



SKIP [Southampton] Health & Safety Risk Assessment

Please see 'Health & Safety Report Form Guidance' for assistance with completing this form. Please **DO NOT** edit the layout of this form.

Date: 23/12/18	Assessed by: Kerry Miller (Welfare and recruitment)	Validated by:	Location: Madagascar	Review date:
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The aim of this risk assessment is to identify all the hazards associated with project work and volunteer activities, their seriousness and likelihood, and measures to control the amount of risk.

Background

SKIP (Southampton) is a regional branch of SKIP (Students for Kids International Projects).

Health and Safety Objectives

The health and safety objective is for the project, and all activities within it, to be completed safely, and with all risks considered.

The project is based at (Madagascar) and the accommodation is based at (Fianarantsoa). All aspects of the project are considered in the risk assessment.

Environmental Hazards and Controls

(Include any information on environmental/climate risks noted on the FCO website e.g. average temperature, natural disasters)
The cyclone season in Madagascar normally runs from November to April. Dry season runs from April to October. The central highlands are cold and wet in May-October. The average temperatures from July-August are between 10c and 22c, therefore volunteers must make sure they are prepared for hot and cold weather.

Health Risks

- Outbreaks of plague tend to be seasonal and occur mainly during the rainy season, with around 500 cases reported annually
- Diseases transmitted by insects
- Diseases transmitted by contaminated food and water
- Altitude illness
- Sexually transmitted infections
- Illness related to temperature
- Road accidents

=Volunteers should have vaccines up to date for all UK recommended vaccines. Also should consider Typhoid, Hep A, Hep B, Rabies, TB. Malaria tablets should also be taken. Volunteers should seek advice from GPs.

As with all countries there are certain diseases that are more prevalent. The risk of these diseases is further detailed in the risk assessment/contingency plan. Each volunteer should contact their GP/travel clinic for advice before travelling. Volunteers are required to complete a health declaration form detailing their personal medical history. If the consent, this information will be shared with the group leader. It will also be available to the SOS team if required.

General Hazards and Risk Controls

Political situation:

There has been political instability since 2009 so the FCO advises to avoid all protests. Political demonstrations in the centre of Antananarivo are ongoing. Due to the possibility of violence at these events, you should avoid all protests and demonstrations, including those taking place in the area around Independence Square.

Recent incidents:

Road safety should be considered as there are many poor roads. Travelling ideally should not take place during the night due to the threat of attack.

Crime:

Crime, particularly robbery and theft is widespread in Madagascar. Be vigilant in the capital Antananarivo particularly in markets and busy areas.

Maintain a low profile while moving around the country. You're advised to use a recognised tour operator. You should monitor the local media closely for the duration of your visit.

Terrorism:

No recent history or terrorism although this can't be ruled out.

Local Laws and Customs:

In many parts of Madagascar, aspects of daily life are regulated by taboos, known as 'fady'. These vary from one region to another. Fady can range from forbidden foods to restrictions on clothing. Some areas subject to fady may be forbidden to foreigners. If you intend to visit remote areas, seek advice either locally - suggested counterparts.

Due to random police checks, you should carry your passport with you at all times. Always keep a photocopy of your passport, visa and insurance details somewhere safe, and leave further copies with family or friends in the UK.

Although homosexuality is not prohibited by law, public attitudes are less tolerant than in the UK and public displays of affection may attract negative attention.

The import and export of foodstuffs (including fruit), protected plants and animal products without prior permission is illegal. Removing protected plants (especially rosewood) and animals and animal products is illegal.

When leaving the country volunteers should be aware in what they are allowed to take out the country and items individual limits.

Means of communication:

All volunteers should have mobile phones with UK sims that will work in Madagascar or they should purchase Malagasy sims whilst out in the country. It is suggested that volunteers all have each others number. Committee will be on an on-call rota so volunteers can contact them.

All SKIP volunteers should have access to a working SKIP mobile phone whilst on project, for use in emergency. Volunteers will have an on-call rota for the branch and SKIP SOS. All SKIP Volunteers should provide a complete health declaration, NOK details, contingency fund declaration and DBS/PVG check.

Conclusion

The risks identified, along with their mitigation plans are within acceptable limits. This plan should serve as a focus for the detailed risk assessment. All volunteers should be briefed on any precautions that should be taken regarding everyday activities and specific tasks, but any unpredictable tasks should be individually risk assessed prior to engagement. All activities and risks are to be constantly reviewed and the local contacts consulted.

Task / Project Setting:

(Include stage of project, number of volunteers per wave, number of trained first aiders per wave, where they will be going, when and for how long)

Volunteers will be staying in host families in Fianar.

Wave 1 - volunteers (numbers tbc) - dates approx 17th June to 17th July

Wave 2 - volunteers (numbers tbc) - dates approx 27th July to 27th August

There will be two trained first aiders per group.

1.0 Risk Assessment

This Risk Assessment is a general SKIP risk assessment applicable to all projects. With all risks, the volunteers should follow the relevant contingency plan. **Each branch is required to insert all branch/project specific issues under the relevant sub-headings – PLEASE ENSURE ALL ADDITIONS ARE IN RED TEXT.**

Activity	Hazard	Person(s) in Danger	Existing Measures to Control Risk	Likelihood	Potential Seriousness	Result
TRAVEL RISKS						
In the airport	General accident e.g. trips and slips	SKIP Volunteers	<ol style="list-style-type: none"> 1. First aid kit carried by the health and safety lead. Ideally two volunteers per wave will be trained in first aid 2. Be careful and aware of the surroundings, remain calm and do not rush/run to places. 3. Be aware of the location of medical assistance in the airport should it be required. 	Moderate	Low	A
	Injury during heavy lifting of luggage	SKIP Volunteers	<ol style="list-style-type: none"> 1. Take care when carrying, lifting and storing luggage; when lifting heavy items bend at the knees keeping the back straight, and lifting with the back upright. 	Low	Moderate	A
	Flight delay/missed connection	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reputable flight companies. 	Low	Moderate	A

			<p>2. Follow the instructions of the airport and flight company until ready to board.</p> <p>3. Keep the group together until the flight has boarded and ensure everyone has a means of communicating with the rest of the group.</p> <p>4. Inform NGO and branch on call of late arrival.</p>			
	Unexpected late volunteer drop out	SKIP Volunteers	<p>1. Ensure that the group leader has the contact details of all the volunteers and their NOK.</p> <p>2. Branch should ensure that all volunteers are still intended to go on project before departure.</p> <p>3. If a member does not attend then the group leader should attempt to contact the volunteer and their NOK if they are unreachable.</p> <p>4. If unable to contact the volunteer, the group leader should notify branch on call.</p>	Low	High	A
	Lost baggage	SKIP Volunteers	<p>1. Contact airline and insurance company.</p> <p>2. Limit valuable/expensive items, and if necessary keep them in hand luggage.</p> <p>3. Use locks and luggage tags (with home and destination address).</p>	Moderate	Moderate	A

On the plane	DVT	SKIP Volunteers	<ol style="list-style-type: none"> 1. Remain well hydrated before and during the flight. 2. Remain mobile throughout the flight by taking walks around the plane and performing arm, leg and head exercises. 3. Wear flight socks, if advised by medical professional 4. Inform flight attendants if a problem occurs and seek medical assistance. 	Low	High	A
	Panic Attack	SKIP Volunteers	<ol style="list-style-type: none"> 1. Encourage volunteers to inform group leader if they have a fear of flying or experience claustrophobia. 2. Pre-book seating on plane to ensure volunteers are not sat alone. 3. Reassure volunteer and seek advice/medical assistance from flight attendants. 	Moderate	Moderate	A
	Hijack/ Terrorism	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reputable flight companies. 2. Remain calm and stay together. 3. Avoid confrontation. 4. Follow the instructions of the airline. 	Low	High	A
	Air Traffic Accident	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reputable flight companies 2. Follow the instructions of the airline 	Low	High	A

	Allergy	SKIP Volunteers	<ol style="list-style-type: none"> 1. Notify airline of any allergies / dietary requirements 2. If unsure on ingredients check with airline staff 	Low	Moderate - High	A
In project country i.e. road vehicle	Road Traffic Accident	SKIP Volunteers, CO, Driver	<ol style="list-style-type: none"> 1. Only use vehicles recommended by the CO. 2. If available, wear seatbelts when in the vehicle. 3. Use discretion and common sense when deciding the vehicle for example, avoid overcrowded vehicles. 4. Try to stay calm and account for all volunteers. 	Moderate	High	A
	Vehicle Breakdown	SKIP Volunteers, CO Driver	<ol style="list-style-type: none"> 1. Use reputable companies as advised by CO. 2. Carry water to prevent dehydration. 3. Stay in group and contact CO. 	Moderate	Low	A
	Vehicle Hijack	SKIP Volunteers, CO Driver	<ol style="list-style-type: none"> 1. Use reputable companies as advised by CO 2. Remain calm and un-confrontational. 3. Try to wait in a safe place for a taxi and do not get into one you haven't booked. 4. Avoid travel at night where possible. 	Moderate	High	A

	Taking the wrong bus	SKIP volunteers	<ol style="list-style-type: none"> 1. Use reputable, well known buses 2. Check routes before travel is made 3. Take advice from counterparts 4. Travel in groups 	Moderate	Low	A
	Theft whilst on bus	Ship Volunteers	<ol style="list-style-type: none"> 1. Keep valuables out of sight (use money belt) 2. Be vigilant at all times 3. Have appropriate insurance on all valuables 	Moderate	Moderate	A
On a train (not used)	Delayed Train	SKIP volunteers	<ol style="list-style-type: none"> 1. Use reputable companies as advised by CO 2. Seek advice from train station staff. 3. Inform CO of the delay. 	Moderate	Low	A
	Overnight Train	SKIP volunteers	<ol style="list-style-type: none"> 1. Use reputable companies as advised by CO. 2. Ensure belongings are kept with you at all times. 3. Stay in groups of 3+ volunteers. 4. Inform CO of travel plans. 	Moderate	Moderate	A
	Train Accident		<ol style="list-style-type: none"> 1. Use reputable companies as advised by CO. 2. Follow advice from train staff. 3. Stay in groups of 3 or more volunteers. 4. Contact emergency services if required. 	Low	High	A

On a boat/ferry (not used)	Sinking	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reputable travel companies when travelling by ferry; use discretion when choosing ferry by briefly assessing the condition and safety measures etc 2. Try to stay calm and account for all volunteers. 3. Follow instructions of crew. 4. Wear life jacket if available. 	Low	High	A
	Piracy	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reputable travel companies as recommended by CO. 2. Try to stay calm and account for all volunteers 3. Follow instructions of crew. 	Low	High	A
By bicycle (not used)	Cycling Accident	SKIP Volunteers	<ol style="list-style-type: none"> 1. Use reliable and functioning bicycle. 2. First aid kit carried by the health and safety lead. Ideally two volunteers per wave will be trained in first aid. 3. Wear a helmet. 4. Cycle on well known, safe routes. 5. Stay in groups of 3 or more volunteers. 6. Do not cycle at night. 	Moderate	Moderate	A
By Foot	Accident/ Injury	SKIP Volunteers	<ol style="list-style-type: none"> 1. First aid kit carried by the health and safety lead. Ideally two volunteers per wave will be trained in first aid. 	Moderate	Low	A

			<p>2. Be aware of the location of the nearest source of medical assistance and the nearest hospital.</p> <p>3. Be aware of the surroundings.</p> <p>4. Stay in groups of 3 or more volunteers</p> <p>5. Avoid high risk situations and stay in well known areas.</p>			
	Unwanted attention and confrontation	SKIP Volunteers	<p>1. Stay calm.</p> <p>2. When travelling always remain in a group of 3 or more volunteers.</p> <p>3. Do not visibly display expensive items or money.</p> <p>4. Avoid confrontation – for example avoid conversations about religion and politics.</p> <p>5. Stay in well known areas.</p> <p>6. If travelling into dangerous/high risk areas - ask the CO first and potentially get an escort.</p>	Moderate	Moderate	A
	Getting lost whilst travelling	SKIP Volunteers	<p>1. Travel in a group of 3 or more volunteers at all times.</p> <p>2. Make sure someone always knows where you are going and when you expect to return and stick to this plan.</p>	Moderate	Low	A

			<p>3. Carry a working mobile phone to contact the group and CO should you get lost and need to contact them at all times.</p> <p>4. Stick to well known areas and travel in the daytime.</p> <p>5. Know the address and area of where you are staying.</p>			
CRIME RISKS						
Crime	Mugging/ Theft	SKIP Volunteers	<p>1. Do not carry or display expensive items or large amounts of money on your person.</p> <p>2. Keep all money and valuables out of sight, preferably on your person e.g. waist belt</p> <p>3. Travel with a group of three or more volunteers at all times.</p> <p>4. Avoid travelling at night if possible but if essential, stay in well lit areas and carry a torch.</p> <p>5. Stick to well known areas.</p> <p>6. If attacked, avoid confrontation and do not resist.</p> <p>7. Report the incident to the local police and obtain a police report stating all the items stolen. This will need to be given to the insurance company on return to the UK.</p>	Low	High	A

			<p>Ensure photographic evidence of the site of lost/stolen goods.</p> <p>8. Inform CO and SOS to enable liaison with services</p>			
	Physical Assault	SKIP Volunteers	<ol style="list-style-type: none"> 1. Always travel in a group of three or more volunteers at all times. 2. Avoid travelling at night. 3. Make sure someone always knows where you are going and when you expect to return and stick to this plan. 4. Stick to well known areas. 5. Avoid confrontation. 6. Keep money/valuables hidden 7. Report incident to group leader, local authorities and SOS immediately. 	Low	High	A
	Sexual Assault	SKIP Volunteers	<ol style="list-style-type: none"> 1. Always travel in a group of three or more volunteers at all times, preferably with males present 2. Avoid travelling at night. 3. Make sure someone always knows where you are going and when you expect to return and stick to this plan. 4. Stick to well known areas. 	Low	High	A

			<p>5. Do not dress or act provocatively.</p> <p>6. Avoid confrontation.</p> <p>7. Always keep drinks with you at all times to avoid spiking.</p> <p>8. Report incident to group leader, local authorities and SOS immediately.</p>			
	Abduction/ Kidnapping	SKIP Volunteers	<p>1. Always travel in a group with at least 3 or more volunteers, preferably with males present.</p> <p>2. Avoid travelling at night.</p> <p>3. Make sure someone always knows where you are going and when you expect to return and stick to this plan.</p> <p>4. Stick to well known areas.</p> <p>5. Avoid confrontation.</p> <p>6. Inform the rest of the group, CO, SOS and local authorities if someone goes missing.</p>	Low	High	A
	Vulnerability due to drunkenness	SKIP Volunteers	<p>1. Always travel in a group of at least 3 volunteers at all times and with a male if possible.</p> <p>2. Do not dress or act provocatively.</p> <p>3. Avoid confrontation.</p>	Low - Moderate	Moderate - High	A

			<p>4. Always keep drinks with you at all times to avoid spiking.</p> <p>5. Limit consumption of alcohol to avoid making yourself vulnerable to accidents or attack.</p> <p>6. Drink plenty of water.</p> <p>7. If drinking, ensure you are in a safe well known place.</p> <p>8. Always have a plan for how you are getting home at night and carry contact details for accommodation.</p> <p>9. If an accident or attack, return to the accommodation and notify group leader. At least two volunteers should remain with the person at one time.</p>			
	Illegal drug use	SKIP Volunteers	<p>1. SKIP Volunteers should not buy, transport or ingest any illegal substances.</p> <p>2. If required, seek medical attention.</p>	Low	Moderate	A
	Imprisonment of SKIP Volunteer	SKIP Volunteers	<p>1. Adhere to all local customs and try not to do anything to offend.</p> <p>2. Wear acceptable clothing and behave in a manner appropriate to their culture.</p> <p>3. If confronted by the police stay calm and avoid confrontation.</p>	Low	Moderate	A

			<p>4. Notify the project leader, if you can, of your imprisonment.</p> <p>5. The project leader should notify SOS and the embassy of the imprisonment and follow their guidance.</p>			
ACCOMMODATION RISKS						
Accommodation	Theft	SKIP Volunteers	<p>1. Stay in groups of at least 3 volunteers in secure accommodation.</p> <p>2. If possible lock valuable belongings with padlock. Have a lock on personal suitcases. Lock the doors of accommodation when out and at night. Where appropriate keep valuable items on your person.</p> <p>3. Report to the police. Give as many details as possible such as time span/those involved.</p>	Low	High	A
	Risk of electrocution / unsafe plug sockets	SKIP Volunteers	<p>1. Take as little electrical equipment as possible. Do not use non-essential electrical equipment. The sockets may not be able to cope with high voltage. Take care especially if near water.</p> <p>2. If required, seek medical help. Other volunteers should not approach until the danger is cleared.</p>	Low	High	A
	Animals & insects (rats, fleas, mosquitoes etc.)	SKIP Volunteers	<p>1. Do not leave food uncovered. Keep windows and doors closed.</p>	Moderate	Moderate	A

			<p>2. Appropriate vaccinations for all required illnesses specific to the country</p> <p>3. Take precautions such as insect repellents, long sleeve tops, mosquito nets and malaria tablets if required (see FCO for advice)</p> <p>4. If required, seek medical advice</p>			
	Privacy & Safety	SKIP Volunteers	<p>1. Ensure facilities at your accommodation are lockable with appropriate privacy e.g. no low rise windows in bathrooms.</p> <p>2. Lock the door, if you require privacy.</p> <p>3. Inform the group leader and accommodation staff if an incident occurs.</p> <p>4. When using outside toilets/showers travelling in at least pairs and be vigilant</p>	Moderate	Moderate	A
	Fire	SKIP Volunteers	<p>1. Use accommodation recommended by CO.</p> <p>2. Do not use naked flames in accommodation.</p> <p>3. Ensure awareness of fire escape routes.</p> <p>4. Inform accommodation staff and call local emergency services.</p> <p>5. Check all volunteers are at fire meeting point.</p>	Low	High	A

VOLUNTEER HEALTH RISKS						
Health	General illness	SKIP Volunteers	<p>1. Carry hand sanitizer.</p> <p>2. Appropriate vaccinations and preventative measures e.g. anti-malarials, as per FCO/Nathnac advice.</p> <p>3. First aid kit carried by the health and safety lead. Ideally two volunteers per wave will be trained in first aid.</p> <p>4. All volunteers should receive project and country specific training, including health and safety training.</p> <p>5. All volunteers should attend a travel clinic/GP before project.</p> <p>6. If the volunteer gives consent, all health issues are made known to group leaders before the trip so appropriate planning can occur. Volunteers should supply their own medication.</p> <p>7. Get vaccines as advised by GP/travel nurse</p>	Moderate	Moderate	A
	Burns/Scalds	SKIP Volunteers	<p>1. Take care when handling hot equipment when preparing food.</p> <p>2. Run burn under cold water for at least 10 minutes.</p>	Moderate	Moderate	A

			<p>3. First aid kit carried by the health and safety lead. Ideally two volunteers per wave will be trained in first aid.</p> <p>4. Seek medical attention.</p>			
	Eating undercooked/contaminated food e.g. typhoid, hepatitis A, food poisoning	SKIP Volunteers	<p>1. Wash hands before and after eating and when preparing food.</p> <p>2. Avoid food that comes out of display cabinets as it may have been there for some time.</p> <p>3. Visit restaurants recommended by CO.</p> <p>4. If experiencing symptoms - remain hydrated, drink plenty of fluid and use rehydration sachets. Use anti diarrhoea tablets such as loperamide only when absolutely necessary. If symptoms persists for more than 3 days seek medical help</p> <p>5. Get vaccines as advised by GP/ Travel nurse</p>	Moderate	Moderate	A
	Contaminated water e.g. cholera	SKIP Volunteers	<p>1. Only drink bottled or purified water.</p> <p>2. Don't have ice in drinks.</p> <p>2. Avoid eating raw food that may have been washed with contaminated water.</p> <p>3. Always carry a personal supply of water.</p> <p>4. If required, consider taking water purifying tablets.</p>	Moderate	Moderate	A

	Open Wound	SKIP Volunteers	<ol style="list-style-type: none"> 1. Clean wound thoroughly with water. 2. Seek medical attention – particularly if wound has come into contact with soil or manure, or caused by an animal bite, as the volunteer may require treatment for tetanus. 	Moderate	High	A
	Allergy/ Anaphylaxis	SKIP Volunteers	<ol style="list-style-type: none"> 1. If the volunteer gives consent, all health issues and allergies are made known to group leaders before the trip so appropriate planning can occur. Volunteers should supply their own medication 2. Avoid food that you are allergic to and ask if in doubt. 3. Provide small card with allergy details translated into local language. 4. If required, seek medical assistance. 	Moderate	Moderate	A
	Exhaustion/Stress/ Homesickness	SKIP Volunteers	<ol style="list-style-type: none"> 1. Support each other to spot any problems or emotional changes early 2. If a change is noted then report concerns to the group leader and appropriate support can be offered. If there are concerns about the group leader, contact SOS. 3. Provide a safe space on project for volunteers to have some quiet time alone if needed. 	Moderate	Moderate	A

			4. Daily group debrief.			
	Mental Health Illness	SKIP Volunteers	<p>1. Support each other to spot any problems or emotional changes early</p> <p>2. If a change is noted then report concerns to the group leader.</p> <p>3. Provide a safe space on project for volunteers to have some quiet time alone if needed.</p> <p>4. If required, medical or psychiatric help should be sought.</p> <p>5. If the volunteer gives consent, the group leader will be made aware of any previous mental health issues.</p>	Low	High	A
	Sunstroke/ Heatstroke	SKIP Volunteers	<p>1. If possible, keep out of the midday sun (between 11am and 3pm). Keep covered-wear a hat and sunglasses. Use high factor sun cream (minimum SPF 20).</p> <p>2. Keep well hydrated.</p> <p>3. If heatstroke is suspected, move to a cool, shady area and call for medical attention if required. Sponge in cold water/ fan patient and re-hydrate.</p>	Moderate	Moderate	A
	Dehydration	SKIP Volunteers	<p>1. Carry personal supply of water.</p> <p>2. Seek medical attention if required.</p>	Moderate	Moderate	A

	Fainting/ Collapse	SKIP Volunteers	<p>1. Ensure volunteers are not subjected to excessive standing/ working, especially in heat.</p> <p>2. Lie volunteer on their back with knees elevated and feet flat on floor. Place a cool, damp cloth on forehead and rehydrate. Encourage them to stay lying down and rest. Seek medical assistance if required.</p>	Low	Moderate/High	A
	Seizure	SKIP Volunteers	<p>1. If the volunteer gives consent, all health issues are made known to group leaders before the trip so appropriate planning can occur. Volunteers should supply their own medication</p> <p>2. There should be at least two first aiders per wave.</p> <p>3. Seek medical assistance</p>	Low	High	A
	Hypothermia	SKIP Volunteers	<p>1. Ensure volunteers are living and working in dry, warm environments. Be aware of the signs of hypothermia.</p> <p>2. Seek medical attention and keep volunteer warm with blankets etc.</p>	Low	High	A
	Insect Bites (risk of malaria, dengue fever, sleeping sickness – dependent on project country)	SKIP Volunteers	<p>1. Wear long sleeve clothing; check clothes, sleeping bag and footwear before use.</p> <p>2. Use DEET insect repellent and a mosquito net at night. Cover self at night.</p>	Moderate	Moderate - High	A

			<p>3. Be aware of NaTHNaC advice on bite avoidance before travelling.</p> <p>4. Seek medical assistance if required</p> <p>5. Take malaria tablets as prescribed</p>			
	Animal bites (risk of rabies)	SKIP Volunteers	<p>1. Avoid contact with wild animals.</p> <p>2. All volunteers should have required vaccinations for project country</p> <p>3. Seek medical attention immediately</p>	Low	High	A
	Blood borne virus exposure	SKIP Volunteers	<p>1. Volunteers should receive required vaccinations (as per GP/Nathnac/FCO country advice)</p> <p>2. Ensure all volunteers have health and safety training</p> <p>3. Avoid contact with blood and bodily fluids where possible. If unavoidable, always take protective precautions such as gloves.</p> <p>4. All volunteers should have access to a first aid kit</p> <p>5. Ensure any open wounds are properly dressed.</p> <p>6. Avoid unprotected sexual contact.</p> <p>7. If concerned that an exposure has occurred, seek medical attention and contact insurance company for possible post exposure prophylaxis. Exposure is defined as "A percutaneous injury (e.g., a</p>	Low	High	A

			needle-stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluids that are potentially infectious" (sourced from US Centre for Disease Control). While waiting for medical attention, wash the site of exposure thoroughly.			
	Water born parasite infection e.g. schistosomiasis	SKIP Volunteers	<ol style="list-style-type: none"> 1. Be aware of the places with contaminated water when travelling and avoid swimming in the water. 2. Seek medical attention if required. 	Low	Moderate	A
	Sexually Transmitted Infections	SKIP Volunteers	<ol style="list-style-type: none"> 1. Avoid unprotected sexual contact 2. Seek medical attention if unprotected sexual contact occurs 	Low	High	A
	Death	SKIP Volunteers	<ol style="list-style-type: none"> 1. Avoid high risk and life threatening situations. 2. Follow all safety rules and guidance given to you and stated in this document. 3. Follow any health and safety guidance group leaders or CO may give to you whilst on project 4. Be careful and look after yourselves and others. 5. In the event of a death of a volunteer all activities must be stopped, the embassy 	Low	High	A

			<p>should be contacted and their instructions followed.</p> <p>6. The rest of the group and SOS should be informed.</p>			
MEDICATION						
	Medication Side Effects	SKIP Volunteers	<p>1. Discuss any medications with GP before leaving for project to ensure supply and minimise complication risk</p> <p>2. If required, seek medical assistance</p>	Low	Low	A
	Loss of medication	SKIP Volunteers	<p>1. Details of all medications being taken by volunteers should be kept written down.</p> <p>2. All medication should be stored in a safe and accessible place.</p> <p>3. If the volunteer is unable to access more medication and the risk is high or life threatening without it then the evacuation procedure must be carried out.</p>	Low	Moderate	A
LOSS OF BELONGINGS						
Loss of belongings	Loss of Documentation	SKIP Volunteers	1. Always make photocopies of all important documentation, including passport, insurance details and identification documents. Take a hard copy with you and keep it in a safe place away	Low	Moderate	A

			<p>from the originals and leave a hard copy at home with your NOK.</p> <p>2. Keep a list of all contact details in case any of these documents are lost. i.e. know the number to call if a debit card is stolen to cancel it.</p> <p>3. Inform the group leader and the necessary companies e.g. banks, DVLA. If the passport is lost then contact the embassy and follow their guidance as to the next steps.</p>			
	Loss of money	SKIP Volunteers	<p>1. Ensure that you do not carry around large sums of money at any given time on your person.</p> <p>2. Keep money in a secure place out of sight e.g. in a waist belt</p> <p>3. Do not flash money about in public.</p> <p>4. Try to keep money in a bank account where the necessary amount can be withdrawn as needed or traveller's cheques that can be refunded if lost or stolen if necessary.</p> <p>5. Take photos of site of lost money for insurance and police if necessary.</p>	Low	Moderate	A
COUNTRY SPECIFIC RISKS						

	Civil Unrest/ Terrorism	SKIP Volunteers	<p>1. Check the FCO website before travelling to ensure there have been no changes to the advice given about travelling to the country.</p> <p>2. Do not travel if the FCO advises against travel to the project country.</p> <p>3. Contact the British embassy if there are signs of civil unrest whilst you are out on project and follow their instructions.</p> <p>4. If required, you may have to evacuate the country safely as soon as possible before any harm can occur. The SKIP Contingency fund is available in the case.</p>	Low	High	A
	Natural Disaster	SKIP Volunteers	<p>1. Check advice and warnings from FCO and other sources before travelling.</p> <p>2. Be aware of the nearest medical assistance and hospital to where you are staying.</p> <p>3. Contact embassy in the event of a disaster and follow their instructions.</p> <p>4. Evacuate the country safely as soon as possible before harm can occur.</p>	Low	High	A
SAFEGUARDING ISSUES						
	Child protection incident	SKIP Volunteers	1. Ensure that all volunteers are trained in child protection in order to be able to	Low	High	A

			<p>recognise an incident when it occurs and what to do about it.</p> <p>2. Contact SOS trustees immediately</p>			
PROJECT SPECIFIC RISKS						
Project Specific Risks	Injury on project	SKIP Volunteers, children, community members	<p>1. All volunteers should be trained in basic health and safety awareness</p> <p>2. A first aid kit should be carried at all times. Ideally two volunteers per wave will be trained in first aid</p> <p>3. At least two volunteers should be with the children at all times as well as someone from CO who can interpret if necessary.</p>	Low	Moderate	A
	Break down of communication between CO and Volunteers	SKIP volunteers, children, community members	<p>1. Volunteers should contact branch committee or national for support</p>	Low	High	A
	Teaching already known/ inappropriate	Children, Community members	<p>1. Establish knowledge at the start of the project - talk to teachers and counterparts</p> <p>2. Consider local customs</p> <p>3. Have alternative activities planned</p>	Moderate	Moderate	A
	Disagreements between volunteers	SKIP Volunteers	<p>1. Any noticeable changes in behaviour should be addressed quickly</p> <p>2. Everybodys ideas should be considered</p>	Moderate	Moderate	A

			<p>3. Daily / weekly debriefs should occur</p> <p>4. Branch committee to be contacted</p>			
SOCIAL ACTIVITIES						
Social Activities	Injury/Accident	SKIP Volunteers	<p>1. All volunteers to purchase adequate travel insurance prior to project</p> <p>2. Reputable companies should be used when booking any social activity</p> <p>3. Volunteers to stay in groups of 3 or more</p> <p>4. Medical attention to be sought if required</p> <p>5. Appropriate clothing should be worn</p>	Low	Moderate	A

Key

L – Low; **M** – Moderate; **H** – High; **T** – Trivial risk; **A** – Adequately controlled, no further action necessary; **N** – Not adequately controlled, actions required; **U** – Unable to decide, further information required.

Please see ‘Health & Safety Report Form Guidance’ for further information regarding the above key.

GENERAL ACTION PLAN

Hazard	Further Action Required	Assigned to	Deadline
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2.0 Primary Prevention & Advice

This section has been written in order to detail the existing measures SKIP (Southampton) have in place in order to carry out a safe project and to prevent risks and hazards from occurring. It is important to note that this information is given as advice/guidance; SKIP (Southampton) volunteers are treated as individual travellers and as such are responsible for their own health and safety.

2.1 Documentation

Volunteers must complete and submit all mandatory forms prior to attending project. These include:

- Health declaration
- Volunteer agreement
- NOK information form

Any information provided will be treated as confidential and held according to the data protection act. The information provided will help us to ensure that each volunteer is adequately prepared and that any existing conditions are highlighted should a problem occur on project. These forms will be available online and links to them will be provided to volunteers.

It is important for volunteers to take individual responsibility for their own documentation, including:

- Passport
- Insurance details, policies & 24 hour emergency number for the insurance company
- Flight details
- Contact details
- Contingency plans (as shown in 4.0)
- VISA
- Itenary

Photocopies should be made of all documentation in case the originals are lost or stolen. A copy should be given to the NOK in the UK and an additional copy should be taken on project. Photocopies should be kept away from the original documentation; preferably by another volunteer on project. Volunteers should also take 2 passport-sized photographs in order to assist the British consular should a volunteer's passport go missing.

If any of this documentation gets lost, the volunteer should have all the necessary contact details available in order to replace the lost items e.g. the overseas contact details for the bank if a debit/credit card is stolen.

2.2 First Aid Equipment

Volunteers should be equipped with a full first aid kit. These can be purchased easily and the volunteer is responsible for ensuring all its contents are up-to-date.

The designated first aiders will carry a first aid kit for the whole group, however this is only to be used during SKIP related work or when there is inadequate/insufficient supplies in a volunteer's individual kit. SKIP (Southampton) cannot take responsibility for ensuring there are enough first aid supplies for every volunteer; each volunteer should be responsible for ensuring they have all the equipment they need should they require it. SKIP (Southampton) first aid kit will not include any medication.

It is the responsibility of the designated, trained first aiders to ensure there is a first aid kit present at all times. Those trained in first aid should help where necessary to deal with any minor injuries. The health & safety officer for the group should ensure the contingency plans outlined in section 3.0 are followed should an injury/incident occur.

2.3 Medication

Volunteers are responsible for ensuring they bring adequate supplies of medication for their own personal use. We recommend that each volunteer takes a supply of at least the following medication:

- Malaria tablets, painkillers, ibuprofen, antihistamine creams, antidiarrheal agents, constipation tablets, oral rehydration therapy, motion sickness tablets, cold and flu tablets.

If a volunteer is taking prescribed medication, they are responsible for ensuring they have adequate supplies of this for the duration of the trip. They should also bring the prescription with them, in case the medication is misplaced or stolen. If any controlled drugs are prescribed, care should be taken to ensure that they are legal in the project country.

All medications should be kept in their original containers and stored safely.

2.4 Medical Services

Provide details of the location of the nearest healthcare services and nearest hospital in your project country. Also include Medevac details if appropriate.

Ambulance number: 117

The British Embassy recommends the following medical facilities:

Hopital Principal Fianarantsoa (Public Hospital) Fianarantsoa Telephone: +261 (0) 20 75 937 42

This company has told us the following things: It's a private facility, They are affiliated to the Ministry of Health, You need to pay for treatment, Specialisation including Emergency, Surgery, Maternity, Laboratory, Staff speak Malagasy and French

Marie Stopes International Fianarantsoa Propriété Tsarafaritra XVIII TF 4251 Ampasambazaha Fianarantsoa Telephone : +261 (0) 34 07 500 38 / +261 (0) 34 02 306 79

This company has told us the following: It's a private facility You need to pay for treatment, Specialisations in vital health services, medical consultation, maternal and child healthcare, family planning, sexual and reproductive healthcare, and STI counselling, Staff speak Malagasy and French

Docteur Marianne SOLANGE (General Practitioner) Villa Eucalyptus Isaha Pres du Lycee Rene Cassin Fianarantsoa Telephone : +261 (0) 32 02 258 85 / +261 (0) 20 75 505 60

This company has told us the following things: They have some English speaking staff, It's a private facility, They are affiliated to the Ministry of Health, You need to pay for treatment Staff speak Malagasy, French and some English

Dr Herinjanahary Christian Lewis RANDRIANOTAHINA (Ophtalmologist) Clinique d'Ophtalmologie SALFA Fianarantsoa Telephone: +261 (0) 20 75 914 99

This company has told us the following things: It's a private facility, They are affiliated to the Ministry of Health, You need to pay for treatment, Staff speak Malagasy and French

Volunteers will be informed of the above information prior to project and these details will be readily available whilst on project.

It is important that volunteers seek appropriate medical advice well in advance of departure for project; particularly regarding vaccination and general medical/health advice. It is the responsibility of the volunteer to ensure they adhere to all advice given.

2.5 Training

All volunteers must meet all training requirements as laid out in the SKIP Bylaws section 12.2 prior to attending project. SKIP (Southampton) will provide the necessary training and it is the responsibility of the volunteers to ensure that they attend. Failure to attend may result in the volunteer being unable to attend project.

2.6 Insurance

Volunteers are individually responsible for acquiring adequate insurance to cover them for all activities during their trip, including international volunteering and any personal activities they wish to do. The volunteer should inform the insurers of any existing medical conditions. Volunteers should ensure they read the full details of their policy to confirm they are comprehensively covered and keep additional copies of the information, as detailed in section 3.1. SKIP is not liable for any extracurricular activities which the volunteers may choose to participate in. We strongly advise that volunteers purchase insurance from a UK provider, to ensure evacuation to the UK if required.

2.7 Money

Volunteers are responsible for ensuring they have enough money to support them for the duration of the trip; this should include additional funds in case of emergency. Volunteers are advised to liaise with the Branch Committee regarding currency and recommended ways of taking money on project. It is often best to take money in varying forms (e.g. card and cash) to ensure back up is available if one form is lost/stolen.

Money should not be carried in large amounts and should be kept hidden in public. Any money carried on a volunteer's person should be kept in a safe, secure place in mind of pick-pocketing and any money left in the accommodation should be in stored in a locked, safe place.

2.8 Responsibilities & Checklist for Volunteers

The following is a checklist and summary of what has been detailed above. This is to ensure all measures have been taken to prepare volunteers for project.

- ✓ Complete and submit all mandatory forms (including health declaration, volunteer agreement and NOK information form) prior to project.
- ✓ Attend all mandatory training events run by your Branch Committee prior to project.
- ✓ Seek appropriate medical advice prior to project.
- ✓ Buy adequate insurance for the duration of your trip.
- ✓ Make copies of important documentation and give to appropriate people in the UK and on project.
- ✓ Be aware of local healthcare services and nearest hospital on project.
- ✓ Take all necessary documentation on project, including 2 passport-sized photographs.
- ✓ Take contact details to replace lost documentation on project.
- ✓ Take individual, up-to-date, complete first-aid kit on project.
- ✓ Take recommended and prescribed medication on project; as well as a copy of any prescriptions.
- ✓ Take enough money, including additional emergency funds, for the duration of the trip.

- ✓ Stay in groups of a minimum of 3 people at all times on project.
- ✓ Ensure they have a working mobile phone that can be used in the project country

To reiterate, it is essential that volunteers take responsibility for their own health and safety whilst on project. This checklist is by no means comprehensive and serves only as a guide covering the health & safety aspects of the project. Each volunteer should ensure they read the volunteer handbook before project and contact their Branch Committee with any queries.

3.0 Contingency Plans

The aim of these contingency plans is to positively modify adverse events as they, and after they, have occurred. These contingency plans will be reinforced during Health & Safety training and taken on project for quick reference. They are labelled green, amber and red in reference to the seriousness of the incident. **NC/Trustee SOS will complete incident forms which will be used to conduct a root cause analysis of each incident.**

Green Incidents

Incidents where you may like assistance, but do not threaten the long-term welfare of the volunteers or the project

- Minor changes to interventions
- Minor financial queries e.g. money transfers
- Flight delay

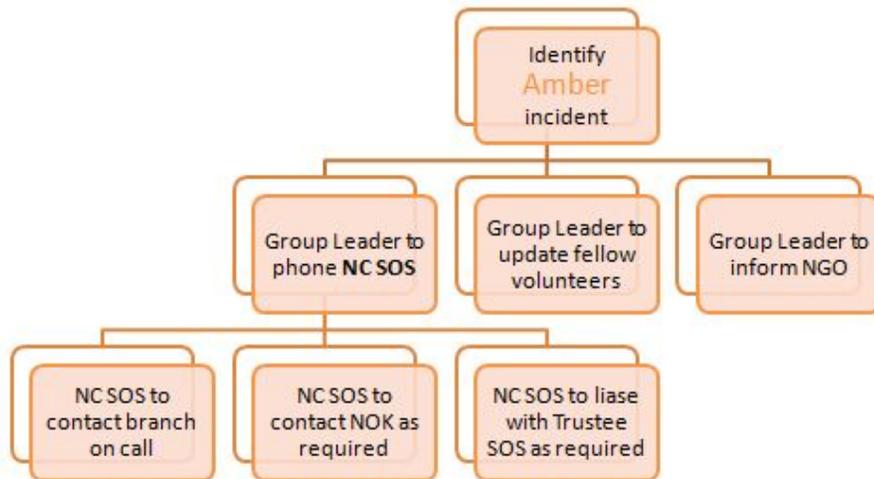


Amber Incidents

Incidents where there is a possible threat to volunteer safety or project viability

- Volunteer illness/injury
- Airline strike/collapse

- Disagreement with NGO/community
- Unrest in project group
- Volunteer drop out whilst on project
- Intervention failure
- Major financial problems e.g. emergency funds required

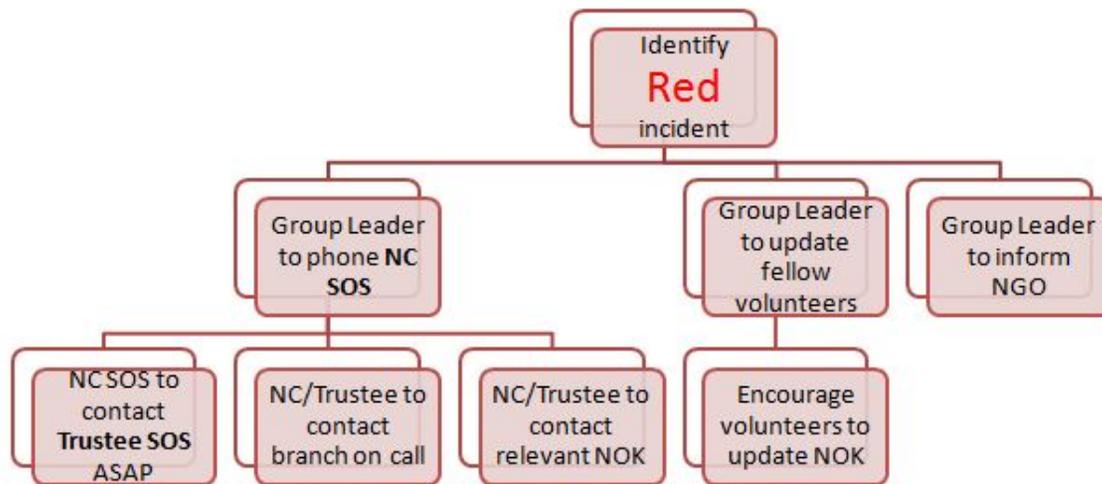


Red Incidents

Incidents where there is a threat to the safety of the volunteer(s), or serious and imminent threat to the project's future. Includes any time where use of the Contingency Fund may be necessary.

Note, if it is a child protection incident, please contact Trustee SOS directly.

- Child Protection issue
- Physical/sexual assault
- Mental health issue
- Infectious disease outbreak
- Natural disaster
- Civil unrest



4.0 Contact Details

Branch Committee:

Isabel Mitchell: iem1g15@soton.ac.uk, 7880610030

Martha Hawkins: Mhh3g15@soton.ac.uk, 7712272289

Chloe Rippington: cr1g17@soton.ac.uk, 7557416549

Marie Haddad: mh7g17@soton.ac.uk, 7766156214

Alice Soteriou: as18g17@soton.ac.uk, 07554440528
Lydia Oliveira: lco1g16@soton.ac.uk, 07852523097
Kerry Miller: kjm2g17@soton.ac.uk, 07707721616

British Embassy:
British Embassy Antananarivo
Ninth Floor Tour Zital
Ravoninahitriniarivo Street
Ankorondrano
Antananarivo 101
Madagascar
Email: beantananarivo@moov.mg
Phone: (Enquires) +261 (0) 2022 33053 (Assistance -24 hours) +261 2022 33053

NGO Office (***Ny Tanintsika***):

Address:

Samantha Cameron MBE

Ny Tanintsika

BP 1345

Fianarantsoa 301

Madagascar

Email: sam@feedbackmadagascar.org

Phone: 00 261 207551243 or 00 261 324052738

Emergency services: The GOV.uk provide the following numbers if you need emergency medical assistance during your trip. You should contact your insurance provider promptly if you are referred to a medical facility for treatment.

Ambulance/Police: 177 (from a mobile phone)

Fire service: 188 (from mobile phone)

Police station: Antananarivo: +261 202222735 Fianarantsoa: +261 207594375

SKIP SOS Contacts

NC SOS number 05603641231
Trustee SOS number 05603641543
NC Skype username - skip.summer
SOS email - sos@skipkids.org.uk