



Risk Assessment

	Team Leader	Dates of trip: Generic Risk Assessment			
	Venue	Number on team			
	Date modified				
Hazard (level of the danger)	Risk (likelihood of happening)			Effect (amount of damage)	
3 Major (e.g. death, major injury or illness)	3 High (nearly certain to happen)			3 High (all team members effected)	
2 Serious (e.g. significant injury or illness)	2 Medium (frequently happens)			2 Medium (some team members effected)	
1 Slight (e.g. minor injury or illness)	1 Low (unlikely to happen)			1 Low (one team member effected)	
	0 NA				
Assessment score = Severity of Hazard x Likelihood of Occurrence x Effect of Occurrence					
Type of Incident	Hazard	Risk	Effect	Assessment Score	Methods for minimising risk
Habitat For Humanity Building site					
Injury - general					H&S signage and whole group briefings. Appropriate usage of PPE.
					Site inspection before every session, especially at start of day.
					Watch for 'heroes' who may try to do too much
					Identify first aiders, and locations of first aid locations, packs. If injury beyond first aid, ACE Assistance
					Maintain mobile communication across site
					Inoculations up to date
Back injury					Demonstrate lifting techniques
Injury from holes					Volunteers to dig no more than 3 feet
Electrical injuries					Volunteers to only used fixed electrical tools that have been checked by Team leader
					Electrical water pumps to be isolated from volunteers
					Fixed electrical items only to be used after training, with

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					suitable PPE, and after a specific risk assessment. Equipment without safety guards removed not to be used.
Fall injuries					Scaffolding to be in good condition with grab rails, kick boards and properly anchored
					Unsuitable scaffolding not to be used.
					Ladders to be in good condition, properly based and tied at the top as appropriate
					Volunteers not to work on areas where there are not scaffolding platforms below. (E.g. not over eaves).
Trip injuries					Site tidiness briefing, and site tidying activities.
Caustic burn injuries					Signage, site briefing, PPE
					Avoid all contact with creosote and unknown chemicals
Asbestos					Not used on Habitat For Humanity sites
					If used on a nearby site will need to assess risk of asbestos coming into volunteer work environment and withdraw volunteers if necessary.
					Sometimes found as shards in foundation soil. If there are just a few shards they can be carefully removed, but if shards are found in every shovel full, volunteers to disengage from moving digging, moving soil.
Demolition					PPE, H&S Briefing, site supervisor present throughout the demolition
Other risks					Produce specific risk assessment and control measures for particular sites
Air Travel					
air accident					Travel with reputable airline. Briefing through orientation manual
Travel in single engine aircraft					Reputable carrier (e.g. MAF), prior approval from Habitat For Humanity GB

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Deep vein thrombosis					Briefing via orientation Manual, travel stockings
Roads					
Injury whilst travelling by road					Habitat For Humanity GB to brief host coordinator on vehicle requirements. H&S group briefing including mandatory use seat belts when fitted. Pre-arrange comfort breaks. H&S group briefing on the use of pickups. H&S group briefing on walking on roads.
Injury whilst travelling by night					As above but with added vigilance. Reduced speed if required.
Accommodation					
Injury in accommodation					Habitat For Humanity GB to brief host coordinator on hotel/guest house requirements. Accommodation to be assessed in relation to risks of fire and security. In particular, door locks, fire equipment available and maintained, and fire exits not blocked. H&S group briefing, including assembly point in case of fire. TL to take and utilise smoke alarms Whole team to check and report back issues.
Health					
Flare up of existing medical condition					Team member's orientation pack advising participants to bring medication with them. First aid. In case of medical intervention needed, ring ACE Assistance for advice and intervention.
Heat exhaustion/dehydration					Nominate 'water monitors' to call water breaks frequently. Caution people about not covering up, lack of head cover. Remind re-application of sun screen. Watch for people over-exerting. Rotate jobs. First aid – re-hydration sachets

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Sickness & diarrhoea					Anti-bacterial hand wash provided on site and participants advised to bring own supplies.
					H&S Briefing on need for stringent personal hygiene. Emphasise food eating rules – Ice, Salad, uncooked food. Avoid 'street food' unless advised by Host. Eat-out in recommended restaurants. Be alert to the effect that diarrhoea has on other medications. First Aid. ACE Assistance.
Tropical/local illness					Appropriate vaccinations and anti malarials, H&S briefing on need to take medication and early signs – headache, aching joints for example. ACE Assistance.
Swine Flu					Appropriate vaccination's when available, H&S Briefing on the need for attentional to personal hygiene, ACE assistance, Nominate a flu friend if needed to keep infected members away from rest of team.
					Flu friend - PPE especially P2 or 3 Mask (min) and gloves from the first aid kit, and eye protectors.
Drunkenness					H&S Briefing – and possibility of denying access to site if the person is likely to be of a danger to themselves or to others.
Wild or contagious animals					H&S briefings aimed at preventing bites. If bitten immediately contact ACE Assistance.
Security					
Theft					H&S briefing provided by host country. ACE Guardian if incident. Consular services.
Personal security, physical attack					H&S Briefing by host coordinator.

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Relational breakdown					Consider changing sleeping allocation. Re-think job allocation to move from confrontation. TL not mention 'Sending Home' until all other possibilities are exhausted and consultation has taken place with Habitat For Humanity GB
Rest and recreation - this section is the least predictable and will need the most work					
Injury during recreational activities					H&S Briefing
					Specific risk assessments - e.g. football on rough or coral ground
					If contact sports, retire anyone with broken skin (on either team)
split teams activities. E.g. some members take a tour, others go shopping.					H&S briefing
					Selection of low Assessment Score activities
					Communication capacity maintained (mobile phones)
					Nomination of a responsible team member to each group
Cultural activities (not all trips will have these activities - some trip will have other activities for which other assessments will be made)					
General safety					Reputable trekking company
dehydration					Ensure adequate supplies of water
Injury					First aid kit to be carried at all times, means of communication with base - mobile or other
					Produce specific risk assessment and control measures for particular cultural activity as required
Tsunami (not all trips will have this risk)					
General safety					H&S Briefing
					Evacuation routes
					Awareness of warning alarms
					Pre-planned route
					Means of communication (in sealed bag)