



Risk Assessment & Audit

Knepp 2024

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	Tap water in the UK is safe to drink.		
Theft, mugging & personal security	L	L	Participants will be briefed on how to reduce the risks and will not be staying in a city as part of their field course. Valuables should be put away and not left out when not in use.		
Dehydration	M	M	All participants are informed that dehydration is a significant risk at all times when conducting field work. 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	Opwall staff are at train station when participants are near the road. Participants will not spend any time in cities during field course.		

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 and provided with a contact that they are able to call in case of any issues.		
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	L	M	All participants transported inside vehicles.		

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. Drivers are registered with a Taxi company.		
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 appropriate seating on journey	M	L	Ensure that all passengers have a seat and seatbelt		
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. Journeys are less than 4 hours.		

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.		
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. Participants do not bathe in streams.		
Alcohol	L	H	No alcohol to be consumed by any participants whilst on the expedition. 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. Knepp or Opwall staff members will always be present in the terrestrial camps.		
Participants poorly equipped or with a lack of fitness to cope adequately with the site 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 (e.g. 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 field course. 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 field course and reviewed by the field course manager. The site is in close proximity to medical facilities. Site has first aid kit available.		
Need for emergency evacuation	L	H	Vehicles always available for emergency evacuation from field sites and Knepp Estate is accessible to ambulances.		
Falling down steep slopes, hole or tripping on slippery surfaces	M	H	All participants must stick to designated paths along which any potential hazards are roped off. Regular trails with steep slopes to be fitted with ropes. Ropes to be installed around washing areas where needed.		

Snake bite	VL	H	All participants should wear long baggy trousers and walking boots/wellingtons when walking through the forested or long grass areas. Adder bites are extremely rare but should someone be bitten then treatment should be sought at nearest medical facilities.		
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.		
Livestock and estate animals	L	M	Participants to be briefed on arrival on how to behave around livestock or estate animals. Reasonable distance to be kept and not attempts at petting or touching even if believed to be domesticated.		
Heavy rain causes 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 or building.		

Severe weather risk – Completed by..... Date.....

Risk	Likelihood	Severity	Mitigation measures	Observation or Interview	Compliance (Action to be taken if not compliant)
Severe weather	M	M	Weather monitored by course management and any severe weather is reported to Opwall staff. If weather is severe and camp safety is not compromised then activities to be restricted until it has passed. Although very unlikely, if camp safety were to be compromised then participants would be moved to local facilities.		

Canopy work

Risk	Likelihood	Severity	Control Measures
Equipment failure	L	H	Canopy Access Limited staff audit all equipment prior to shipping to country, and inspect each piece prior to initial setup and before assigning equipment to students.
Students poorly equipped to climb trees	L	M	Students are not able to climb until they have completed the training course, and only then under the supervision of the Canopy instructors. Students failing to complete the training course and achieve an acceptable level of proficiency with the equipment as determined by the Canopy instructors will not be allowed to climb.
Climbing line failure	L	H	Lines are only installed by Canopy Access Ltd. staff. Top anchors and lines are inspected weekly by canopy staff. All students climb on two lines, a primary and secondary line, and fall arrest devices are installed, and students taught how to use them on the secondary line in the unlikely event of a primary line failure.
Panic Attack	L	M	All trees are rigged with two complete sets of lines, and an instructor is able to ascend the same tree and assist a student returning to the ground. Canopy Instructors received extensive training in emergency recovery as part of their BCAP, ACAP and ICAP certifications.

Injury while hiking to climbing site	L	M	All students must have a head torch, in addition to their regular trekking kit, as the canopy access dawn/dusk experience will involve a trek in the dark at least one way. Trees rigged for climbing are all along well defined/travelled paths to reduce risk of injury from roots, logs, holes, etc. Canopy Access instructors lead students and have had extensive first aid training and carry a special canopy access field med kit, in addition to a portable radio to communicate with camp and medical personnel.
Animal bite or attack while hiking to climbing site.	L	H	Canopy Access instructors lead students and have had extensive first aid training and carry a special canopy access field med kit, in addition to a portable radio to communicate with camp and medical personnel.