



Risk Assessment and Audit in Croatia 2027

Risks when travelling – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Travellers stomach problems	L	M	Make sure students are briefed to wash hands and to not share bottles. Report problems to site manager. Method: Check this is included in pre-arrival briefing material sent to students		
Theft, mugging, violence & personal security before/after research sites	L	L	Participants who will stay in a hotel whilst in the city and will be briefed on how to reduce the risks. Valuables should remain “off display” at all times, and participants should not walk out alone at night and avoid remote areas of the city. Participants will be briefed on ensuring they lock their room doors overnight and when they leave the room. Method: Check this is included in pre-arrival briefing material sent to students		
Dehydration	M	M	All participants are informed that dehydration is a significant risk at all times when in the expedition country. They should be informed that they should drink 3 litres of water per day. For any treks, participants should carry sufficient water supplies, 2 litres, for the duration of the trek and the trek leader should stop regularly to rest and check for signs of dehydration. Method: Check with site manager that this was included in welcome briefing		
Being injured from traffic	L	M	All participants told of dangers of the busy roads. Everyone should walk heading into the traffic and on sidewalk rather than road. Method: Check this is included in pre-arrival briefing material sent to students		

Transfers & vehicles: Cars, buses, trucks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Lack of management control increases risks of collision or other incident	L	M	Ensure there is an English-speaking transfer supervisor for each journey. This person should have a mobile phone and be able to contact each of the drivers travelling on any transfer. They should also ensure the drivers are always briefed (see below), and that vehicles travel in convoy with at least one transfer company supervisor per group of vehicles. Method: Interview person in charge of supervising transfers		
Vehicles attacked	L	H	Travel to take place during daylight and on main roads wherever possible. Method: Schedule of bus transfers done during daylight hours		
Passengers becoming sunburned or rained on during the journey	M	M	All participants to be told to keep limbs inside the bus and to wear sunscreen on any vehicles which have open-air areas. If raining participants are advised to stay in the indoor areas. Method: Interview person in charge of supervising transfers		
Participants unprepared for length of journey or relevant risks	L	M	Ensure transfer briefing is given before any transfer. This should include as a minimum: The length of the journey, the approximate times of any breaks, what to expect during breaks in terms of relevant risks and where is “off limits” (e.g. browsing other shops or leaving without telling a chaperone), and what should be accessible during the journey (e.g. water or medication). Method: Interview person in charge of supervising transfers		
Inappropriate or lack of insurance	L	L	Ensure supplier holds relevant motor insurance to satisfy national requirements. This is a contract requirement.		

			Method: Check with Drustvo 20000 milja and FOKA		
Inexperienced driver increasing risk of accident	L	H	Ensure driver has more than 3 years' relevant experience. Method: Check with Drustvo 20000 milja and FOKA		
Driver unaware of safety requirements	L	M	Ensure the driver has committed to meet their obligation to comply with national vehicle regulations relevant to the journey e.g. for licensing, speed limits, weight of vehicle, number of passengers etc. and have been briefed on our safety requirements (see below). This is a contract requirement. Method: Check with Drustvo 20000 milja and FOKA		
Tyres not able to support emergency braking	L	H	Ensure that each tyre has visible tread in the central part of the tyre all the way round, and that there are no clear irregularities such as bulges. Method: Check with Drustvo 20000 milja and FOKA		
Lack of comfort on journey	M	L	Ensure that all passengers have a seat (not including floor space) if the journey is longer than 1 hour. Method: Interview person in charge of supervising transfers		
Lack of space on journey	M	L	Ensure that luggage is stored in a separate area of the vehicle or does not prevent passengers from being in a comfortable sitting position on journeys longer than 1 hour. Method: Interview person in charge of supervising transfers		
Participants becoming lost during travel	L	H	If using multiple vehicles, ensure that they travel in convoy or there is one transfer supervisor (who has a mobile phone and can contact each of the drivers) per group of vehicles. Method: Interview person in charge of supervising transfers		
Driver not following safety requirements	L	H	Ensure that the driver drives carefully and within the speed limit, does not use their phone whilst driving, and stops at least once every 4 hours in order to prevent fatigue.		

			Method: Interview person in charge of supervising transfers		
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Transfers and vehicles: Boats – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Lack of management control increases risks of incidents	L	M	All participants are fully briefed on where they can travel or site within the boat, location of lifejackets and toilets (if any), and expected journey time. Contact information to be shared between those on transfers and Opwall staff for any issues. Method: Interview person in charge of supervising transfers		
Vessel sinking or capsizing	L	H	All boats used for transportation to be registered with the relevant port authorities. Captain to have method for communication with rescue services. Lifejackets to be available for all participants (except on dive or snorkel trips). Passenger boats to have radio communications or mobile phone communications with the shore. Method: Check with Drustvo 20000 milja and Correct Diving		
Passengers suffering sunburn, dehydration or heat-stroke	M	M	Transfer manager to make sure that sufficient drinking water is available, and that participants are told to wear sun block if outside. Patients to be checked on arrival to base for any consequential medical issues. Method: Interview person in charge of supervising transfers		
Passengers suffering sea sickness	M	L	Participants to be advised to bring travel sickness medication and reminded to take it, if desired, prior to the journey.		

			Method: Interview person in charge of supervising transfers		
Falling whilst boarding	L	L	Participants to be advised to board one person at a time. If using a gangplank ensure that there is an option for participants to board without their luggage and it be passed to them once they are onboard. Method: Interview person in charge of supervising transfers		

Water Margins – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Inappropriate supervision	L	M	Complete assessment pro-forma to establish level of supervision required. Method: Interview site manager		
Beach/lakeside activities (including leisure time on the beach)	L	M	Ensure appropriate supervision is in place (see pro-forma). Do not enter water if there is poor weather, or are strong tides or current that could cause participants to be drawn out to sea or to a dangerous area (e.g. rocks or coral). Give a safety briefing to highlight any out-of-bounds areas. Method: Check with site manager that this was included in welcome briefing		

Terrestrial risks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Participant becoming lost	L	H	All groups must sign out when leaving the camp using whiteboard system and if the group does not return on time then contact will be attempted with the group and if this is not possible a search and rescue team will be organised. No participant to leave the camp site area unaccompanied. Method: Direct observation of white board sign out/in, and check that groups have been briefed		
Safety and security of participants and personal belongings	L	H	Valuables should not be left lying around. Opwall staff members will always be present in the terrestrial camps. Method: Check with site manager that this was included in welcome briefing		
Participants poorly equipped or with a lack of fitness to cope adequately with the forest conditions	L	M	Participants are fully briefed prior to the start of any walks and check they have the appropriate equipment with them. New participants will be watched carefully for signs of exhaustion and to adjust the distances covered according to the fitness levels. Training sessions given to students prior to expedition to ensure they are fully prepared for conditions on site. Method: Interview project leaders to check that this information is included in their briefings		
Lack of communication	M	M	Ensure regular check-ins with the marine sites (Silba and Krk) are being completed and that WhatsApp is set up for being used during transects away from camps. Method: Interview site manager		
Lack of hygiene increasing risk of disease	L	M	Hands should be washed regularly before eating using hand washing facilities provided on site. Kitchen facilities whilst on site should be		

			kept clean and food categories (e.g. meats, vegetables etc.) are prepared separately. All tables on site are cleaned with spray at least once a day and dishes washed thoroughly. Method: Interview site manager		
Allergic reaction to food	M	H	All participants to submit dietary and allergy information prior to the expedition. Where allergies are serious (e.g. severe nut allergies), no trigger foods to be prepared or served whilst the relevant participant is on-site (e.g. a total nut ban). Method: Interview site manager		
Medical problem for participant	M	M	All medical details are provided by all participants before the expedition and reviewed by country manager and expedition medics. First aid trained staff always available during the expedition and always within close proximity of medical facilities. Sites have adequate medical supplies for stabilising any patients needing to be transferred to a hospital. Method: Interview site manager and check first aid kit.		
Need for emergency evacuation	L	H	Vehicles always available for emergency evacuation from field sites. Full evacuation plans in place for extraction to local medical facilities. Method: Direct observation of vehicles on site and evacuation plans posted		
Falling down steep slopes, hole or tripping on slippery surfaces	M	H	All participants must stick to designated paths in the forest along which any potential hazards are roped off. All participants must use head/hand torch during night time surveys and cave visits. Method: Interview project leaders to ensure that the transects are safe		
Snake bite	VL	H	Only herpetologists will handle snakes and venomous species should not be brought to camp to show participants. All participants should wear long baggy trousers and walking boots when walking through the forested areas.		

			If snake bite was to occur then response is to apply a light pressure bandage, immobilise the patient and evacuate them to hospital. Method: Check that this is included in welcome briefing		
Wolf attack	L	H	All participants to travel in groups in the forest. Staff will move group away if wolves, or recent evidence of, are in vicinity. Chance of this type of incident is extremely low. Method: Interview site manager		
Small mammal or bat bite	L	H	Only participants who have received rabies injections to be allowed to handle bats and small mammals. Any participant or staff member bitten by a bat to be given booster rabies injections. Method: Interview site manager		
Reaction or disease from insect or arachnid bite	L	M	Participants with strong reactions to insect/arachnid bites identified prior to expeditions, and instructed to carry EpiPen with them. Participants to wear long trousers and closed-toed footwear whilst in forested areas and long grass. Method: Interview site manager		
Local fauna and flora	M	M	Trek leaders to walk at front of group and identify any major insect hives and ensure groups avoid these areas. All participants should check their shoes before putting them on. Participants will be briefed on any risks from flora or fauna. Method: Check with site manager that this was included in welcome briefing		
Fire	L	VH	Smoking is not permitted anywhere inside the forest except in designated areas. All participants should be fully briefed on this regulation and are trained in evacuation procedures. No smoking allowed in any tent, hammock, building or local houses. Method: Check with site manager that this was included in welcome briefing		

Visits to caves	L	M	Participants are only allowed in caves if they are wearing appropriate kit (hard hats, head torch, survey attire). Method: Direct observation of cave briefings, and check participants before departure.		
Injury or danger encountered when being inside caves	M	H	If there is any potential danger or a participant is feeling unsafe, the cave visit will be stopped immediately and the whole group will take the safest route out. If there is an injury, severity assessments will be taken, if the patient can move the group will leave the cave or the group will split and call for immediate help and inform basecamp. Method: Staff have been trained on procedures before leading participant groups.		

Marine risks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Need for emergency evacuation	L	H	Vehicles always available for emergency evacuation from field sites. Full evacuation plans in place for extraction to local medical facilities. Method: Direct observation of vehicle and evacuation plans posted		
Injury or danger encountered when wandering around the town	L	M	Camp manager must be informed of any groups leaving site and when they are due to return. All trips off site should be in groups of at least two people. Method: Check with site manager that this was included in welcome briefing		
Fire	L	H	No smoking allowed within buildings or during science sessions and only in designated smoking areas for those allowed to smoke. All		

			participants should be fully briefed on evacuation procedures. This applies to electrical devices too such as vapes or e-cigarettes. Method: Check with site manager that this was included in welcome briefing. Direct observation of fire extinguisher		
Lack of hygiene increasing risk of disease	L	M	Participants sleep in dorm rooms or tents separate to flushing toilets and showers and will be briefed on the importance of washing hands thoroughly before meal time and after bathroom or survey. Method: Check with site manager that this was included in welcome briefing		
Insufficient communication facilities	L	H	Emergency phone charged and kept with a copy of emergency numbers. Method: Direct observation of emergency communications		
Volunteers leaving camp unaccompanied	M	M	If volunteers want to leave camp outside of survey/activity time they must go in groups of 4 and take mobile phones and the contact details of the site manager. They must share their live location with the site manager via WhatsApp, and return to camp at an agreed time. They also must stay on the designated paths around the camp. Method: Direct observation of white board sign out/in, and check that staff and groups have been briefed		
Safety and security of participants and personal belongings	L	H	Valuables should not be left lying around. Opwall staff members will always be in and around the on-site accommodation. If accommodation has lockable rooms then this should be done at night and whilst rooms are unoccupied. Method: Check with site manager that this was included in welcome briefing and that security is in place.		
Stepping on urchins	L	L	Urchins are present in marine sites which can be accidentally touched upon entry to water or near rocky parts. Dive booties are to be worn by participants entering water.		

			Method: Direct observation by relevant staff member supervising water activities.		
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Diving & Snorkelling – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation and Assessment Methods	Assessment Method	Compliance (Action to be taken if not compliant)
Injury caused by falling tank	L	M	All tanks should be laid down when they are not being held or tied securely if being handled or transported. Method: Direct observation during kit-up		
Inappropriate pre- dive check	L	H	Buddy dive equipment checks to be done for all divers prior to entering the water and these to be checked by supervising dive staff. Method: Direct observation of pre-dive safety check		
Becoming separated whilst diving	M	H	All divers receive a full briefing about the times, dive profile, possible currents and what to do in the event of becoming separated. Method: Direct observation of pre-dive safety check		
Lack of supervision during dive training	L	H	All dive trainers in the water at a ratio of 1 Dive Instructor and 1 Dive Master per 8 students. Dive instructor or dive master to remain close to group and monitor group at all times. Method: Check logs of dive groups		
Lack of supervision during dives	L	M	All qualified divers in the water with a Divemaster per 6 students. Dive instructor or dive master to remain close to group and monitor group at all times. Extra staff are organised if group size requires it. Method: Check logs of dive groups		
Lack of surface cover for divers	L	H	For boat dives: boat to maintain visual contact with dive groups on the surface and to have sufficient oxygen, trained personnel in oxygen delivery and a First Aid kit. All dive professionals to be briefed to make every effort to surface as near to the boat as safely possible. Shore		

			dives to always have a sign out system where an alarm is raised if the group are not back on time. Method: Interview dive ops manager to make sure all staff have been trained and briefed accordingly		
Are all divers checked to ensure they have not exceeded 18m depth, maximum dive time of 50 minutes, stopped at 5m for 3 minutes and have 50 bar/700psi remaining in the tanks at the end of the dive?	L	M	The boat roster is completed pre-dive with starting air and post-dive with final air, time, safety stop check and max depth for all dives. Method: Direct observation of dive logs, and direct observation of pre-dive briefings		
Lack of understanding signals	L	L	Some dive professionals will use different signals, so it is important that a standard is kept for all. Briefings given prior to dive and ahead of first time diving. Method: Direct observation of pre-dive briefings		
Injury or Illness during snorkelling	L	M	All snorkelers to be wearing a wetsuit or rash vest and short to protect from the sun. All participants briefed on dangers of local flora and fauna. Method: Direct observation of pre-snorkel briefings		
Injury during snorkelling from boats	L	L	Clear briefings on designated snorkelling areas and need to stop and check for boats every few minutes. Method: Direct observation of pre-snorkel briefings		
Becoming lost while Snorkelling	L	L	All snorkelers must sign in and out and be covered by a staff member (see below). Snorkellers should always remain in pairs. Method: Discuss with manager of activities to check that supervision meets standards		
Lack of supervision for snorkelling groups	L	M	Depending on the location this may be shore cover / boat cover / in-water supervision. All snorkelers must be in groups of two or more and the group or supervisor (who should have an appropriate water		

			rescue qualification) must carry an SMB. For night-snorkels, each pair to have a torch, and supervision must be provided both in water and on shore with a maximum ratio of 1:6. Method: Discuss with manager of activities to check that supervision meets standards		
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Harassment, Bullying and Sexual Violence – Completed by..... Date.....

Risk	Likelihood	Severity	Who might be affected	Existing/additional controls	Assessment Method	Compliance (Action to be taken if not compliant)
Sexual harassment or assault by staff towards a participant, exploiting position of trust/seniority	L	M		Complete assessment pro-forma to establish level of supervision required. Method: Interview site manager		
Sexual harassment or assault between participants (peer-on-peer)	L	M		Ensure appropriate supervision is in place (see pro-forma). Do not enter water if there is poor weather, or are strong tides or current that could cause participants to be drawn out to sea or to a dangerous area (e.g. rocks or coral). Give a safety briefing to highlight any out-of-bounds areas. Method: Check with site manager that this was included in welcome briefing		

Harassment, Bullying and Sexual Violence – Completed by..... Date.....

Risk	Likelihood	Severity	Who might be affected	Existing/additional controls	Assessment Method	Compliance (Action to
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						be taken if not compliant)
Sexual harassment or assault by staff towards a participant, exploiting position of trust/seniority	L	H	Participants, particularly under-18s and those travelling alone	Staff recruitment includes safeguarding/background checks; all staff sign Code of Conduct and complete safeguarding training; 1:1 unsupervised contact with under-18s prohibited; site manager acts as Safeguarding Lead on every site; induction briefing for all participants covering reporting routes; alternative reporting route available if the concern involves the site manager themselves (see note below)		
Sexual harassment or assault between participants (peer-on-peer)	L	H	All participants, particularly under-18s	Code of Conduct signed by all participants; separate sleeping/washing facilities by sex and age group where practicable; staff supervision ratios maintained; induction briefing; clear, accessible reporting routes		
Bullying or exclusion within participant groups (including school groups and online/group chats)	L	M	Participants, particularly school students	Group leaders/teachers briefed on reporting routes; staff monitor group dynamics; site manager (Safeguarding Lead) available; anti-bullying expectations set at induction		
Harassment or inappropriate behaviour from members of the local community or other site visitors towards participants	L	M	Participants, particularly female participants and under-18s	Local staff/fixers briefed on expected standards; site access controls; staff accompany participants off-site where risk identified; local cultural guidance given at induction		
Barriers to reporting due to remote location (limited connectivity, no immediate access to police/embassy, isolation from usual support network)	L	M	All participants, particularly under-18s and those travelling alone	Multiple reporting routes identified at induction (on-site and off-site); satellite/emergency communication maintained at all sites; established local authority and embassy/consular contacts held by site management; incident escalation and evacuation procedure in place		
Alcohol or drug use increasing vulnerability to, or likelihood of, harassment/assault	L	M	All participants	Alcohol/drug policy enforced per Code of Conduct; site-specific alcohol restrictions; staff monitoring at social settings		

Under-reporting by under-18s due to age, unfamiliarity with staff, or reluctance to approach an adult	L	M	Under-18 participants, especially those travelling without a teacher/parent	Age-appropriate safeguarding briefing at induction; multiple named contacts offered (site manager, any other senior staff, teacher for school groups); reassurance that reporting will not lead to negative consequences for the reporter		
Retaliation or ostracism of a participant/staff member after reporting a concern	L	M	Reporting individual	Non-retaliation stated explicitly in Code of Conduct; confidential handling of reports; site manager (Safeguarding Lead) monitors welfare of reporter post-disclosure		
Concern relates to the site manager themselves, or the participant does not feel comfortable raising it with them	L	M	All participants, particularly under-18s	Off-site/head-office escalation route (e.g. UK-based safeguarding contact, out-of-country senior management) communicated at induction alongside the on-site route, so no single person is the only option		