

**Burma Education Partnership, Appendix 2: Risk Assessments**  
*First Adopted June 2006, Revised July 2008, Adopted August 2008*

**BURMA EDUCATION PARTNERSHIP**

**RISK ASSESSMENTS**

**PROCESS**

**Assessment of Risks**

All companies, including charitable companies, are required to undertake activities in a safe manner.

The BEP requires Risk Assessments to be undertaken for all activities undertaken by the charity, whether in the UK or abroad.

The following Risk Assessments have been carried out for all known current of the activities. For each activity, potential Hazards and their Effects are identified, the Risk Rating identified and mitigating action identified.

Mitigating actions are control measures to be undertaken in order to reduce Risk. Volunteers shall act in accordance with these control measures.

Should Volunteers plan to undertake an activity which is not adequately covered by these Risk Assessments, the Volunteer shall undertake a Risk Assessment prior to undertaking the activity and submit it to the Risk Manager. If activities can not be undertaken safely then they should not be undertaken.

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**Methodology**

Risk Assessment is a process by which the risks of carrying out activities which present a hazard are assessed and action taken, as necessary, to mitigate against the risks.

A **hazard** is anything with the potential to cause harm

A **risk** is the function of the likelihood of the hazard to occur, who it may affect and the severity of the harm should it occur

**Methodology (continued)**

It requires the following questions to be asked of each activity:

- What are the hazards and the effects of a hazard associated with an activity?
- What is the severity of the risk?
- What actions will be taken to mitigate against the risk?
- Will the mitigating actions be effective?

Note:

The Risk Rating is a function of the people affected by the action, the severity of the injury and the likelihood of it occurring.

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**Calculation**

The matrix provides a formula to identify the Risk of All identified Hazards.

The Risk Rating is the outcome of Persons Affected multiplied by the Severity multiplied by the Likelihood.

After calculating the Initial Risk Rating, Control Measures to Reduce Risk are identified, and the Final Risk Rating is based on an assessment of risk following the implementation of those Control Measures.

Scores arise from the following descriptions.

***Persons affected:***

***2 = Property / buildings***

***3 = Operatives (only people involved in the immediate operation)***

***4 = Operatives and others (people involved in the immediate operation and others affected by the action)***

***Severity:***

***2 = Slightly harmful (superficial injury, ill-health leading to temporary discomfort)***

***3 = Injury or disease which would lead to lasting discomfort.***

***4 = Extremely harmful (causing death, major fracture, amputation or multiple injuries).***

***Likelihood:***

***2 = Highly unlikely (this could only happen in very unusual circumstances)***

***3 = Unlikely (this is not likely to happen)***

***4 = Likely (it is probable that this will happen)***

<b>Persons Affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Calculation</b>	<b>Risk Rating Score</b>	<b>Initial Risk Rating</b>
<b><i>2 Property / buildings</i></b>	<b><i>2 Slightly harmful</i></b>	<b><i>2 Highly unlikely</i></b>	<b><i>Persons affected x Severity x Likelihood</i></b>	<b><i>08-25</i></b>	<b><i>Low</i></b>
<b><i>3 Operatives</i></b>	<b><i>3 Harmful</i></b>	<b><i>3 Unlikely</i></b>	<b><i>Persons affected x Severity x Likelihood</i></b>	<b><i>26-36</i></b>	<b><i>Medium</i></b>
<b><i>4 Operatives and others</i></b>	<b><i>4 Extremely harmful</i></b>	<b><i>4 Likely</i></b>	<b><i>Persons affected x Severity x Likelihood</i></b>	<b><i>37-64</i></b>	<b><i>High</i></b>

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## **ACTIVITIES**

### **Scope of Generic Risk Assessments**

The BEP has undertaken generic Risk Assessments for activities which are regularly undertaken by volunteers and Directors in the UK and on the border.

It is important for volunteers to undertake Risk Assessments for all other activities which are not contained within the generic Risk Assessments.

### **Risk Assessment for Activities in the UK**

Risk Assessments have been carried out for the following activities and control measures identified.

- *Travel*
- *Undertaking presentations / meetings*
- *Meetings with potential funders & new members / volunteers*
- *Hosting fundraising events*

### **Risk Assessments for Activities in Thailand**

- *Travel*
- *Meeting other organisations and individuals*
- *Visiting / staying in the camps*
- *Teaching in migrant schools*
- *Contact with the Thai authorities*
- *Becoming separated from a group*
- *Contact with the Burmese army*

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**Risk Assessment: Activities in the UK (Undertaking presentations / attending meetings)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Travel (car)</i></b>									
Bump	4	2	3	18 (Low)	<i>Ensure that car is in a roadworthy condition. Do not drive or be driven by someone who is under the influence of alcohol, drugs or tyres. Wear a seat belt. Take breaks on long journeys. Drive to suit road and weather conditions.</i>	4	2	3	<b>18 (Low)</b>
Serious crash	4	4	3	48 (High)	<i>As 'bump' above</i>	4	4	2	<b>32 (Medium)</b>
<b><i>Travel (bus and train)</i></b>									
Minor accident	4	2	3	18 (Low)	<i>Take care on station platforms and bus depots. Remain seated, where possible and use seat belts, where provided.</i>	4	2	3	<b>18 (Low)</b>
Serious crash	4	4	2	32 (Medium)	<i>As 'minor accident' above.</i>	4	4	2	<b>32 (Medium)</b>
<b><i>Electrical equipment</i></b>									
Shock	3	2	3	18 (Low)	<i>Read instructions prior to use and use in accordance with instructions. Do not touch exposed wires. Unplug prior to undertaking minor repairs. Appoint an appropriate professional prior to undertaking repairs outside own capability.</i>	3	2	2	<b>12 (Low)</b>
Electrocution	4	4	3	48 (High)	<i>As 'shock'.</i>	4	4	2	<b>32 (Medium)</b>

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<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Lifting &amp; carrying</i></b>									
Back strain	3	3	3	27 (Low)	<i>Lift and carry in small loads. Seek assistance if necessary. Do not lift and carry if you feel unable to do so. Use a trolley in preference to lifting manually.</i>	3	3	2	<b>18 (Low)</b>
Tripping & dropping items	3	2	3	18 (Low)	<i>Lift and carry in small loads. Seek assistance as necessary. Allow sufficient time to undertake activity.</i>	3	2	2	<b>12 (Low)</b>
<b><i>Meeting strangers</i></b>									
Verbal abuse	3	2	3	18 (Low)	<i>Advise Directors of the date and venues and content of the presentation. Do not undertake presentations alone involving strangers alone, unless in a public place. At first meeting, do not provide details of home address . Provide the BEP email / web details as first contact. Portray a friendly but confident manner. Report any incident to a Director.</i>	3	2	2	<b>12 (Low)</b>
Physical aggression	3	3	2	18 (Low)	<i>As 'verbal abuse' above. Report incident to a Director as soon as is practicable.</i>	3	3	2	<b>18 (Low)</b>

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<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<i>Dealing with a sensitive issue</i>									
Verbal abuse and threats	3	3	3	27 (Medium)	<i>Be aware of the political sensitivity of the issue within the content and presentation of issues. If significant opposition to views are received, present the position of the charity, remain calm, do not become involved in escalating arguments, be polite and agree to differ. If opposition becomes persistent, bring the meeting to a close and contact a Director immediately.</i>	3	2	2	<b>12 (Low)</b>
Physical violence	3	3	2	18 (Low)	<i>As 'verbal abuse' above. Report incident to a Director as soon as is practicable.</i>	3	3	2	<b>18 (Low)</b>

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**Risk Assessment: Activities in the UK (Meetings with potential new funders or new volunteers)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Travel</i></b> <i>See 'travel' section of 'Undertaking presentations / attending meetings'</i>									
<b><i>Using electrical equipment</i></b> <i>See 'Electrical equipment' section of 'Undertaking presentations / attending meetings'</i>									
<b><i>Lifting &amp; carrying</i></b> <i>See 'Lifting and carrying' section of 'Undertaking presentations / attending meetings'</i>									
<b><i>Verbal abuse and threats</i></b> <i>See section 'Verbal abuse and threats' in section of 'Undertaking presentations / attending meetings'</i>									
<b><i>Physical aggression –</i></b> <i>See section in 'Undertaking presentations / attending meetings'</i>									

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**Risk Assessment: Activities in the UK (Holding fund-raising events e.g. dance or buffet)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Cooking</i></b>									
Burns	4	2	4	32 (Medium)	<i>Allow sufficient time and space for food preparation. Allow extra time in unfamiliar kitchen. Use protective clothing. Understand the operating instructions of all appliances.</i>	4	2	3	<b>24 (Low)</b>
Food poisoning	4	2	3	24 (Low)	<i>Ensure that food hygiene is to a high standard. Hands must be clean, meat and non-meat prepared separately and food stored at appropriate temperatures and places.</i>	4	2	2	<b>16 (Low)</b>
Trips & falls	4	2	4	32 (Medium)	<i>Provide sufficient space for number of guests attending. Ensure all power leads and obstacles are out of main areas or securely attached.</i>	4	2	2	<b>16 (Low)</b>
<b><i>Fire</i></b>	4	4	2	32 (Medium)	<i>Follow procedures in Appendix 5.</i>	4	3	2	<b>24 (Low)</b>

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<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<i>Lifting &amp; carrying – see ‘Lifting &amp; Carrying’ in section ‘Undertaking presentations / attending meetings’</i>									
<i>Travel - see ‘travel’ section on ‘Undertaking presentations / attending meetings’</i>									
<i>Using electrical equipment – see ‘Electrical equipment’ section of ‘Undertaking presentations / attending meetings’</i>									
<i>Lifting &amp; carrying – see ‘Lifting and carrying’ section of ‘Undertaking presentations / attending meetings’</i>									

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**Risk Assessment: Activities on the Thailand (Travel)**

<b>Hazard description &amp; effect</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Final Risk Rating</b>
<i>Long haul flight</i>									
Minor illness including, headache and travel sickness	3	2	3	18 (Low)	<i>Drink plenty of fluids. Take medication if predisposed to airline sickness. Drink only a small amount of alcohol.</i>	3	2	2	<b>12 (Low)</b>
Thrombosis	3	3	3	27 (Medium)	<i>Take frequent walks in flight. If history of thrombosis, seek medical advice prior to travel and follow advice.</i>	3	3	2	<b>18 (Low)</b>
Crash (Death or serious injury)	3	4	2	24 (Low)	<i>Read airline instructions and follow in the event of an emergency.</i>	3	4	2	<b>24 (Low)</b>
<i>Small busses / enclosed jeeps</i>									
Dehydration & heat exhaustion	3	2	3	18 (Low)	<i>Take and drink plenty of water. Wear sun hat. Take an air conditioned vehicle, if susceptible to heat.</i>	3	2	2	<b>12 (Low)</b>
Travel sickness	3	2	3	18 (Low)	<i>Take medication if susceptible to travel sickness. Take and drink lots of water. Request breaks as required. Take an air conditioned vehicle.</i>	3	2	3	<b>18 (Low)</b>

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<i>Small busses / enclosed jeeps (ctd)</i>									
Crash (Death or serious injury)	4	4	3	48(High)	<i>Take a vehicle with seat belts and use them. Only take what appears to be a road-worthy vehicle. Ask the driver to slow down if driving unsuitably for the conditions</i>	4	3.5	3	<b>36 (Medium)</b>
<i>Open-backed jeeps</i> <i>Open vehicles considerably increase the risk of injury in the event of an accident</i>					<i>Only use an open jeep if it is the most suitable for the terrain and there is no practicable alternative</i>				
Dehydration, sunburn & heat exhaustion	3	2	4	24 (Low)	<i>Take and drink plenty of water. Wear sun hat and sun cream and clothing to protect the skin. Try to plan journey outside the heat of the day. Take plenty of stops in the shade.</i>	3	2	3	<b>18 (Low)</b>
Travel sickness, bruising and stiffness	3	2	4	24 (Low)	<i>Do not take open vehicles for long journeys or on very busy roads. Load the vehicle carefully in order to provide as comfortable seating as possible. Take medication if susceptible to travel sickness. Take and drink lots of water. Take frequent breaks and change positions. Select passenger to sit in front seat based upon need.</i>	3	2	3	<b>18 (Low)</b>

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Hazard description & effect	Persons affected	Severity	Likelihood	Initial Risk Rating	Control measures to reduce risk	Persons affected	Severity	Likelihood	Final Risk Rating
<b><i>Open-backed jeeps (continued)</i></b>									
Crash (Death or serious injury)	4	4	3	49 (High)	<i>Wear full length clothes to cover skin to provide some protection in the event of a minor accident. Do not use open vehicles on very busy roads. Only take what appears to be a road-worthy vehicle. Ask the driver to slow down if driving unsuitably for the conditions.</i>	4	3	3	<b>36 (Medium)</b>
<b><i>Private car / van</i></b>									
Dehydration & heat exhaustion	3	2	3	18 (Low)	<i>Chose an air conditioned vehicle where ever possible .Take and drink plenty of water. Try to plan journey outside the heat of the day. Take plenty of stops in the shade.</i>	3	2	2	<b>12 (Low)</b>
Travel sickness or stiffness	3	2	3	18 (Low)	<i>Choose an air conditioned and comfortable vehicle for long journeys. Take medication if susceptible to travel sickness. Take and drink lots of water. Take frequent breaks.</i>	3	2	2	<b>12 (Low)</b>
Crash (Death or serious injury)	4	4	2	32 (Medium)	<i>Do not travel in an apparently road worthy condition. Ask the driver to slow down if driving unsuitably for the conditions.</i>	4	4	2	<b>32 (Medium)</b>

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<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<i><b>Motor bike</b> Although motor bikes are very commonly used, accidents are also frequent. Driving conditions can be very unpredictable and dangerous. This risk is increased further during Song Kran.</i>									
Minor Fall / exhaust burns	3	3	4	36 (Medium)	<i>Motorbikes should only be used where there are no practicable alternatives. Consider the high risks associated with this form of transport carefully prior to travel. Consider the road, traffic conditions and the nature of the journey prior to use. Wear long trousers, a long shirt and a helmet.</i>	3	3	3	<b>27 (Medium)</b>
Crash	4	4	4	64 (High)	<i>As 'minor fall' above.</i>	4	4	3	<b>48 (High)</b>
<i><b>Push Bike</b></i> Fall	3	3	4	36 (Medium)	<i>Take particular care to watch the condition of the road and the traffic. The roads are rutted.</i>	3	2	3	<b>18 (Low)</b>
Crash	4	4	3	48 (High)	<i>As for 'fall'</i>	4	3	2	<b>24 (Low)</b>

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**Risk Assessment: Activities in Thailand (General)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
Trips, bumps and falls	3	2	4	24 (Low)	<i>Take care on pavements etc. Many are uneven and contain obstructions. Carry a torch for returning after dark since street lighting may be absent even in towns and cities.</i>	3	2	2	<b>12 (Low)</b>
Electrical equipment (electrocution)	4	4	3	48 (High)	<i>Take care when using electrical equipment, plugs and sockets. If using other peoples equipment undertake a visual check. If there you have any concern with regard to its safety do not use it. Keep observant outside for overhead cables and do not touch overhead cables or temporary electrical equipment at festivals</i>	4	4	2	<b>32 (Medium)</b>
Animal bites	3	3	3	27 (Medium)	<i>Keep away from animals. Most are not pets. They may be guard animals.</i>	3	3	2	<b>18 (Low)</b>
Physical violence	3	3	3	27 (Medium)	<i>Behave appropriately and not in a loud or provocative manner or create any situations which may cause 'loss of face'.</i>	3	3	2	<b>18 (Low)</b>

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**Risk Assessment: Activities in Thailand (Meeting other organisations and individuals)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Other NGOs</i></b>									
Danger arising from meeting new people  <i>Until a relationship has been established, it is important to be cautious when meeting new people.</i>  <i>Always be aware of the political sensitivity of the issues.</i>	3	3	2	18 (Low)	<i>Advise a Director of who and where you are meeting prior to attending a meeting and once you have returned.</i>  <i>Do not give detailed information about the charity or people until a relationship has been established.</i>  <i>Do not meet alone, if practicable, and meet in a public place.</i>  <i>Do not provide details of you hotel room number.</i>	3	2	2	<b>12 (Low)</b>
Danger arising from meeting in unknown locations  <i>It is not unusual for NGOs to offer to pick you up from your hotel and take you to a meeting elsewhere.</i>	3	3	3	27 (Medium)	<i>Where at all possible, you should seek to hold meetings with new people or organisations, in a public place like a café or hotel reception. If you are not meeting in a public place, do not meet alone.</i>	3	2	2	<b>12 (Low)</b>

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**Risk Assessment: Activities in Thailand (Meeting other organisations and individuals)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Other NGO's (ctd)</i></b>									
Danger arising from meeting in unknown locations)					<p><i>If you do agree to be picked up and taken elsewhere, ask the location and advise a Director of all of the details prior to the meeting and once you have returned. Do not attend alone.</i></p> <p><i>Even when meeting with established contacts, always seek to ascertain the location of a meeting and advise a Director.</i></p>				
<b><i>Political representatives</i></b>									
<p>Meetings at an unknown address</p> <p><i>Meetings with political representatives are usually undertaken in an unknown location. You will be picked up from your hotel. These meetings are also usually planned at short notice.</i></p>	3	3	3	27 (Medium)	<p><i>If you agree to attend a meeting of this nature advise a Director immediately and pass on all the details you know and advise them when you have returned from a meeting. Do not attend alone or provide your hotel room number.</i></p>	3	3	2	<b>18 (Low)</b>

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<b>Hazard description &amp; effect</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Final Risk Rating</b>
<b><i>Political representatives (ctd)</i></b>									
<p>Threats / unreasonable pressure for help and resources</p> <p><i>The political situation means that decision making regarding resources is often undertaken as opportunities arise and not within an apparent structure.</i></p> <p><i>It is not unlikely that you will be asked to meet politically important people in order to hear their requests. Some pressure can be felt in such circumstances.</i></p>	3	3	2	18 (Low)	<p><i>Listen politely to the requests and offer to take them to the charity board for their consideration. Stress that you yourself can not make such a decision. Advise The Director of the discussion at the meeting at the earliest possible opportunity.</i></p> <p><i>If you feel uncomfortable, make a polite excuse to leave (e.g. referring to another meeting), be polite, say that you will take their request to the Board and leave.</i></p>	3	3	2	18 (Low)

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**Risk Assessment: Activities in Thailand (Visiting / Staying in the camps)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Staying with families or individuals</i></b>									
Verbal harassment  <i>Burmese are generally very polite and reserved and you are likely to feel genuinely very welcome. However, once a friendship is made, Karen may ask you directly for support. This will be done extremely politely and can feel disconcerting especially when you are staying with a Burmese family. For this reason, the BEP will usually make all arrangements for accommodation costs through the charity prior to the visit in order to minimise the feeling of personal obligation.</i>	3	2	3	18 (Low)	<i>If a request is made, take a record of the request, ask for details in terms of need, whom it will benefit and the likely costs. Reassure them that you will present the request will be presented to the charity Board and that it will be considered along with other projects. Advise a Director of the request and advise them of the outcome of the decision once it is known.</i>	3	2	2	<b>12 (Low)</b>

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<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<i>Staying with families or individuals</i>									
Sexual harassment  <i>This is extremely unlikely. This is generally an ordered society in which sexual morality is regarded highly and they generally practise their religion. Karen are usually modestly dressed.</i>	3	2	2	12 (Low)	<i>In order to respect Burmese society, volunteers should also dress modestly and communicate with a little more reserve than usual.</i>	3	2	2	<b>12 (Low)</b>
Physical violence  <i>This is extremely unlikely. The civil society is generally very peaceful and internal order is implicit. Violence is not tolerated and is likely to be dealt with extremely seriously if there were any attack on volunteers. However the human rights of individual Burmese are being constrained and many have witnessed violence towards their own families and so there are tensions.</i>	3	2	2	12 (Low)	<i>The behaviour of volunteers must always seek to maintain peace and not provoke distress in any way.  If there is a disturbance or any violence, be polite, firm and move away from the situation as soon as possible or move into the presence of others who may assist to resolve the situation.</i>	3	2	2	<b>12 (Low)</b>

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*First Adopted June 2006, Revised July 2008, Adopted August 2008*

**Risk Assessment: Activities in Thailand (Visiting / Staying in the camps)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Health</i></b>									
Heat exhaustion	3	2	4	24 (Low)	<i>Do not visit Thailand in the hot season if you find hot climates affect your health. Remain in the shade wherever possible. Drink lots of fluids. Pace yourself – do not try to do too much. Do not attempt a normal level of exercise or carry out physical activity during the middle of the day.</i>	3	2	3	<b>18 (Low)</b>
Sun burn	3	3	4	36 (Medium)	<i>Avoid spending time exposed to the sun. Wear a sun hat, appropriate factor sun cream &amp; UV protection clothing.</i>	3	2	2	<b>12 (Low)</b>
Trips and falls (sprains and breaks)  <i>The camps have no made up roads and the paths generally comprise pitted earth which is baked hard in the dry season and muddy in the wet season. Trips are possible.</i>	3	3	3	27 (Medium)	<i>If you fall, seek help and notify the group co-ordinator and Director. Ice is rare but may be available so ask your Burmese hosts. Seek medical advice within the camp. If required, begin to make arrangements for transport out of the camp as soon as possible. Advise your Burmese hosts of the situation. Refer to &amp; contact your travel health insurance.</i>	3	2	2	<b>12 (Low)</b>

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**Risk Assessment: Activities in Thailand (Visiting / Staying in the camps)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Health</i></b>									
Headaches and other pains	3	2	4	24 (Low)	<i>Drink plenty of fluids. Take necessary medication from the UK. Keep out of the sun. Take a break and relax.</i>	3	2	3	<b>18 (Low)</b>
Serious illness, disease and infection	4	2/3/4	3	24 (Low) 36 (Medium) 48 (High)	<i>Inoculations and medication advised by a GP must be current prior to travel. Use a mosquito net at night.  In the event of illness, notify the group co-ordinator and a Director and ask for assistance as soon as you feel unwell. Seek medical advice within the camp. Begin to make arrangements for transport out of the camp as soon as possible. Advise Burmese hosts of the situation. Refer to travel health insurance and contact them.</i>	4	2/3	3	<b>24 (Low)/ 36 (Medium)</b>
<b><i>Fire</i></b>									
Burns	4	3	3	36 (Medium)	<i>Do not smoke in or near the buildings. Identify the nearest source of waters and containers, an evacuation area and ensure that there is sufficient space for an evacuation.</i>	4	3	2	<b>24 (Low)</b>

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**Risk Assessment: Activities in Thailand (Visiting / Staying in the camps)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
<b><i>Teaching</i></b>									
Heat exhaustion	3	2	4	24 (Low)	<i>Do not underestimate the impact of teaching in a hot climate and plan hours of teaching and lesson content accordingly. Drink lots of fluid while teaching and take breaks as you required.</i>	3	2	3	<b>18 (Low)</b>
Lifting and carrying - Back strain	3	3	2	27 (Medium)	<i>Lift and carry in small loads. Seek assistance if necessary. Do not lift and carry if you feel unable to do so.</i>	3	2	2	<b>12 (Low)</b>
Lifting and carrying -tripping	4	2	3	18 (Low)	<i>Be particularly careful on uneven paths. Lift and carry in small loads. Seek assistance as necessary. Allow sufficient time to undertake activity.</i>	3	2	2	<b>12 (Low)</b>
Violence in the classroom  <i>This is extremely unlikely to happen. If violence erupts it is likely to be as a response to something which may not be immediately apparent or understood by a volunteer.</i>	3	3	2	18 (Low)	<i>If it is a minor disturbance, seek to settle the class yourself. Get help quickly if there is a major disturbance. The cause of the disturbance is likely to not be directly related to the classroom. Seek advice from a Burmese teacher rather than seek to resolve the incident directly yourself.</i>	3	2	2	<b>12 (low)</b>

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**Risk Assessment: Activities in Thailand (Contact with the Thai Authorities)**

<b>Hazard description &amp; effect</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Final Risk Rating</b>
<p><b>Questioning at e.g. camp entrance (stress)</b></p> <p><i>Questions by armed Thia soldiers at the entrance/security gates to the camps may feel threatening. Allow a Director to handle access arrangements where ever possible.</i></p>	3	2	4	24 (Low)	<p><i>Remain calm, present permit papers and be pleasant. Do not ask any unnecessary questions. If questioning is persistent or inappropriate then leave.</i></p> <p><i>Do not accept alcohol, drugs or anything else from them.</i></p>	3	2	4	24 (Low)
<p><b>Physical threats/action from armed Thai soldiers (injury/death)</b></p> <p><i>The Thai army and police are armed. This is disconcerting, It is important to accept their approach to security and understand the sensitivity of the political situation, particularly near camps. It is not uncommon for border guards to have alcohol.</i></p>	4	4	3	48 (High)	<p><i>Do not approach armed people unnecessarily or do anything alarming in their presence. Co-operate fully if approached.</i></p> <p><i>Do not adept alcohol, drugs or anything else from them.</i></p>	4	4	2	32 (Medium)

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**Risk Assessment: Activities in Thailand (Becoming separated from the group)**

<b>Hazard description &amp; effect</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<i>Persons affected</i>	<i>Severity</i>	<i>Likelihood</i>	<b>Final Risk Rating</b>
Becoming lost					<p><i>Prior to departure from the UK each volunteer should ensure that he/she have a current contacts of Directors, Volunteers within the group, Burmese and Thai contacts. A mobile phone with charging facilities should be carried but do not rely on mobile phones as the main form of contact as the camps are usually out of network range.</i></p> <p><i>Contact procedures should be established between groups in different camps and reception tested as soon as the camps are reached. There are unlikely to be phone charging facilities in the camps, so the phone should be only used occasionally to pick up messages. Power is supplied at different times by generator so phones can be charged if necessary.</i></p> <p><i>Make clear arrangements and keep to them. Agree meeting times and places and contingency plans.</i></p>				

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**Risk Assessment: Activities in Thailand (Becoming separated from the group)**

<b>Hazard description &amp; effect</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Final Risk Rating</b>
Becoming lost (ctd)	3	3	3	27 (Medium)	<p><i>Carry a piece of paper, written in Thai, the name and address of your hotel and the telephone number of a local trusted person (e.g. NGO representative).</i></p> <p><i>If a volunteer is separated from the group he/she must make every efforts to contact the group co-ordinator and a Director immediately. Seek assistance from Burmese and try to ascertain your location.</i></p> <p><i>If you are in the company of Burmese, remain calm, friendly and approachable and ask for help. It is highly likely that you will be provided with food and accommodation.</i></p> <p><i>If you are lost and alone, try to remain on or find a main track, try to keep out of the direct sun, keep calm and conserve energy.</i></p>	3	3	2	<b>18 (Low)</b>

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**Risk Assessment: Activities in Thailand (Contact with the Burmese Army)**

<b>Hazard description &amp; effect</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Initial Risk Rating</b>	<b>Control measures to reduce risk</b>	<b>Persons affected</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Final Risk Rating</b>
<p>Injury/death by fire arms in the camps</p> <p><i>It is extremely unlikely that there will be an attack on the camps by the Burmese Army during a visit or stay in a camp.</i></p>	4	4	2	24 (Low)	<p><i>If warning of an attack is given, collect all volunteers together, seek advise from your Burmese hosts, collect only essential belongings, stay together where ever possible, contact a Director and notify of your intensions and leave.</i></p> <p><i>Where possible, keep together as a group and keep with your Burmese hosts. Assist weak members where ever possible.</i></p> <p><i>Whilst some camps are very remote, your Burmese hosts will offer the best possible chance of safety. Provide as much assistance as possible, follow their advice and do not put the lives of the Karen in danger.</i></p> <p><i>Maintain communication with the group and a Director, where possible and advise them when you are safe.</i></p>	4	4	2	24 (Low)