



**Risk Assessment & Audit**  
**New Zealand**

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

Risk	Likelihood	Severity	Mitigation measures	Observation or Interview	Compliance (Action to be taken if not compliant)
Travellers stomach problems	L	M	Ensure only bottle water is drunk unless it is specified by the course team that tap water is safe to drink and brush teeth.		
Theft, mugging, violence & personal security	L	L	Valuables should remain “off display” at all times, and participants should not walk out alone at night when travelling. Participants will be briefed prior to transfers.		
Dehydration	M	M	All participants are informed that dehydration is a significant risk at all times when on the field course. 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	Observation or Interview	Compliance (Action to be taken if not compliant)
Lack of management control increases risks of collision or other incident	L	M	Ensure there is a transfer supervisor for each journey or when not possible that the leader of the group has been briefed as to journey details.		
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 sit 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.		

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

Risk	Likelihood	Severity	Mitigation measures	Observation or Interview	Compliance (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.		
Beach/lakeside activities (including leisure time)	L	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.		
Alcohol	L	H	No alcohol to consumed by any participants on site. No participants to enter the water whilst under the influence of alcohol.		

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

Risk	Likelihood	Severity	Mitigation measures	Observation or Interview	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.		
Safety and security of participants and personal belongings	L	H	Valuables should not be left lying around. Guards or Aspiring Biodiversity Trust staff members will always be present in the camps.		

Participants poorly equipped or with a lack of fitness to cope adequately with the 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.		
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 (eg meats, vegetables etc.) are prepared separately. All tables on site are cleaned with bleach at least once a day and dishwashing bucket water changed frequently.		
Allergic reaction to food	M	H	All participants to submit dietary and allergy information prior to the expedition. Where allergies are serious (eg severe nut allergies), no trigger foods to be prepared or served whilst the relevant participant is on-site (eg 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.		
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.		
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. Regular trails with steep slopes to be fitted with ropes. Ropes to be installed around river showers and washing areas where needed.		
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.		
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. Participants to wear long trousers and closed-toed footwear whilst in forested areas and long grass.		
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.		
Heavy rain causes river to rise, landslides or tree fall	L	H	Experienced expedition site manager to select the site to minimise risk from flooding, landslides and tree fall. In exceptionally heavy rain Camp Manager to organise a 24 hour look out system.		
Fire	L	VH	Smoking is not permitted anywhere inside the site 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.		

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

Risk	Likelihood	Severity	Mitigation measures	Observation or Interview	Compliance (Action to be taken if not compliant)
Hurricane or severe weather	M	M	Weather monitored by management staff. If weather is severe but camp safety is not compromised then activities to be restricted until it has passed. If impending weather conditions are sufficiently serious to warrant an evacuation of personnel from the survey site, then instructions to be given to remove all staff and volunteers to the nearest government assigned evacuation point. Ensure senior staff on site regularly communicate with reserve or dive centre regarding weather issues.		