coach and return to pick up the missing participants. Notify local agent if necessary to adjust the itinerary or support leadership team activities.			
T13	Lost participant on Public Transport	ddmmyyy	Ensure all members of the contingent are aware of the day's sightseeing itinerary and <b>have emergency number contacts numbers</b> on their possession. Undertake a practice session in training ( <b>such as monopoly run</b> ) to aid participants. Ensure all participants have <b>a phonenumber to ring and 'I am lost card' in appropriate language.</b>	Retrace steps, ring contact number of the young person. If not able to get hold of them within 1 hour, contact home contact to see if they have heard, contact Local Agent and British Embassy/ Local Police to try and trace participants.			
T14	Transport doesn't turn up for trip to airport in Country	ddmmyyy	Document and provide flight numbers and detailed pick-up times to the local agent/supplier of transport. Allow sufficient time to accommodate heavy traffic and lateness of coach to International Airport. Build contingency time into the agreed schedule.	Contact local supplier of transport and determine current location. If cannot contact supplier, arrange public bus or taxi for departure.			
T15	Aircraft delayed on way home so coach company doesn't wait	ddmmyyy	Provide coach company with all the flight details so they can track flight and work around any known delays.	Ring Coach company and if necessary catch the train back from Airport or make local arrangements to transfer contingent back. Inform Home Contact of delay and any change in arrangements.			
<b>Accommodation &amp; Food</b>							
F1	Hostel is not expecting contingent, has insufficient rooms/ rooming configurations not correct or is closed or late arrival prevents checkin.	ddmmyyy	Local Agent to check all bookings prior to arrival and be in possession of rooming arrangements. Supply rooming list to local agent prior to departure as an additional accommodation check. Specify on booking form the key requirements for the	If running late ring the hotel on route to notify them of the late arriva.. Speak to hostel reception desk/accommodation services/ warden with booking documentation and arrange for extra beds/accommodation to be provided for contingent. Contact Local Agent. If necessary, participants will share rooms short term (ie on the floor). If necessary, use			

			contingent. Final check on rooming arrangements with accommodation providers four weeks before departure to resolve any last minute accommodation concerns and advise of arrival times	Contingency Fund to accommodate group and claim against Insurance when group returns to UK			
F2	Hostel is a health hazard or there is a safety issue preventing restricted or full usage of the accommodation.	ddmmyyyy	Ask Local Agent to check all bookings prior to arrival. Undertake a Recce. All accommodation to be reviewed by Leader-In-Charge in advance of travel to Country.	Contact local agent. If necessary, participants will share rooms short term (ie on the floor). If necessary, use Contingency Fund to accommodate group and claim against Insurance when group returns to UK			
F3	Security in hostel is poor and ineffective. Items are lost or stolen from participants bags.	ddmmyyyy	Ensure all participants are aware of the need to be vigilant at all times and remind participants that personal possessions should be kept in a safe place.	Keep valuables in safes where available. Valuables not left in rooms or on show when walking about in public areas. Theft will be reported to the authorities and a written incident report acquired. A claim will be made in the UK against the Insurance.			
F4	Participant leaves the hostel without permission and knowledge of the leaders	ddmmyyyy	Explain to participants in advance that this is a dangerous thing to do and stress the importance of letting the contingent leader know where they are at all times. Contingent members not to deviate from the agreed itinerary unless advised to do so by the leadership team.	Find participant, Re-explain the risks and dangers. If risk still presents itself Contingent Leader will restrict participants to hotel and they will be accompanied at all times by the contingent leader. Where the Contingent Leader believe sufficient risk exists, participants will be forbidden to undertake the activities.			
F5	Fire / Earthquake or other incident at Hostel/Hotel/Campsite	ddmmyyyy	Ensure on arrival at each accommodation that all participants are aware of fire exits / earthquake meeting points and procedures to exit in the event of a fire. Ensure all contingent members are aware of the meeting place should the fire alarm sound.	Ensure all contingent are all safe and out of the building. Use the "numbering off" system to ensure this is the case. Seek Medical attention if require. Use contingency monies to pay for alternative accommodation should the need arise. Follow the instructions of the local authorities.			
<b>Health</b>							
H1	Stomach upsets	ddmmyyyy	Incorporate health information/advice on staying healthy into the contingent training programme. Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure First aid qualifications in date.	Seek medical attention and ensure participant is accompanied at all times by a member of the Leadership Team			
H2	Serious injury including broken limbs.	ddmmyyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Stress the importance to participants of being careful both during and outside organised activities. Ensure photocopies of passports are taken to produce for ID at the hospital <b>and that a credit card with sufficient limit to cover medical costs is with the leaders</b> . Ensure First aid qualifications in date.	Transfer to nearest Hospital with the help of Local Agent. Inform insurance for pre approval. Activity Authorisation Form will be used to support decision in Country. Scout HQ in UK and Home Contact will be informed in line with critical incident plan.			
H3	Bad/allergic reaction to insect/animal bites	ddmmyyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure that personal Health Forms contain key information about allergies and medication. <b>If epipen required</b>	<b>Use epipen or medication if appropriate</b> . Advice will be sought from the medical authorities and, if necessary, the participant will be transferred to hospital.			

			ensure leaders are aware. First aid qualifications in date.	Appropriate leader cover to be provided to support a hospitalised participant.			
H4	Forgotten or lost Medication	ddmmyyyy	Understand medication requirements e.g. medicines, certificates (use health forms to confirm such requirements) On day of department ask each participant to confirm they have it along with passports etc. Ensure all participants have a photocopy of prescription in the event of trying to source medication in country.	Speak to Local Agent and visit doctors / pharmacy to obtain a new supply of medication. If necessary, seek alternative medication after reviewing alternatives identified in UK.			
H5	Participants gets travel sick	ddmmyyyy	Ensure this is captured on a participants personal information for. If required, relevant medication will be taken in advance of travel.	If relevant, ensure participants are seated appropriately in coach/minibus. Apply medication and take paper bags just in case. Ensure participant is re-assured, as necessary, to prevent further distress.			
H6	Participants relatives are very ill	ddmmyyyy	Provide Home Contact Information to Parents and explain emergency procedures for contacting the contingent in Country.	Assess the situation and if required liaise with participants parent/family. If necessary, try and obtain a flight to return participant back to the UK.			
H7	Participant Death	ddmmyyyy	Explain the importance of safety and taking care in everything we do especially in mountainous areas and on adventurous activities. Ensure all health forms are filled in and appropriate insurance is undertaken. Complete TSA's Visits Abroad form to register and seek approval for travel.	Speak to Authorities and Insurance provider in regard to arrangements. If, appropriate, repatriate the group to the UK. Advise Responsible Commissioner/Home Contact of the situation at all times.			
H8	Participant bit by poisonous or wild animal,	ddmmyyyy	Warn participants to be extra careful in forestry areas or undergrowth and not to trail fingers or limbs in water. Explain the importance of not going off trail during group trail activities. Advise participants that there is no swimming in rivers and not to approach animals. This applies to both wild and domestic animals in towns and villages. Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure First aid qualifications in date.	Provide a briefing prior to trail works - reinforce need to stay on the documented trail during the activity and need to be vigilant of wild animals Explain the procedure in case a wild animal is encountered. In the event of an accident and if necessary, transfer to Hospital. Contact Insurance to approve hospital treatment. Scout HQ, Responsible Commissioner and Home Contact will be kept informed.			
H9	Participant has to be flown home for urgent medical attention.	ddmmyyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure First aid qualifications in date.	Ring Local Agent/Home Contact and advise Insurance company of the situation. Necessary arrangements will be made in Country by the insurance direct and participant will be repatriated accompanied by a member of the Leadership Team. Seek help from the British Embassy if further support is required.			
H10	Food Poisoning and - Contingent/Host Cooking  See separate Allergy Risk H17	ddmmyyyy	Explain the importance of food hygiene to the contingent in advance. Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure all food dietary requirements are understood. Ensure First aid qualifications in date.	Seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			

H11	Food Poisoning or allergic reaction to ingredients - Commercial Food Outlet.  See also Allergy Risk H17	ddmmyyyy	Explain the importance of food hygiene to the contingent in advance. Ensure all health forms are filled in and appropriate insurance is undertaken. Ensure all food allergies are understood. Ask for menus and ask restaurant to confirm ingredients. If in a foreign language <b>prepare a card with the allergies written in that language</b> that can be shown to restaurants in advance. If unsure do not eat in the restaurant and go elsewhere. <b>If epipen required ensure leaders are aware.</b> Ensure First aid qualifications in date.	<b>Use epipen or medication if appropriate.</b> Seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			
H12	Accidents, slips, trips, falls - during activities and outside activity times (free time).	ddmmyyyy	Explain the importance of taking care and been observant of self and others - particularly when tired. Ensure all health forms are filled in and appropriate insurance is undertaken.	Assess the situation and where required seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			
H13	Outbreak of COVID-19	ddmmyyyy	Explain the importance of a COVID-19 outbreak and the symptoms exhibited during training. Ensure all health forms are filled in and appropriate insurance is undertaken.	If participant exhibits symptoms of respiratory illness then to wear facemask to reduce risk to others. If further deterioration leading to difficulty breathing then seek medical attention and ensure participant/s are accompanied at all times by members of the Leadership Team. Seek advice/instruction from leadership team regarding further preventative measures to be considered to prevent further exposure i.e. contact with others			
H14	Participant/s suffered for dehydration.	ddmmyyyy	Ensure participants are aware of the symptoms of dehydration and the need to stay hydrated/need to drink adequate fluids during the day. Ensure all health forms are filled in and appropriate insurance is undertaken. Have a drinks bottle on the kit list. Keep a supply of bottled water and ensure all fill up their drinks bottles at the start and end of the days. Take bottled water on excursions.	Ensure frequent breaks are taken during the day/activities for all participants to get drink/apply sunscreen. If participant becomes severely dehydrated then seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			
H15	Extremes of weather eg heat stroke or hyperthermia.	ddmmyyyy	Ensure participants are aware of the symptoms of heat- stroke and hypothermia and the need to stay personally vigilant during the day. Ensure all health forms are filled in and appropriate insurance is undertaken	During activities, create open discussion environment/ opportunities for participants to highlight they are getting cold so the group can seek somewhere to get warm and take a break. Use the Buddy System to keep an eye on each other. Go inside immediately if you/ buddy suffer from symptoms. If necessary, seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			
H16	Traffic accident occurs whilst contingent is in Country (participant/s are injured).	ddmmyyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Stress the importance to participants of being careful/wearing seat belts whilst travelling to/from the UK and in-country.	Transfer to nearest Hospital with the help of Travel Agent. Scout HQ and Home Contact will be informed. Contact Insurance company to make them aware for pre authorisation of treatment.			

H17	Participant suffers an allergic reaction (inc allergies and medical conditions)	ddmmyyy	Ensure all health forms are filled in and appropriate insurance is undertaken. Liaise with Parents/Guardians to gather relevant information to support members in-country. Ensure catering team are fully aware of allergies and if required, specific food to be cooked separately. <b>One leader to be allocated to oversee allergy related cooking. Usage of EpiPen to be covered in training weekend so all are aware.</b>	<b>Use epipen or medication if appropriate.</b> Seek medical attention with the help of Local Agent. Scout HQ and Home Contact will be informed. Scout Insurance contacted for pre approval of treatment.			
H18	Participant suffers from sunburn during activities.	ddmmyyy	Ensure members of the contingent are aware of the dangers of too much exposure to the sun and the need to apply suncream pre-activity and during the day. Take a Group suncream with the contingent at all times so that top ups can be applied if someone forgets.	Seek medical attention if situation dictates. After sun lotions to be applied, as necessary.			
Activities							
A1	Accident during Hiking or other activity		Ensure all health forms are filled in and appropriate insurance is undertaken. Complete TSAs Visits Abroad form to register and seek approval for travel. Run activities past insurance company in advance. <b>Review with ACC(Activities) and seek guidance of appropriately qualified County Assessor/Advisor under adventurous permit scheme. Always have a route card with the home contact (regardless of terrain).</b> Ensure all leaders running the activity have the necessary permits and skills.	Seek medical attention and ensure participant is accompanied at all times by a member of the Leadership Team. Group and personal equipment to be used where necessary I.e personal thermal blankets, group shelters, first aid kits.			
A2	Unsigned consent form or waiver for a scheduled activity.		Check with parent to determine whether they wish child to undertake activity if yes issue new form (if already in country via email and ask for scanned copy to be returned), if no comply with their wishes	The participant doesn't undertake the activity and a member of the leadership team sits with the participants whilst the activity takes place			
A3	Participant becomes scared before/during activity and refuses to take part i.e Skiing, Tubing, scuba diving, white water rafting etc		Explain the procedure/risks and, where possible, provide the opportunity for the participants to have a go at the activity in the UK as part of the training programme.	If the contingent member does not wish to take part, members of the leadership team will stay with the participant/s whilst the activity takes place.			
A4	Accident or poor behaviour whilst swimming or other activity		<b>No Swimming unless a lifeguard is present.</b> Ensure contingent members are fully aware of the risk of bathing / activity. Reiterate the need for considerate/good behaviour/care at the venue. Ensure contingent members are aware of the safeguarding issues that could arise as part of the activity.	Ensure all contingent members follow the Contingent's policy on good behaviour (inc the Association's Safeguarding Policies) and the rules at the venue. Where there are issues, contingent members will be removed from participating in the activity. Appropriate cover will be provided by the Leadership Team at all times.			
A5	Participant undertakes unauthorised activity		Explain the importance of seeking permission for an activity in advance. Highlight the rules of the Scout	Ensure that the participant is safe. Contingent Leader to take appropriate steps to prevent re-			

	without consent or to the knowledge of the Leader-In-Charge and not inline with the agreed risk assessment or rules of the UK Scout Association.		Association to ensure they are followed at all times.	occurrence and safeguard the welfare of the contingent. The welfare of young people and adult volunteers in paramount at all times			
A6	Equipment supplier or activity provider has insufficient or in appropriate equipment.		Ensure Local Agent has clearly specified requirements to in-county providers. <b>Run all activities past ACC(Activities) and Scout HQ in advance, find out POR requirements for activity.</b> Ask the local agent to ensure that the company has the required safety equipment to allow activity to be undertaken. <b>Ensure supplier has public liability to at least £5m GBP.</b>	Leader-In-Charge to CANCEL activity or ask company to provide equipment or safety cover to the required standard.			
A7	Mistakes when navigating on trail walks leading to increased risk of all other hazards i.e. lost, exhausted, especially if late or after dark		Make sure routes are suitable for people's navigational skills and physical capabilities. <b>Provide each group with adequate maps, compasses, route cards and spares.</b> Make sure there's at least one sufficiently competent navigator in each group (consider back up). Make sure every group has adequate means of emergency communication between members of the Leadership Team. <b>Review trail routes with ACC(Activities) to ensure they are appropriate for members of the contingent to undertake.</b>	Retrace steps to last known point. Where relevant, use satellite navigation devices to correct navigation error. If necessary, engage agreed emergency communication method to seek further assistance. Group and personal equipment to be used where necessary i.e personal thermal blankets, group shelters, first aid kits.			
A8	Poor Weather – snow or rain before and during the trail walk/hike, cold weather causing hypothermia, hot weather causing heat exhaustion or sun stroke.		Monitor weather forecast in advance, if heavy snowfall or rain forecast then plan alternative activity. Check weather before the activity starts. Advise participants on suitable clothing to wear and carry (including sun protection, warm clothing, hats, gloves and waterproofs). Tell everyone to bring a filled water bottle. If it's very cold, plan hot drinks stops. Check everyone's suitably equipped at the start of the hike and have some spare equipment available. Review route before and during the hike considering weather conditions, for example, if it's too cold or snow too deep or wet to continue. Make sure routes have escape routes or alternatives. <b>Leaders check routes before the hike.</b> Leaders physically check any challenging terrain in advance (or plan an alternative route in case it's too challenging for the group). Advise young people on suitable footwear and check it before the hike.	Do not undertake activity if weather conditions are inappropriate. Arrange safe activities for young people to provide an alternative programme.			

			Ensure Adventurous activity rules are followed. (ie permit scheme)				
A9	Roads and traffic – injuries from collisions between vehicles and people.		Verbal briefing to young people to be aware of traffic and that vehicles will be on the opposite side of the road compared to the UK Choose a route with minimal use of roads without a footpath. Brief young people on safety around roads and expected behaviour. Adults directly supervise crossing (one on each side of the crossing point). Use designated crossing points if possible. Leaders at the front and back of the group. Walk single file when on a road.	in the event of an accident, seek medical attention and ensure participant is accompanied at all times by members of the Leadership Team.			
Equipment							
E1	One or all Luggage lost in transit by airline		Every participant to carry a change of clothes in their hand luggage. Luggage labels and easily identifiable stickers to be put on contingent bags.	Luggage will be reported as lost, a member of the leadership team will call each day to enquire about the luggage. Clothes washing facilities are available in Country to wash out the clothes. Contingency Fund will be used, where appropriate and a claim will be made against the Insurance when the group returns to the UK			
E2	Participant has insufficient or inappropriate equipment.		Equipment will be checked prior to the trip via a <b>kit check session</b> and a verbal summary kit check will be undertaken on the morning of departure.	Use contingency monies to purchase any items needed.			
E3	Participant bags weigh too much at Airport check in		Bags will be weighed on the <b>kit day</b> to give participants an idea of how much they are taking, with instructions not to add further items (weight) or take something out. <b>On the morning a hand scale will weigh the bags as they go on the coach.</b>	Participants will take personal kit out of their luggage and leave it behind at Airport, London.			
E4	Passport lost or stolen		Take photocopies of all passports to Country, keep them separately from the passports. Keep passports for group together to ensure that none are on own. Keep in safe in hostel / hotel.	Speak to British Embassy and arrange new ones from the photocopy's taken.			
E5	Money lost or stolen		Remind participants of the importance of looking after valuables and ensure that they cannot be pickpocketed or don't leave their bags unattended unless there are in a safe/ secure place. <b>Ensure all participants know the insurance cash limit for the insurance before the departure day.</b>	Use Contingency Fund and claim against Insurance when contingent returns to the UK. Contingent Leader will ask participants to declare the amount of money they intend to take to Country on the morning of departure. If necessary, cancel access to financial products i.e. credit cards.			
E6	Bag or items are stolen		Remind participants to ensure all valuable items are secure at all times	Report to police. A claim will be made against Scout Insurance when the group returns to the UK. If necessary, cancel access to financial products i.e. credit cards.			
E7	Torn Luggage in transit		<b>Recommend that participants take strong cargo bags</b> and highlight the way that luggage maybe handled by baggage handlers	Repair, if necessary, distribute participant personal belongings amongst contingent luggage. If necessary, purchase new luggage or items from			

				contingency. Report any loss of items to the airline.			
Other Risk Areas							
OR1	Earthquake / Terrorist Attack / Civil Unrest		Ensure all health forms are filled in and appropriate insurance is undertaken. Complete TSA's Visits Abroad form to register and seek approval for travel.	Follow local procedures and report to the British Embassy for further advice. Advise UK Home Contact/Responsible Commissioner of the situation.			
OR2	Earthquake / Terrorist Attack / Civil Unrest prior to arrival		Keep an eye on foreign office advise. Ensure appropriate insurance is in place. Complete TSA's visits abroad form to register and seek approval for travel.	Seek Advice from the Foreign Office and Scout HQ, if necessary cancel the trip			
OR3	Air Disaster		Ensure all participants are aware that a flight safety briefing will be provided by Air Country cabin crew prior to departure from UK/Country (include example of this scenario in training programme).	Ensure all participants listen/take notice of aircraft safety briefing provided by airline Flight Staff. Contingent members to follow advice of cabin crew in event of a in-flight emergency. Home Contact aware of flight details and to track flights to advise of safe arrival of contingent at destination.			
OR4	Foreign office / HQ warn of travel to Country		Check Foreign Office Advice regularly and HQ prior to departure, complete TSA's Visits Abroad form to register and seek approval for travel.	If necessary, cancel the trip to safeguard the welfare of young people.			
OR5	Participant is arrested in UK or Country.		Ensure all health forms are filled in and appropriate insurance is undertaken. Complete TSA's PC Abroad form to register and seek approval for travel.	Contact UK/Canadian Authorities and try to secure release if not possible, ring Local Agent for assistance and hand over to the British Embassy on the participants behalf. Contact home contact and Scout Association			
OR6	Participant is separated from contingent (and potentially lost)		Issue all participants with emergency numbers to ring and 'I am lost card' in language of the Country, and ensure all participants are aware of what to do in this situation I.e. stay put or move to a known location to allow for repatriation with the rest of the contingent.	Retrace steps to locate contingent. Phone the participants phone number. If necessary, contact leadership team on emergency numbers. If necessary, , contact home contact, contact local agent and British Embassy. Where relevant, contact local Police to try and trace participants.			
OR7	Disagreements between participants or with the leadership Team		Contingent working in patrols/training weekends to strengthen relationships between participants. Code of conduct to be covered during training period and reinforced by discussion on respecting other contingent members. Leadership Team to be familiar with procedures of the Scout Association in regard to resolving disagreements.	Understand the cause of the disagreement and seek resolution. If necessary, limit contact between relevant parties to lessen the impact on the overall contingent.			
OR8	Inability to contact each other due to lack of mobile phone connections / unable to access mobile roaming service.		Use local agent to understand mobile coverage in Country. Limit itinerary (i.e. reduce/ remove visits to areas where there is no mobile coverage). Purchase contract extensions for mobile phone (leadership teams) to maximise signal coverage and limit costs in-country. Carry paper copies of all documents to allow access where no electronic copies (on the cloud) can be sourced.	In the absence of a signal, use local agents to support emergency communication channel. Ensure all members of contingent/drivers of vehicles are fully aware of the day's activities and key rendezvous points in the absence of mobile communication.			

OR9	Participant is caught carrying illegal substances or stopped at customs.		Make the participants aware of the <b>alcohol, smoking and drugs laws</b> in Country and that if caught it is their own responsibility.	Assess the situation - reason for barrier to entry will be given. If through no fault of their own, group will negotiate with officials or return home. If through participants fault (and over 18), group will enter plane & contact the British Consulate/Embassy on the participants behalf to repatriate the participant in the UK. Otherwise if under 18 leader will stay whilst British Embassy authorities arrive. Follow British embassy process.			
OR10	Participant doesn't have photocopy of medication and so medication is refused entry to plane.		<b>Ask for photocopy to be attached with health form</b> for first aiders. Complete TSA's PC Abroad form to register and seek approval for travel. Hold an electronic copy of the form as a backup for use in case of emergency.	Use the copy from health form with the first aiders, if not then negotiate with the authorities and try to replace medication in country.			
OR11	Participant mugged or physically assaulted		Participants will travel as a contingent during their stay in Country. Remind contingent members that whilst undertaking activities, they will be in public areas. Stress the importance of not engaging with strangers or visiting difficult areas.	If necessary, incidents will be reported to the UK Home Contact, Authorities and Scout HQ. If necessary, Contingency Fund money will be provided and claim against the Insurance will be made when the contingent returns to the UK. Seek medical attention if required and follow steps in medical risk section depending on injury.			
OR12	Participant doesn't turn up at designated meeting place in Country		Make sure all participants are aware of daily schedule and key timings during morning briefing. Set definite meeting places and times and stress the importance to participants of being on time and aware of the day's itinerary.	Wait for 1/2hr to see if they turn up. If missing contingent member fails to turn-up, follow procedures for a lost participant			
OR13	Participant is refused entry to Country.		Ensure all paper work is completed and all passports up to date with 6 months left on entry. Parental consent forms with required approvals in place. Travel to/from Country in Scout Uniform to ensure easy recognition of Scout members.	Reasons will be determined, if through no fault of their own, group will negotiate with officials or return home. If through participants fault (and over 18), group will enter plane & contact the British Consult/Embassy on the participants behalf to repatriate the participant in the UK. Otherwise leader will repatriate with young person if under 18			
OR14	Parental consent form is deemed incorrect by Country or UK Authorities on arrival.		Review content of the Immigration website/ resources prior to departure from the UK. <b>Take photocopies of parents passports and birth certificates to Country to support consent forms</b> , as necessary.	Seek advice further necessary from Immigration information sources/British Embassy. If individuals are refused entry, the contingent will make arrangement to return the participant to the UK.			
OR15	Documentation forgotten/lost on the morning of departure from the UK.		Ask for all documentation to be provided prior to departure from the UK. Check important documentation on morning of departure.	Speak to UK Home Contact to provide an electronic copy to group in Country via email. Request local agent to print a hard copy of the required documentation where necessary.			
OR16	Participant under age of 18 gets drunk.		Explain to the group that the laws of <b>Country state no drinking under 18</b> . A NO ALCOHOL policy is to be adopted for ALL MEMBERS of the contingent.	Contingent Leader will restrict participants to hotel and they will be accompanied at all times by the contingent leader or nominated representatives. Where the Contingent Leader believe sufficient risk exists, participants will be forbidden to undertake the activities.			

OR17	Participant gets caught up in Political demonstrations		Ensure all members of the contingent are aware of the importance of avoiding political demonstrations.	Remove all participants from the location as soon as possible. If involvement leads to needing medical assistance, follow procedures for medical treatment. If involvement leads to arrest follow procedures for arrest			
OR18	Participant is a witness to event in Country and required to stay by authorities for statement		Ensure that participants are aware of this possible situation and to contact a member of the Leadership Team in the first instance.	Ensure leaders stay with participant. Notify home contact. Use contingency to purchase additional flights, if necessary.			