

The aim of this guide for risk assessment is to provide some information on the different type of hazards you and fellow university friends who could be exposed to. This is not comprehensive and would need more assessment to how these hazards may affect you and your team members.

You or the leader needs to complete the risk assessment diligently.

Control measures have not been included in this guide. If the risk of the hazards are likely, then you need to put the hazards on the risk assessment form and evaluate this with appropriate control measures, who to be assigned the task and when the controls should be completed. The measures should reduce the consequences and/or the likelihood of occurrence.

If after assessment, the risk is still high, you should discuss this with SAO before submitting to Dean of Students for his final decision. OHS may be consulted for a second opinion.

Suitability of Place			
Questions	Hazards	Yes/No	Actions to be taken
Familiarity of Location	<ul style="list-style-type: none"> • IS the terrain steep such that members are likely to fall more than 2 meters? • Are there river bed or water obstacles above knee level? • If water crossing is above waist level, any strong undercurrent within the area? Any sudden drop in contour? • Is the water free of any dangerous microorganism/bacteria, chemicals or other animals such as leeches? 		<p>Avoid</p> <p>Slippery surface. Non-slip shoes. Use of hiking stick or safety rope?</p> <p>Avoid.</p> <p>Check. Avoid if necessary. If unsure, persons with open wound should have additional protection. First aid requirement.</p>
Change in topography of the area	<ul style="list-style-type: none"> • Has the area changed significantly since you visited the last time? • Any likelihood of flash flood in such area? 		<p>Check with local tour guides. Check web.</p> <p>Avoid low lying areas. Precautions taken if heavy downpour.</p>
Availability	<ul style="list-style-type: none"> • Do you need a licence, permit or permission from the local authority before you start your activity? • Confirm the area is available (at least 6 hours before hand). • Is there safety warning been issued for the area to be used for the activity? • Have you checked the weather forecast during period of stay at location which may affect your risk assessment? • Are there any available covers/shelters for taking refuge from lighting & thunderstorm or overnight stay (if caught unexpectedly). Shelters should be protected by lightning devices. 		<p>Check with local tour agencies.</p> <p>NEA website checks. Have contingency of other activities. Planned delays.</p> <p>Take note of precautions for lightning strikes example tall trees and possible jungle/bush fires (in dry weather). Where can be a safe haven for overnight stay?</p>

Approach	<ul style="list-style-type: none">• Is the safe approach location available?• Is there any need of authorization needed to use access road or parking of vehicle?• Is the gathering area/point for alighting or boarding safe (i.e. traffic heavy, insufficient space)?• Is the lighting condition suitable and sufficient?		
Emergency	<ul style="list-style-type: none">• Is there suitable emergency access in event of a life threatening issue?		
Forest and grass patch	On prolong dry days, is there any warning or likelihood of bush fires during the season?		

Suitability of Transportation (Local)			
Questions	Hazards	Yes/No	Actions to be taken
Condition of Vehicle(s)	<ul style="list-style-type: none"> • Is / Are vehicle(s) in good working condition(s) or alternatively hired from a reliable source? • Is the vehicles properly licensed? • Are there suitable numbers of emergency exits in each vehicle? Availability of Fire extinguishers or first aid? • Is the vehicle capacity sufficient for the group? (No standing allowed). Are several vehicles needed as a convoy? • Is speed limit for vehicle properly stated? 		<p>Avoid choosing public vehicles or unlicensed operatives.</p> <p>There must be at least two exits and these are cleared of obstacles.</p>
Driver (s)	<ul style="list-style-type: none"> • Is the driver/co-driver licensed and experienced and familiar for the route(s)? • If the journey is more than 4 hours, is there a co-driver or a stop over of at least 45 minutes? Are stopover properly communicated? • Are maps detailing routes available? 		
Load	<ul style="list-style-type: none"> • Are there loads limits to luggage? (Handcarry or cargo). Will these give rise to manual handling problems? • Are loads secured? Bulky? 		
Convoy Travelling	<ul style="list-style-type: none"> • Is there a proper communication between vehicles? 		

Overnight or short stay accommodation			
Questions	Hazards	Yes/No	Actions to be taken
Familiarity of Location (either within a building, or outdoors stay)	<ul style="list-style-type: none"> • Is the place of stay in a dangerous location a) prone to social related problems like robbery, arson, riots, bandits, or b) physical problems such as landslides from steep hills? • Is there safe water supply for drinking or cooking • Proper sanitation available? • If in a building, are there emergency exits and are these blocked. Are escape routes shown at the back of doors. Any fire sprinklers? Fire escape signs? • If in a natural disaster prone zone, are safety precautions taken e.g. mud slides, earthquakes, flash floods. 		
Permission	<ul style="list-style-type: none"> • Have proper authorization been obtained for outdoor accommodation? • Have building owners for school halls or community buildings approved for the use for accommodations or activities? In such cases, have safety and emergency rules been clearly laid out? • Are there precautions for lightning for outdoor accommodation? 		
Paid accommodation	<ul style="list-style-type: none"> • Are there sufficient rooms booked and have all the payments been made and advance receipts or confirmation obtained? 		

Medical Coverage			
Questions	Hazards	Yes/No	Actions to be taken
For local activities	<ul style="list-style-type: none"> • Is there an emergency vehicle available? Is there a medical facility available nearby (30 minutes)? • Are emergency numbers of the medical facility made known? • Have all participants taking part in any demanding physical activities given NOK contact number in event of emergencies? • Is the emergency post made known to all participants? 		
Approach	<ul style="list-style-type: none"> • Is the staging area suitable for parking of the ambulance or emergency vehicles (for strenuous activities)? • Is/Are the driver(s) of the emergency vehicle(s) know a) direct route and b) an alternative route to the hospital or medical clinic? 		
Marshall(s)	<ul style="list-style-type: none"> • Are there sufficient marshals and wardens to ensure safety of participants? • Have marshals been instructed what to look out for? • Are marshals given brightly colour vests with reflectors to identify themselves? • Are they positioned so as not to cause harm to themselves or others? 		
First Aiders	<ul style="list-style-type: none"> • Are there trained first aiders in the group? • Will basic first aid equipment be carried? • Will medication (either oral or topical) be included? If yes, please check with members of the group for specific allergies. Ensure medication is within 3 months of expiry dates and the packaging is not damaged. • For any traveling for outdoor activities, use of motion sickness bag may be necessary. 		

Marshalls			
Questions	Hazards	Yes/No	Actions to be taken
Marshall(s)	<ul style="list-style-type: none"> • Are there sufficient marshals and wardens to ensure participants are well? • Have marshals been instructed what to look out for? • Are marshals given brightly colour vests / clothing or with reflectors to identify themselves. • Are they positioned so as not to cause harm to themselves or others? • After nightfall of poor visibility, are marshals been given touch lights to warn both participants and oncoming traffic? 		

Weather & Its Effects			
Questions	Hazards	Yes/No	Actions to be taken
For local activities	<ul style="list-style-type: none"> • Plans (either delay or cancellation) for lightning and storm? • Possibility of flash flooding in low laying areas? • Slippery roads and footpaths, especially in forested areas? • Vegetation fires in very dry seasons? • Nightfall or dusk activities in heavy vegetation areas. (Carry torch lights or whistles as phones may not be useful with low signals). • Intense sunlight and heat. 		
For overseas activities	<ul style="list-style-type: none"> • All the above. • Gales and strong wind. • Earth tremors / Earthquakes. • Tidal waves. • Visibility (Smog/Haze). • Wild fires and very strong winds. • Rapidly changing weather conditions (within one hour). 		

Temporary Works to building and structures			
Questions	Hazards	Yes/No	Actions to be taken
For local activities including tents	<ul style="list-style-type: none"> • Is the structure more than 100 persons. If yes are these secured and put up by reputable company? • Are structures blocking any fire escape doors, fire fighting appliances or fire engine hard stand area? Will structure inhibit safe access of any emergency vehicles? • Are there suitable and serviceable fire extinguishers placed at every 15m? • No fire or heat generating equipment are used in all such temporary structures (including high energy lamps or the use of any flammable substances, food warmers excepted). • Has authorities' approval been obtained, if required? Is the structure at least 10m from the nearest building? 		
Banners and Backdrop	<ul style="list-style-type: none"> • Ensure no banners are placed such that it can be dislodge by wind? • Are any banners hanging from any fixed fire fighting appliances such as fire pipes or sprinklers? • Any Backdrop? Is backdrop firm? 		
Staging	<ul style="list-style-type: none"> • Is structure suitable for the maximum anticipated load (persons plus equipment) plus activities intended (example dancing would require stronger support compared to choir singing). • Is the stage wide enough for performance? Are there at least TWO accesses to and from the stage? • Is staging free of any tripping hazards such as loose carpeting, kinks. • Are edges of stages clearly demarked? 		

Power Tools and hand tools	<ul style="list-style-type: none"> Any use of power tools? Are persons using these (a) have the required licence (example explosive tools) (b) properly trained and (c) have the necessary PPE to prevent injuries. 		
Housekeeping	<ul style="list-style-type: none"> Is the housekeeping been done every day to minimize hazards? 		
Ladders	<ul style="list-style-type: none"> Are all the rules for safe use of ladders and working at height been disseminated? 		
Fire Extinguishers	<ul style="list-style-type: none"> Are these readily available? Are these in working condition? (must be suitable for ABC fires). Are there sufficient persons trained to use fire extinguishers? 		
Use of pyrophoric	<ul style="list-style-type: none"> Risk checked with proper authorities? 		

Safe Use of Electricity			
Questions	Hazards	Yes/No	Actions to be taken
Overloading	<ul style="list-style-type: none"> • Has precautions been taken to ensure there is no overloading? • Only approved equipment is used in the area? • No more than one extension can be used each line? No parallel tapping allowed. • Water proof plugs and sockets are used in open? • Under cover, no electrical plugs will come into contact with water or rain. • Are wires properly secured above man-height or secured (e.g. tapes or cable protectors) firmly on the ground to prevent tripping? 		
Electrical connections	<ul style="list-style-type: none"> • Only licenced worker are used to connect the wirings and done in compliance with local guidelines CP88). 		
Generators	<ul style="list-style-type: none"> • Are licensed commercial electricity generators being used? • IS area properly cordoned off? • Is the exhaust of the generators directed away from any air-condition or ventilation inlets? • If power is drawn from buildings, are the wiring done by licensed electrician? Approval from owners sort? 		

Manual Handling, including luggage and sports or cultural activity props.			
Questions	Hazards	Yes/No	Actions to be taken
Handling	<ul style="list-style-type: none"> • Is there substantial handling over 20kg (man) and 15 kg (ladies)? • Is this repeated often? (say more than 10 times in one hour) • Is lifting above eye level required? • Is distance of manual handling more than 400m? • Is the object bulky? Will it hinder the sight during handling? • Are there suitable handles to assist lifting? 		
Mechanical Lifting devices	<ul style="list-style-type: none"> • Are apparatus or machinery used to assist lifting? If yes, are these certified and in good condition? • Are persons using these lifting devices trained and have the proper licence? (e.g. forklifts or aerial platforms) • Are there riggers and lifting supervisors deployed for such lifting by machines? 		
Lifting	<ul style="list-style-type: none"> • Are proper barricades and warning place around lifting areas and traffic (especially pedestrians) stopped? 		
Packing	<ul style="list-style-type: none"> • Are equipment (particularly electronic equipment) adequately packed for the travel (against drop and water ingress)? • Are batteries removed from the compartment before packing? • Is declaration needed either in transit or at the final destination? • Is the luggage properly identified? • Can the luggage be locked but able to be opened for immigration verification • Can packed equipment be lifted or carried? • Insurance? 		

Physical Activities			
Questions	Hazards	Yes/No	Actions to be taken
Hydration Plan	<ul style="list-style-type: none"> • Participants properly hydrated before event / activities. • If possible ensure participants are warmed up for the event. • Are there sufficient numbers of water points? • Are there Supply & re-supply of water or other drinkable fluid for mass? 		
Attire & Footwear	<ul style="list-style-type: none"> • Proper & appropriate attire & footwear for the safe participation? 		
Special Identification/Marking of Participants	<ul style="list-style-type: none"> • Identification of less proficient / weaker / higher risk participants in potentially risky event, e.g. swimming, cycling, etc. • Are there any night marking for individuals? 		

Briefing and Commencement			
Questions	Hazards	Yes/No	Actions to be taken
Briefing on the Conduct of Activities & Safety Plan	<ul style="list-style-type: none"> • Briefing to cover Preparation, Execution & Recovery phases • Detail briefing to organizers, helpers & Workers • Detail briefing to participants 		
Special Safety Arrangement / Instructions	<ul style="list-style-type: none"> • Accounting of personnel before, during & after conduct of activities • Health check & declaration of participants before & after activities • Buddy system for participants 		

Beach or River side Activities			
Questions	Hazards	Yes/No	Actions to be taken
Danger from Tides	<ul style="list-style-type: none"> • Do you know the high water times? • Do you know the weather e.g. rainstorm, lightning? • How fast is the tide water • Marshall look-out with audible alarms? 		
Attire & Footwear	<ul style="list-style-type: none"> • Proper & appropriate attire & footwear for the safe participation? 		
Swimming	<ul style="list-style-type: none"> • Is swimming allowed? • Is it safe - microorganism and sea creatures. • Sudden drops anticipated? • Undercurrents? • Boat lanes? 		
Wandering or lost	<ul style="list-style-type: none"> • Periodic Checks? Buddy system. • Are out-of- bound areas clearly marked e.g. rock cliffs or private property? 		
Walking on beach	<ul style="list-style-type: none"> • Any sharps on beach e.g. broken glass, old tin cans, sharp stones? • Any feaces? 		
Sunstrokes	<ul style="list-style-type: none"> • Headgear protection. • Hydration plans. • Symptoms of heat strokes communicated to participants. 		

Rock Climbing			
Questions	Hazards	Yes/No	Actions to be taken
Leader	Is leader must be trainer rock climber suitable for the activity?		
Equipment	Are all equipment - ropes and carabina etc - checked? Is rope free of kinks? Is rope free of oil stained?		
Harness	Is body hardness checked and in good condition? Are all the participants thought how to out on harness correctly?		
Helmet	Is helmet checked and in good condition? Are all the participants taught how to put on helmet correctly and chin strap tightened?		
Anchor Lifeline	Is anchor for safety line well secured?		
Animals	Risk of snake bite, hornet, wasps & wild animal attack.		

Air Travel			
Questions	Hazards	Yes/No	Actions to be taken
Fit For Travel	<p>Are all members has clean bill of health?</p> <p>Any considerations for members with special 'challenges' and 'needs'? (G6PD, asthma, high blood pressure, allergies)</p> <p>Members with motion sickness?</p>		
Human Issues in country of destination or transit	<p>Are any of these situations likely to happen in the period of travel of political concern:</p> <p>Civil unrest?</p> <p>Terrorism?</p> <p>Hostage? (particularly if other nationalities in the travel group)</p> <p>Muggings/ robbery?</p> <p>Kidnap/ abduction?</p> <p>(Note: It is advisable to refer to travel advisory from Ministry of Foreign affairs Singapore or various embassies of the would be travelers)</p> <p>Any foreseeable issues in social issues; Culture (customs, dress, religion, political tension)?</p> <p>Language/ communication?</p> <p>Legal differences?</p> <p>Prohibited items?</p> <p>Stress (lack of family support)?</p>		
Climate & Geology	<p>Have you consider:</p> <p>Extreme Dry Weather/ intense sun?</p> <p>Monsoon/ high humidity?</p> <p>Oxygen deficiency (altitude difference)?</p> <p>Smog?</p> <p>Tidal extremes?</p> <p>Storms/ typhoons?</p> <p>Avalanche/ Landslide?</p> <p>Adequate clothing due to the above:</p> <p>Sufficient clothing? (raincoat)</p> <p>Updated local maps detailing travel routes available? Compass?</p> <p>Seismic activities - Earthquake, Volcano, Tsunami.</p>		

Animals	Are there know venomous animals or insects at the destination? Are there known anti-venom at local medical centres? Rabies injection needed?		
Food & Drink	Allergies? Food poisoning? Clean water? Some High Energy fast food? (chocolates). (NB - Some countries prohibit food or drinks, other than personal medication).		
Water and Soil	Diseases? (diarrhoea, tetanus) Pollution? Radiation?		
<u>Task</u>	Stress (excessive schedule)? Accommodation problems? Transport (competent drivers, terrain, suitability & maintenance of vehicle)? Electricity (compatibility of equipment, safety standards)? High hazard work (permit to work required)?		
Lost	In event the group is separated, has clear instructions been given meeting up? Is key contact person been assigned (both local base and with the group)?		
Health Immunisation	Diseases & parasites? (Lyme's disease; malaria; rabies; leptospirosis; yellow fever; tapeworms; sleeping sickness; Hepatitis A; cholera; polio; typhoid; dysentery). Have you check with HPB advisory on immunisation to the countries.		
I n the Aircraft	<ul style="list-style-type: none"> • Have instruction been given to read emergency plans and know the locations of emergency exits? • Precautions given for Deep Vein Thrombosis? • Does leader knows of the assigned seats of all members? 		

Ferry and open boat			
Questions	Hazards	Yes/No	Actions to be taken
Lost / Abduction	<ul style="list-style-type: none"> ◆ Ensure ferry is local government approved and is sea worthy (doubtful at times) ◆ Explanation of ferry rules prior to boarding. ◆ Muster points to be pointed out prior to sailing and location of meeting. ◆ Pairing if possible - buddy system. ◆ For boats, make sure boats are “sound” and sea worthy. 		
Falling overboard / drowning	<ul style="list-style-type: none"> ◆ No inappropriate or at risk behaviour on deck e.g. climbing barricade for photo opportunity. ◆ No running. ◆ No deck activity in rough wind conditions. ◆ For simple sampans, life jackets or flotation devices needed. 		
Sea sickness	<ul style="list-style-type: none"> ◆ Sick bags must be provided & easily located. ◆ Persons prone to travel sickness should either; (a) take approved medication in time for journey or (b) wear wrist bands or other alternatives that help prevent sickness. ◆ Inform group members that watching the horizon can help reduce the effects of sea sickness. 		
Alcoholic drinks	<ul style="list-style-type: none"> ◆ No alcohol on short trips. 		
Minor Injuries	<ul style="list-style-type: none"> ◆ Hold onto firm railing if boat is rocking. <p>First aid available?</p>		
Capsizing	<ul style="list-style-type: none"> • Instruction if boat capsized. • Exit routes. • Survival techniques, e.g. whistles, light beacons. 		

