**10 Feb 2016**

**Risk Assessment Management System**

**‘W’ Checklist**

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| Activity: | West Area Founders’ Day (Exploration within Singapore polytechnic) | Venue: | Singapore Polytechnic |
| **Start Date:** | 20 Feb 2016 | **End Date:** | 20 Feb 2016 |
| **Estimated Time of Departure:** | 0930HRS | **Estimated Time of Arrival:** | 1200HRS |
| **Person-in-charge:** | Mr. Lam Tat Wai | **Assistant(s):** |  |

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| WHY |
| State learning objectives:   * To demonstrate the ability to locate checkpoints using MGR and to visit 4 checkpoints * To locate and participate at least 1 game checkpoint. * Provide pictorial evidence of their visit to checkpoints |
| Does the activity meet learning objectives?  (Yes / ~~No~~) |
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Note: Please attach the programme / itinerary

| **S/n** | Categories to consider: | **Hazards Identification** | | Risk Evaluation Score | | | Risk Control: **Strategies to reduce risk to an acceptable level** | Implementation | |
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| **Possible hazards** | **Potential incidents/ accidents** | Severity (a) | Likelihood (b) | Risk level (a) + (b) | Action Officer | Follow-Up Date |
|  | **WHAT** |  |  |  |  |  |  |  |  |
| **1.** | **Equipment** |  |  |  |  |  |  |  |  |
| a) Appropriate equipment is available. | Inappropriate footwear | Sprain | 2 | 2 | 4  (L) | **3 weeks before the activity:**  - Circular is disseminated to all participants via their leaders to inform all participants of the required equipment.  **Before departing for activities:**  Pre-exploration briefing is conducted for all participants.  - Check that all participants are wearing good walking shoes, comfortable clothing, compass, map and water before participants depart for their concurrent activities. If participants are without proper equipment, they may be refused from participating in the activity.  - First aid kit is available for minor injuries which can be attended to on site | Mr. Lam Tat Wai  Service Scout | Completed  Ongoing |
|  | Improper clothing | Heat stroke / Hypothermia | 2 | 2 | 4  (L) |
|  | Rug sack with necessary navigation equipment such as compass and map | Inadequate equipment which may lead to lost of direction | 2 | 1 | 3 |
| b) Appropriate equipment is serviceable. | Worn out footwear | Slip & Fall | 2 | 2 | 4 |
| **2.** | **Journey** |  |  |  |  |  |  |  |  |
|  | a) Unsafe Journey | Disorderly behaviour of participants | Accident / Injury | 2 | 1 | 3  (L) | - The accompanying leaders/ service scouts will provide for sufficient supervision along the way.  - Prior to departure, participants will be reminded to look out for co-users in Singapore Polytechnic and also to maintain their behaviour as they represent their schools and the Scout Movement. | Leaders and Service Scouts | Ongoing |
|  | b) Walking/Running | Body Injury | Road/Bicycle Accident | 3 | 2 | 5 | - Participants don their scout scarf, which is bright red and move in patrols of 10. This will help to ensure visibility to traffic users and cyclists.  -Ensure proper crossing of street and traffic monitoring | All | Ongoing |

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| **3.** | **Food** |  |  |  |  |  |  |  |  |
| a) Food purchased is bad for consumption | Consuming expired food or unhygienic food | Diarrhoea or stomach upset | 3 | 1 | 4 (L) | **Pre:**  - Check with vendor to confirm that food suppliers have relevant license and are reliable.  -Check if food is fresh and safe to consume  -To wash hands before eating  - Food is catered by licensed vendor and it is in sealed packages. | All | Ongoing |
| b) Nutrition is appropriate. | NA | NA | NA | NA | NA | Catered food is mainly carbohydrates replenishment as the event involves physical activity. |  | Completed |
| c) Special dietary needs are met. | Food allergy | Swelling, itch, rash | 3 | 2 | 5 (M) | **Pre:**  - Check medical declaration forms and counter check with participants of possible allergies.  - Teach participants to identify signs and symptoms of allergies and to report to Leader immediately if symptoms appear.  **On-site:**  - If participants develop signs and symptoms of food allergies, immediately seek First Aid or refer to Service Scout/Leaders for further instructions | All  All TICs, leaders and service members | Ongoing  Ongoing |
| d) Water is potable. | Unreliable/ contaminated water | Stomach upset, diarrhoea or high fever | 3 | 1 | 4 (L) | **Pre:**  - Check the availability of potable water at the various venues.  - Remind participants to refill their bottles with potable water.  **On-site:**  Activity is conducted in built environment and potable water is readily available at water coolers and within toilets (for emergency cases). | All  Service Scout | Ongoing      Ongoing |
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| **4.** | **TIMING** |  |  |  |  |  |  |  |  |
|  | a) Duration of activity is appropriate (e.g. start/stop/rest time). | Insufficient rest time | Fatigue leading to accidents and injuries | 2 | 2 | 4  (L) | **Briefing before departure:**  - Participants are reminded to listen to their own body and to take adequate rest in between the journey.  - The number of check points determined by the requirements of the hike will ensure that participants will take short breaks during the journey so that adequate rest is inbuilt.  - Participants are to be reminded to inform their leaders or service members should they be unwell.  **On-site:**  - Keep track of time and tasks and monitor participants’ progress via mobile devices and through their leaders/service members who may be following the patrols.  - Seek feedback from participants regularly through the hike.  - Activate contingency plans where applicable. | All | Ongoing |
| b) Timing of activity is appropriate (e.g. 5km run conducted before 10.30am or after 3.30pm). | Heat exhaustion / Hypothermia | Weather is too hot / Prolong heavy rain | 2 | 2 | 4 (L) | - Hike is conducted in morning to avoid the afternoon sun and appropriate rest various checkpoints which are sheltered in the built environment.  - Participants will be reminded before the journey to be equipped with rain protection gear and also to apply sun block to protect themselves against elements of the weather.  - In the even of Cat 1, participants will be notified via mobile devices through their accompanying leaders/service members to seek shelter until further notice. | All | Ongoing |
| c) Possible delay in activity | No contingency plan | Delay, hunger, fatigue | 2 | 2 | 4 (L) | **Pre:**  - Prepare contingency plan to cover a wide range of scenarios.  **On-site:**  - Ensure that participants carry sufficient water and equipment during the expedition.  - Keep track of time and tasks and monitor participants’ progress.  - Seek feedback from scouts periodically.  - As the activity is within a designated area; campus, should there be any delay, information may be passed down for contingencies quickly through the use of mobile devices. | All    All | Ongoing    Ongoing |
|  | **WHO (PEOPLE)** |  |  |  |  |  |  |  |  |
|  | **Leaders and Adult Supervisors** |  |  |  |  |  |  |  |  |
| **5.** | a) Adult supervisor(s) are competent to supervise activity and manage participants (e.g. adult supervisor: participant ratio met for specific activity, female adult supervisor present for overnight activity involving female participants). | Leader fall sick | Not enough supervision | 2 | 1 | 3 (L) | **Pre:**   * Ensure sufficient leaders are present for the trip, Ratio of 1:10 is met * In the event, overtaking duties and helping each other should be encouraged and initiated. * Adult Leaders should try to delegate basic tasks and oversee operations and safety as a whole   **On-site:**  Leaders are required to assist one another and keep tabs on their own well-being. | All  All | Ongoing  Ongoing |
| b) Personnel is certified and competent to conduct activity. | Personnel is not trained | Hikers are disorganized and cannot follow instructions | 3 | 2 | 5 (M) | -Personnel are all trained and that there is enough standby staff who can conduct the activity.  - Teachers are on site to take care of their students as well. | All | Ongoing |
| c) Certified First Aider or paramedic is on site. | N.A. | N.A. | N.A. | N.A. | N.A. | * VALs are qualified and certified First aiders. * Service Scouts to be first aid trained. | All | Ongoing |
| d) Personnel is competent to co-ordinate/execute emergency evacuation plan (e.g. search and rescue). | N.A. | N.A. | N.A. | N.A. | N.A. | * Leader is trained in management and trainers are knowledgeable in the evacuation. | All | Ongoing |
| c) Participants are aware of and adhere to safety requirements of activity. | Misbehaviour during activity | Slips and falls, sprains, cuts | 3 | 2 | 5 (M) | **Pre:**  - Reiterate the importance of safety during briefing. | All | Ongoing |
| e) Medical declaration and information of participants are documented and disseminated to relevant personnel. | Inadequate documentation of participants’ medical information | Delay in getting necessary information in critical condition | 3 | 1 | 4 (L) | **Pre:**  - Ensure that the consent and health declaration forms are collected.  - Compile the information to facilitate other administrative processes.  **On-site:**   * Ensure that the admin file consisting of the relevant information is located. | Admin Staff  All | Completed      Ongoing |
| f) Others : |  |  |  |  |  |  |  |  |
|  | **WHERE** |  |  |  |  |  |  |  |  |

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| **6.** | **Venue** |  |  |  |  |  |  |  |  |
|  | a) Area map is available for use during activity. | Not familiar with Map reading | Loss of orientation | 3 | 1 | 4 (L) | **Pre:**  All participants are trained in orienteering skills  **On-site:**  Participants will refer to Service Scout for Directions.  Participants are to meet at the gathering/final location should they be lost. | All  All | Ongoing   Ongoing |
| b) Others : | Insect bites | Poisoning, itch & swelling | 1 | 3 | 4 (M) | **Pre:**  Advise all participants to be alert and not to wander off to forested area within the campus as the activity designed for the built environment.  **On-site:**  Remind participants about the potential hazards of insect bites, especially bee stings and how to do treatment before identifying themselves to the first aid post. | All | Ongoing |
| **WEATHER** |  |  |  |  |  |  |  |  |
| **Inclement Weather** |  |  |  |  |  |  |  |  |
|  | a) Cold and rainy weather (fog or mist is expected) | Heavy rain & lightning during expedition | Hypothermia/ flu / strike by lighting | 4 | 2 | 6 (M) | **Pre:**   * Ensure participants know of precautions to take when encountered with inclement weather during activities onsite. Participants have to be briefed. * Check that participants have necessary clothing and equipment for wet weather such as poncho, jackets and warm clothing. * Participants will be reminded to seek shelter should there be rain.   **On-site:**  - Analyze the environmental conditions prior to the activity.  - Terminate activity when the weather conditions are beyond acceptable risk level | Service Scout  Leaders | Ongoing  Ongoing |
|  | b) Hot Weather | Heat waves | Heat Stroke / Sun burn | 4 | 1 | 5 (L) | **Pre:**   * Brief participants on the importance of hydration and heat protection * Participants are required to bring sufficient water as stated in the circular for constant hydration on hot day   **On-site:**   * Before departure for activities, equipment is conducted to ensure participants bring water bottle with water for the day. * Advise participants to put on their caps and sun screen | Leaders  All | Ongoing      Ongoing |
| **8.** | c) Others : N.A |  |  |  |  |  |  |  |  |
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**NOTE:**

* Please indicate ‘N.A.’ in cells that are not applicable.

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| **Outdoor Checklist** | | **Action Plan** | **Implementation** | |
| **Action Officer** | **Follow-up Date** |
| **9.** | **Communication** |  |  |  |
| a) Establish communication with school and service provider via hand phone, satellite phone and/or other appropriate devices. | **Pre:**  - Ensure availability of emergency contact numbers.    **On-site:**   * Leaders to stay contactable at all times | Leaders  Leaders | Ongoing   Ongoing |
| b) Establish communication with in-country authorities and facilities (e.g. police, national park rangers, hospital) for assistance and support in the event of an emergency. | * In the event of an emergency, accompanying leader/service member will exercise judgment if emergency first aid is required. | Leaders and Service members | Ongoing |
| c) Compile contact list of stakeholders (e.g. parents, MFA Duty Office, and in-country medical facilities). | **Pre:**  - Consolidate contact details all participants and their next-of-kin in the admin file.  **On-site:**  - Ensure that Service Scouts & leaders are contactable during the exploration. | Committee   All | Completed  Ongoing |
| **10.** | **Medical** |  |  |  |
|  | a) Arrange for medical screening and vaccinations for  Leaders/adult supervisors and participants (if necessary). | N.A. | N.A | N.A |
|  | b) Ensure availability of in-country medical facilities or personnel. | * First aid availability during hike is at all times is ensured. * In the event of injuries which require off-site treatment, casualty will be sent to the nearest hospital. (National University Hospital) * First aid first will be administered onsite while awaiting for the ambulance to arrive | All | Ongoing |
|  | d) Ensure accessibility to medical facilities or personnel in the event of an emergency. | **Pre:**  - Check the nearest route and means to nearest medical facilities (NUH). | Leaders | Ongoing |
| **12.** | **Others** |  |  |  |
|  |  | N.A. |  |  |

**Risk Assessment Team comprises:**

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| **Name of Officer(s)** | **Designation** |
| Lam Tat Wai  Iris Ng | Assistant Area Commissioner (Training)  Unit Development Leader (Scout) |

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| **Name of Person-in-charge** | **Signature** | **Date** |
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**Vetted by:**

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| **Name of Assistant** | **Signature** | **Date** |
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**Chief Safety Officer/Principal Checklist**

**To ensure that the following are completed prior to the programme:**

* Communicate programme details to parents and participants.
* Compile medical information and consent forms.
* Ensure that personnel conducting activity is qualified.
* Ensure that pre-activity training is carried out.
* Ensure that relevant safety and emergency procedures are in place.

**Approved by:**

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| **Name of Chief Safety Officer/Principal** | **Signature** | **Date** |
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| **Comments:** | | |

**Assessment Review**

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| **Name of Person-in-charge** | **Signature** | **Date** |
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