

RISK ASSESSMENT – Samoa/Fiji

Task/ Activity/ Locality	Hazard Identification	Elimination and Control Measure taken	Likelihood	Consequence	Who is Responsible
Boarding Transport/ moving cars/buses in carparks	Struck by car	- Supervised boarding of coaches - Students to be reminded that cars will be driving around the roads at the accommodation(resort) and care needs to be taken. No running allowed at any stage due to uneven surfaces	Unlikely	High	Tour Manager/ All teachers
Transitioning to different places and venues	Uneven footpath - trip	- Brief participants on rules and behaviour (no running). - Remain on pedestrian pathways and crossings.	Unlikely	Low	Tour Manager/ All teachers
Transport Travel during Excursion	Plane/Bus/car accident	- Students must always remain seated with their seatbelts fastened. At least one teacher will sit in the rear half of the coach to ensure all seat belt are used but each traveller. - Discourage leaving seats while transport is moving. - Abide by all safety instructions outlined by airlines	Unlikely	High	Tour Manager/ All teachers
Travelling on a bus/car	Travel sickness	Sick bags & spare bottled water to be accessible on coach. Students are not to eat lollies & snacks whilst traveling as this is the largest factor contributing to travel sickness. All students to carry bottled water and refill regularly	Possible	Low	Tour Manager/ All teachers
Travelling by boat	Sea sickness Safety on the water	- Sick bags to be taken. - if pre-existing sea sickness travel at the back of the boat - Boat will not sail in bad weather. - Life jackets provided on the boat - Names supplied to the boat company for accountability. - Boat Captains are fully qualified and certified though MSAF. - First aid accredited (boat company)	Possible	Low	Tour Manager/ All teachers Boat company Beachcomber (Fiji)
Transport Maintenance	Maintenance of vehicle/s	ISG/ INF is a licensed travel agent that uses various coach companies to supply vehicles to us to transport students on excursions. Transport hired by us are only obtained from operators accredited by 'the state Ministry of Transport.	Unlikely	Low	Hire Company
Comfort Stops in Public Parks	Student falling over/ Student falling off play equipment	- All students are to be reminded not to run. - Staff/Tour manager to assess the area prior to students using the equipment. - Activity - always supervised by an adult	Possible	low	Tour Manager/ All teachers
Accommodation, netball event, excursions City	Inappropriate Interaction with strangers	- Play area defined & out of bound areas stipulated. - Advised to be groups of three at all times	Unlikely	Medium	Tour Manager/ All teachers

Passports	Losing passport	- Tour managers/staff to make a copy and keep take with them. - Students or those under the age of 18 give to the tour manager after clearing customs, to keep in a safe place. - Tour Manager/ Staff to lock all passport in safe at the accommodation or suitcase	Unlikely	low	Tour Manager/ All teachers
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Swimming Pool at the Venue/ excursion	Not obeying pool rules/ identify any hazard at the pool or surrounding areas	- Students are to receive specific instructions regarding the pool. For those using the pool, behavioural expectations should be clearly defined. - Adhere to safety signs! - Tour manger to assess the area prior to the activity for safety	Unlikely	Low	Tour Manager/ All teachers
Meal times	Carrying hot food at dinners	Students advised to stay seated for the entire meal except when asked to collect their meals. All students will be told to go to the toilet prior to the meal so that they aren't moving around others whilst carrying hot meals.	unlikely	low	Tour Manager/ All teachers
At the accommodation	Other Guest inappropriate behaviour towards the travelling group	- Students are told to be considerate of guests staying at the accommodation venue. - Report immediately any other guest who is acting suspiciously or being a problem in any way.	Unlikely	low	Tour Manager/ All teachers
Kitchen appliance used from apartments (not applicable to all rooms)	Electrical appliances in rooms/apartments Scalding – boiling water	- Students are to be instructed to not use kitchen appliances unless supervised by the tour manager or an adult. - Students to be told to be careful of scalds from hot water when making a hot beverage.	Unlikely	Medium	Tour Manager/ All teachers
Night time curfew or an emergency	Outside after dark in accommodation grounds without supervision	- Students advised that they are not to be outside their rooms after the designated time, as lights will be turned off after this time. The only exception to this is in an emergency. - Students to be given the room number of the "on duty" tour manager teacher to contact in such an emergency. If students require a teacher in the night they should go with a friend.	Unlikely	low	Tour Manager/ All teachers
Waterfall (Samoa)	Falling over/ uneven and slippery surface	- Wear sturdy footwear to walk a distance to the waterfall. - Do not overload backpack! - Tour manager to pack a first aid kit. - Adhere to out of bound areas	Possible	Medium	Tour Manager/ All teachers
Sunburn	Travellers being affected by severe sunburn/ sunstroke	All travellers to - wear sunscreen or suitable clothing to cover up skin. - reapply sunscreen as per instructions. - Stay hydrated – pack plenty of water. - Tour manager to pack extra sunscreen and water.	Unlikely	Low	Tour Manager/ All teachers

		- Wear hats - Seek shaded area.			
Task/ Activity/ Locality	Hazard Identification	Elimination and Control Measure	Likelihood	Consequence	Who is Responsible
Snorkelling at Beachcomber island Fiji	Drowning/ Traveller not a competent swimmer or non-swimmer	- Full adult supervision - Life jackets to be worn by if not a competent swimmer- when available – if not available non swimmer not to engage in activity unless fully supervised - Tour Manager/teacher to have a list of travellers swimming ability. - All Staff hold first aid and MSAF (Maritime safety Authority of Fiji) certifications.	Unlikely	Medium/High	Tour Manager/ All teachers
Fire dancing/ cultural performances	Injury from airborne equipment	All travellers to stay in designated areas	Unlikely	low	Tour Manager/ All teachers
All Excursion Sabeto Mud baths (Fiji) Island day	Bites or stings	- General First aid kit to be taken on all field trips by tour manager. - Qualified First Aid at Netball events. - Tour manager to have documentation all travellers pre-existing medical condition.	Possible	Low	INF First Aid- netball events/ Tour Manager/ teacher all excursions
Sabeto Thermal Mud bath https://sabetothermalmudpoolandhotsprings.com/	Skin reaction to mud	- General First aid kit to be taken on all field trips by tour manager. - Emergency numbers supplied to all tour managers on itineraries. - Tour manager/ teacher has records of pre-existing medical conditions	Unlikely	Low	Tour Manager/ All teachers
Travelling near others on the bus or boat	Travellers being infected by others on the bus who have a virus or flu type symptoms	- Students to be assessed before leaving for the event/activity. - Students with any coughs or fever are not to board the coach for the trip. - Schools advised to bring hand sanitiser for each student to use when boarding the coach. - Any student who becomes ill or develops a cough during the trip is to wear a face mask and if possible, to isolate the student from other students by sitting them by themselves. If student also has a fever, then they must be taken to hospital for assessment. - Any student or adult with a cough or who is sick is not to sit closer than the third of the bus to the front because the coach company	Possible	Low	Tour Manager/ All teachers



		- has OH & S responsibilities to ensure the health of our driver. - Teachers to monitor student health before the excursion and exclude students who are not fit to travel. - Students to minimize contact with students from other schools at public areas.			
Task/ Activity/ Locality	Hazard Identification	Elimination and Control Measure	Likelihood	Consequence	Who
Injury during netball tournament	Grazes, ankle knee injuries Dehydration	- Qualified first Aid officer on site – fully equipped. - All travellers to have their own drink bottle. - Refill water regularly! - Seek shade where possible	Possible	Low	INF qualified First Aid supplied
Vehicle Allocation	Suitability to the group	The allocation of a particular vehicle is allocated by van/car hire company. Allocation is arranged when INF confirms. Prior to collecting van/cars the hire company reserve the right to change vehicles from what we have advised to INF. Changes to vehicle are due to Mechanical or any issue deemed unsafe. Please note not all buses are air conditioned – all travellers should bring water.	Rare	low	Car hire company
All locations	Medical emergency- such as injury, seizure, asthma attack, diabetic low, Allergic reaction	- Tour manager/teachers to have a list of all medical conditions of all travellers. - All travellers under the age of 18 to provide managers/teachers with medication schedule and know the location i.e. EpiPen in backpack. - Medical contacts listed on group itinerary - See below emergency numbers	Possible	Very high	Tour Manager/ All teachers

INF Risk Matrix	Consequence				
	Negligible Near Miss or first aid required	Minor Medical Treatment	Moderate In-patient hospital treatment	Major Severe irreversible injury	Extreme Fatality
Likelihood					
Almost certain Will occur in most circumstances	Medium	High	Very High	Very High	Very High
Likely will probably occur in most circumstances	Low	Medium	High	Very High	Very High
Possible Aware of instances that have occurred at some time	Low	Medium	Medium	High	Very High
Unlikely Could occur at some time	Low	Low	Medium	Medium	High
Rare May occur only in exceptional circumstances	Low	Low	Low	Low	Medium



Risks may happen without warning and not noted on this document, and they refer to as a real time or a dynamic risk.

Tour Managers/teacher need to be constantly reassessing the surrounding for potential risks that may arise and refer to the consequences to avoid harm. A dynamic/real time risk assessment, outlining concerning risks, need to be reported to INF staff for the safety of everyone.

INF staff **do not work** directly with children or minors. All participating young people remain under the supervision and responsibility of their designated Tour Manager, Club Manager, or Teacher at all times during INF events and activities.

INF engages reputable and appropriately vetted suppliers for all tours. This includes ensuring that accommodation providers, transport operators, and activity venues meet relevant safety standards, hold appropriate licences and insurance, and demonstrate a strong track record in delivering services for youth groups. Suppliers are selected based on their ability to **provide a safe and suitable environment for all participants.**

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24 Hour Assistance available whilst on tour

Emergency and Medical - Dial 911 for EMERGENCIES

Local doctors' surgery

Lautoka Health Centre, Naviti St, Lautoka, Fiji +679 338 2657

Local Hospital

Lautoka Hospital, Hospital Road, Lautoka, Fiji +679 666 0399