

Risk Assessment and Audit
Bay Islands 2027

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

Risk	Likelihood	Severity	Mitigation measures	Assessment Method	Compliancy (Action to be taken if not compliant)
Travellers stomach problems	L	M	Ensure only bottled water is drunk. Do not clean teeth in tap water.		
Mosquito bites leading to malaria, dengue fever or Zika virus	L	M	All participants to be instructed to cover up in the early morning and late afternoons, sleep under mosquito nets in areas where the insect populations are high and wear insect repellent. If taking anti-malarial tablets then participants advised to complete full course. All participants to be warned of specifics of each disease and symptoms to look out for.		
Theft, mugging, violence & personal security	L	L	Participants 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.		
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 2 litres of water per day. For any treks, participants should carry sufficient water supplies for the duration of the trek and the trek leader should stop regularly to rest and check for signs of dehydration.		
Being injured from traffic	L	M	All participants told of dangers of the busy city roads. Everyone should walk on sidewalk rather than road.		

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

Risk	Likelihood	Severity	Mitigation measures	Assessment Method	Compliancy (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 supervisor per group of vehicles.		
Vehicles attacked	L	H	Travel to take place during daylight and on main roads wherever possible.		
Passengers becoming sunburned or rained on during the journey	M	M	All participants sitting outside in the back of the trucks or on boats to be told to use sunblock. When raining all passengers to be given tarpaulin covers.		
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. crossing the highway to browse other shops).		
Inappropriate or lack of insurance	L	L	Ensure supplier holds relevant motor insurance to satisfy national requirements. This is a contract requirement.		
Inexperienced driver increasing risk of accident	L	H	Ensure driver has more than 3 years' relevant experience.		
Driver fatigue	L	M	Ensure there is a second driver if the journey is longer than 10 hours on any given day.		
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.		
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.		
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.		
Lack of comfort 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.		
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.		
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.		
Other risks associated with travel by pick up trucks	M	M	If participants are travelling in the bed of a pick up truck, ensure that they are all able to site in the bed on not on the edge. Ensure that all participants		

			are told not to sit on the edge, and not to stand during transit. Ensure that the tailgate locks securely, and that participants know not to touch it during transit. Ensure that pick up trucks carrying passengers never exceed 50kmp/h.		

Transfers and vehicles: boats – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation measures	Assessment Method	Compliancy (Action to be taken if not compliant)
Lack of management control increases risks of incidents	L	M	All journeys to be accompanied by a transfer manager who should make sure that the vessel is not overloaded, and that 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.		
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.		
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.		
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.		
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.		

Site Risks – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation measures	Assessment Method	Compliancy (Action to be taken if not compliant)
Lack of hygiene increasing risk of disease	L	M	Participants sleep in dorm rooms with flushing toilets and showers and will be briefed on the importance of washing hands thoroughly before meal times.		
Insufficient communication facilities	L	H	Emergency phone charged and kept with a copy of emergency numbers.		
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.		
Participants poorly equipped or with a lack of fitness to cope adequately	L	M	Training sessions given to students prior to expedition to ensure they are fully prepared for conditions on site.		
Injury or danger encountered when wandering around the town	L	M	Site 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.		
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 epipens with them.		
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).		
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. Medical staff always available during the expedition or always within close proximity of medical facilities. Sites have adequate medical supplies for stabilising any patients needing to be transferred to a hospital.		
Excessive drinking or inappropriate behaviour	L	M	Alcohol is available in town so volunteers are warned of the dangers of drinking if they are going into town and particularly of then diving the following day. Anyone who has been drinking will be banned from diving the		

			following day. There is a no alcohol policy for all students coming away as part of a school group even if they are >18.		
Fire	L	VH	Smoking is only permitted in designated areas. All participants should be fully briefed on this regulation and are trained in evacuation procedures.		
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.		

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

Risk	**Likelihood**	**Severity**	**Mitigation measures**	**Assessment Method**	**Compliancy (Action to be taken if not compliant)**
Inappropriate supervision	L	M	Complete assessment pro-forma to establish level of supervision required		
River crossings	L	M	Do not enter water where the current/flow could cause the participant to be moved to a deeper or more dangerous area of the water. Staff member to enter first in order to test the depth and terrain under the water. Any slippery sections should be highlighted. Use a rope if appropriate over sustained slippery terrain.		
Bathing in streams	L	M	Give a safety briefing to ensure that any out-of-bounds areas are highlighted, any non-bathing activities are prohibited, means of access to the bathing area is specified (e.g. no diving in to the water), and participants are told not to be alone in the water unless in a pre-defined bathing area.		
Beach/lakeside activities (including leisure time on the beach)	H	M	Ensure appropriate supervision is in place (see pro-forma). Do not enter water if there 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.		
Swimming pools	H	M	Ensure participants are told never to use the pool alone. Brief participants on any slippery areas around the pool and on any banned activities e.g. diving in the shallow end.		
Alcohol	M	M	No alcohol to consumed by any participants whilst in the water. No participants to enter the water whilst under the influence of alcohol.		

Diving and snorkelling – Completed by……. Date……..

Risk	Likelihood	Severity	Mitigation measures	Assessment Method	Compliancy (Action to be taken if not compliant)
Injury caused by falling tank	L	H	All tanks should be laid down when they are not being held.		
Inappropriate pre dive check	L	M	Buddy dive equipment checks to be done for all divers prior to entering the water and these to be checked by supervising dive staff.		
Becoming separated whilst diving	M	M	All divers receive a full briefing about the times, dive profile, possible currents and what to do in the event of becoming separated.		
Lack of supervision during dive training	L	VH	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.		
Lack of supervision during dives	L	H	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.		
Lack of cover for divers	L	VH	For boat dives: boat to maintain visual contact with groups on the surface and to have sufficient oxygen, trained personnel in oxygen delivery and a First Aid kit. Dive professionals to be briefed to surface as near to the boat as possible. Shore dives to always have a sign out system where an alarm is raised if groups are late back.		
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	L	M	The boat roster is completed pre-dive with starting air and post-dive with final air, time, safety stop checks, and max depth for all dives.		
Lack of understanding signals	L	M	Some dive professionals will use different signals, so it is important that a standard is kept for all. Briefings given prior to dive.		
Injury or illness during snorkelling	L	L	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.		
Injury during snorkelling from boats	L	VH	Clear briefings on designated snorkelling areas and need to stop and check for boats every few minutes.		

Becoming lost while snorkelling	L	L	All snorkelers must sign in and out and be covered by a staff member (see below)		
Lack of supervision for snorkelling groups	L	L	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.		
Becoming separated from buddy	L	M	Ensure that all staff and volunteers are trained in the lost diver procedure. If visibility is low, the dive operations/site manager must decide whether or not it is safe to dive.		
Being left in water at the end of a dive	L	M	Ensure all dive boat leaders operate the boat roster system for each dive. Make certain that the dive safety procedures are audited every month throughout the season. Ensure that all dive groups have an SMB with them for inflation at the end of the dive if not ascending up the mooring line.		

Hurricane and severe weather risk - Completed by..... Date.....

Risk	**Likelihood**	**Severity**	**Mitigation measures**	**Assessment Method**	**Compliancy (Action to be taken if not compliant)**
Hurricane or severe weather warnings	M	H	The site managers are responsible for monitoring weather conditions on a daily basis in conjunction with Operation Wallacea's in country partner, i.e. Bay Islands College of Diving. If the impending weather conditions are deemed to be sufficiently serious to warrant an evacuation of personnel from the sites, then instructions to be given to remove all staff and volunteers to the nearest large city; ideally this would be San Pedro Sula. The in-country expedition leader and partners are responsible for ensuring that safe accommodation and transport to that accommodation is arranged for all staff and volunteers.		