



Risk Assessment and Management Strategies (RAMS)

Prevention is always better than cure and the most effective technique for the prevention of undesirable events is Risk Assessment which strives to identify known or anticipated risks, what could go wrong and any adverse impact.

The Assessment then focuses upon ways to prevent accidents or adverse incidents occurring and ensuring that when the worst happens lessons are learned and measures to prevent re-occurrences are introduced.

Areas of assessed potential risk have been separated into:

- Medical
- Transport
- Accommodation
- Animals and Wildlife
- Miscellaneous

The risk assessment judgement will focus on the likelihood and severity of the harm linked to the risk.

- The likelihood of harm can be assessed as Unlikely, Possible or Likely;
- The severity of harm can be assessed as Minor, Moderate, or Major.

When the harm is assessed as being -Likely and the severity -Major the activity should be suspended until control measures can be put into place to make the activity safer.

Program Description

In December 2018 a group of 20 Mount Maunganui College student and two leaders will travel to Sri Lanka where they will engage in cultural and ecotourism activities, and support local communities through contributions to childcare, community development, elephant conservation projects.

Hazard	Risk	Likelihood	Severity	Precaution/Action
MEDICAL				
Pre-existing medical conditions				Leaders shall familiarise themselves with all student group members' pre-existing conditions and medications, including those students who have not received pre-travel vaccinations. Pre-existing conditions shall be reconfirmed with each student immediately prior to departure, with any new conditions noted.
Medical Emergency		Unlikely	Major	Throughout all stages of the tour, leaders should pro-actively consider how they would react if there were to be a medical emergency. This will involve considering the geographical location and potential evacuation/escape routes, available resources such as local guides, and how the group would be managed and possible responsibilities delegated in the handling of an incident. Leaders must familiarise themselves with emergency capabilities of students within the group, e.g., first aid capabilities, aquatic life saving training, etc.
Life threatening conditions	Death	Unlikely	Major	<p>Life threatening allergies will require immediate steps to stabilise the affected person, followed by medical evacuation as rapidly and safely as possible. Conditions that might warrant such evacuation include severe injury involving copious blood loss, internal bleeding, snakebite, paralysis, and anaphylactic shock. While broken limbs are not generally life threatening, a broken limb would warrant immediate evacuation to a medical facility.</p> <p>In all incidents of life-threatening conditions, the affected person should be immobilised in a prone position as soon as possible to reduce stress, kept warm, and have blood loss (if any) staunched by applying pressure to the site of bleeding (if bleeding is external). The affected person should be accompanied constantly by another person to reassure them, to keep them awake and mentally alert if at all possible, and to inform medical personnel of the events leading to the emergency and any symptoms that the affected person may have been exhibiting. If local people or the tour guide confirm there is a clinic staffed by a doctor in the vicinity, then the patient should be immediately be taken to the clinic for stabilisation, and the doctor or nurse requested to accompany the patient during evacuation on to a larger hospital. For all life-threatening events, an attempt should be made to fully document the incident as soon as possible after the event. This should include taking witness statements and contact information and</p>

				interviewing the patient once he/she is stabilised, safe and feels comfortable talking about the event. Leaders must contact Allianz Global Emergency Assistance, the student's parents, and the School as soon as is possible.
Allergies and Anaphylactic shock	Shock Death	Unlikely	Moderate	<p>It is the student's responsibility to ensure that medication that they have the medication they need if they suffer from allergies or potential anaphylactic shock. This includes EpiPen. Students are also responsible for ensuring that they do not consume foods to which they are allergic. If in doubt, do not consume. Any pre-existing allergic conditions MUST be notified to group leaders, and to project leaders who will advise the staff preparing meals.</p> <p>In the event of allergic reaction, medical advice will be sought. Life threatening allergies are most likely to be due to extreme reactions to insect stings or food allergies in people with hypersensitivity reactions. Most students with hypersensitivity problems will be aware of this and will have an anaphylactic kit or EpiPen that they carry with them. At all times, the leader should know where the kit/pen is located and how to use it. In the event that someone has an unexpected severe reaction, they should immediately be transported to the nearest clinic for medical attention, then evacuated to a hospital for continued observation.</p> <p>Basic antihistamines will be available in the leader's medical kit.</p>
Blood borne infections including Hepatitis-B	Disease	Unlikely	Major	<p>Leaders shall enquire on the use of sterile needles and other invasive medical equipment or supplies when accompanying student group members to a medical facility and use supplies from our own medical kit where there is any doubt.</p> <p>Student participants are strongly encouraged to be vaccinated against Hepatitis B in advance of travel.</p>
Cuts and scratches	Injury Infection	Likely	Minor	<p>Most "incidents" in Sri Lanka will fall into the cuts and scrapes category. In general, these are the scrapes, cuts and bruises that may result from normal activities. Appropriate footwear and clothing are the best means of preventing such accidents. Small cuts and scratches become easily infected in humid climates. Immediately wash all wounds in clean water and disinfect the affected area. Apply a topical antibiotic and keep the area clean, either with or without a covering bandage depending on the nature of the cut/scrape. If you develop signs of infection (increasing pain and redness), students should advise group leaders, and arrange to see a doctor.</p>
Drinking Water and Water-borne illness including	Illness Infection Disease	Possible	Moderate	<p>Students are cautioned to avoid drinking or imbibing tap, river or lake water, and to only drink purified bottled water from sealed bottles. This includes brushing teeth. Students will be advised to look for the small round 'SLSI' logo, which shows the water has been tested by the government's Sri Lanka Standards Institution (the majority of local brands).</p>

<p>stomach upset, diarrhoea, dysentery, Hepatitis-A, typhoid</p>				<p>Students will also be cautioned about other sources of unclean water including ice and unsealed bottled water. Students are advised not to share their drink bottle with anyone else, or drink from anyone else's drink bottle, particularly if either person is ill. Students advised to inform leader if they are suffering from headaches, light headedness, particularly if they have dark urine. Due to heat, diarrhoea or vomiting, students should be observed for possible dehydration. Medical advice will be sought, possibly for a course of antibiotics and hydration powder.</p> <p>Hepatitis-A is a food- and water-borne virus that infects the liver, causing jaundice (yellow skin and eyes), nausea and lethargy. There is no specific treatment for hepatitis A, you just need to allow time for the liver to heal. All students should be vaccinated against hepatitis A prior to travelling to Sri Lanka.</p> <p>Typhoid is a serious bacterial infection that is also spread via food and water. It gives a high and slowly progressive fever and headache, and may be accompanied by a dry cough and stomach pain. It is diagnosed by blood tests and treated with antibiotics. All students should have been vaccinated against typhoid prior to departure to Sri Lanka.</p> <p>Ways to help avoid food-related illness: eat only freshly cooked food, avoid shellfish and buffets where the food has been sitting, peel fruit, cook vegetables, avoid salads, eat in busy restaurants with a high customer turnover.</p>
<p>Heat Stroke, Sunstroke, Sunburn, dehydration</p>	<p>Burns Dehydration Shock Death</p>	<p>Possible</p>	<p>Moderate</p>	<p>Heat stroke and sunburn are very real threats in Sri Lanka which can be hot and humid throughout the year, and are highly likely among students unless appropriate precautions are taken. At the beginning of the tour, students should be made aware of how easy it is to become sunburned and/or dehydrated and should be advised as to how to avoid these conditions. Leaders to actively monitor all students for symptoms of heat exhaustion and take early action to avoid the situation deteriorating. For most visitors, it takes around two weeks to comfortably adapt to the hot climate. Swelling of the feet and ankles is common, as are muscle cramps caused by excessive sweating. Prevent these by avoiding dehydration and excessive activity in the heat, wearing hats, covering up arms and legs and using appropriate sunscreen. Students will be advised to drink rehydration solution or eat salty food. Treat cramps by resting, rehydrating with double-strength rehydration solution and gently stretching. Dehydration is the main contributor to heat exhaustion. Recovery is usually rapid, and it is common to feel weak for some days afterwards. Symptoms include the following: feeling weak, headache, irritability, nausea or vomiting, sweaty skin, a fast, weak pulse, slightly elevated body temperature. Treatment: get out of the heat, fan the sufferer, apply cool, wet cloths to the skin, lay</p>

				<p>the sufferer flat with their legs raised, rehydrate with water containing one-quarter teaspoon of salt per litre.</p> <p>Heatstroke is a serious medical emergency. Symptoms include the following: weakness, nausea, a hot, dry body, temperature of over 41°C, dizziness, confusion, loss of coordination, seizures, eventual collapse. Treatment: get out of the heat, fan the sufferer, apply cool, wet cloths to the skin or ice to the body, especially to the groin and armpits. Get medical attention.</p> <p>Prickly heat is a common skin rash in the tropics, caused by sweat trapped under the skin. Treat it by moving out of the heat for a few hours and having cool showers, and applying locally bought prickly-heat powder.</p> <p>Leaders will ensure that adequate safe drinking water is available at all times. Students will be advised to wear wide brimmed hats, or to purchase reflective shade umbrellas, similar to those commonly used by the Sri Lankans, and to stay hydrated by drinking “little and often”. All students will be briefed pre-departure to bring an adequate supply of sport quality sunscreen from New Zealand, as sunscreen in Sri Lanka is expensive and of dubious quality. Students to wear sunscreen, reapply, and stay covered. Medical advice will be sought for any student suffering from heat stroke.</p>
Sexually transmitted infections	Disease	Unlikely	Moderate	Student participants on this tour are prohibited from having sexual relations.
Travellers’ Diarrhoea	Discomfort Illness Dehydration	Likely	Minor	<p>Intestinal complaints and Travellers’ Diarrhoea are by far the most likely problem to affect members of our student group while in Sri Lanka. It’s usually caused by a bacterium, and thus responds promptly to treatment with antibiotics. Students must be warned about eating street food and drinking beverages that do not come from sealed bottles. Traveller's diarrhoea is defined as the passage of more than three watery bowel actions within 24 hours, plus at least one other symptom, such as fever, cramps, nausea, vomiting or feeling generally unwell.</p> <p>Treatment consists of staying well hydrated; rehydration solutions like Gastrolyte are the best for this. Antibiotics such as ciprofloxacin or azithromycin should kill the bacteria quickly and can be purchased from local pharmacies. Students will be advised to seek medical attention quickly if they do not respond to an appropriate antibiotic.</p>

				<p>Loperamide (“Diastop”) is just a ‘stopper’ and doesn’t get to the cause of the problem. It can be helpful, though (e.g. if you have to go on a long bus ride). Don’t take loperamide if you have a fever or blood in your stools.</p> <p>Giardia is a parasite that is relatively common in travellers, and comes largely from drinking infected water in streams. Symptoms include nausea, bloating, excess “eggy” farts and gas, fatigue and intermittent diarrhoea. The parasite will eventually go away if left untreated, but this can take months; the best advice is to seek medical treatment. The treatment of choice is tinidazole, with metronidazole being a second-line option. Amoebic dysentery is very rare in travellers but has symptoms similar to bacterial diarrhoea: fever, bloody diarrhoea and generally feeling unwell. Students will be advised to IMMEDIATELY inform group leaders if they have blood in diarrhoea, so that reliable medical advice can be sought. Treatment involves two drugs: tinidazole or metronidazole to kill the parasite in your gut and then a second drug to kill the cysts. If left untreated, complications such as liver or gut abscesses can occur.</p>
TRANSPORT				<p>Leaders shall ensure that planned travel does not take place in the dark unless pre-booked and part of the approved itinerary. Sufficient time is allocated in the itinerary in order to prevent this.</p> <p>Leaders shall ensure that a medical kit, and local mobile phone are kept in the vehicle when the group is travelling together, are readily available, and that all group participants know where they are located.</p> <p>When the group must be split between multiple vehicles, leaders shall consider their position of maximum usefulness.</p> <p>All tour participants carry travel insurance.</p>
Bicycles	Accident Injury	Possible	Minor	<p>The most likely place to be using bicycles will be within the Polonnaruwa archaeological complex, not on public roads. When using bicycles, students are warned of road safety and recommended to wear helmets where possible and when on the road.</p> <p>Students are advised of local road rules and safety protocols and to obey traffic laws when on public roads.</p>
Contract Transport Services (e.g., Jeep safari)	Accident Injury	Unlikely	Moderate	<p>All service providers of other transport services including trekking transport, wildlife jeep safaris, and connecting shuttle services are with licensed operators.</p> <p>Students are reminded prior to departure about safety and emergency procedures. Students are required to follow all safety briefing instructions by vehicle operators. To the best of their ability, leaders shall visually ensure that the vehicle’s appearance and condition is generally sound.</p>

				<p>Where possible, the presence or lack of seat belts will be a consideration when selecting the vehicle. Leaders shall ensure that where present, seat belts are used.</p> <p>Where safari vehicles do not have seat belts, the majority of the transport must be off main roads and highways, and students supervised by the group leaders.</p> <p>Leaders shall ensure that all participants travel inside the passenger carrying compartment of the vehicle and that each has a seat and that passengers use them correctly.</p> <p>Leaders shall ensure that they are in a position to communicate with and monitor the driver, and their speed in relation to the road conditions and weather whilst still being able to manage the group. Leaders shall instruct the driver to slow down or stop immediately if they consider the vehicle to be travelling unsafely.</p> <p>Leaders shall ensure that tailgates and doors are closed and secured before departure and that loading and unloading of student passengers is supervised.</p> <p>All water-based operators provide life jackets.</p>
Exiting Vehicles	Accident Injury	Possible	Moderate	<p>Where possible, leaders will supervise students when they are exiting vehicles. Students shall be briefed on vehicle safety and the dangers of disembarking a vehicle when travelling unaccompanied by a leader. When travelling as a group, whenever possible, leaders shall ensure that drivers stop on the side of the road where it is safest to disembark and that students do not exit into oncoming traffic.</p>
Flight Cancellation and delays	Delay	Possible	Minor	<p>All students have travel insurance that will cover them for such incidents.</p>
Long Journeys	Fatigue Accident DVT	Possible	Minor	<p>Flights can be long with regular temperature fluctuations and possible turbulence. Bus journeys can be long, with winding and poor-quality roads.</p> <p>Leaders shall ensure that student group members are suitably prepared for the journey, including appropriate warm clothing for flight or bus air-conditioning, eye shades, ear plugs, toilet tissue & baby wipes (for buses), prescription medication, motion sickness medication and sanitary items in hand luggage.</p> <p>Leaders shall ensure that students are briefed on Deep Vein Thrombosis (DVT) while travelling long distances. Preventative measures include walking around, rotating and lifting feet, drinking plenty of water, wearing loose comfortable clothing, wearing compression socks.</p> <p>Tired students can be distracted and place themselves at risk. On overnight flights, student participants will be encouraged to sleep and arrive refreshed (as possible), alert and to minimise jet lag</p>
Motorbikes	Accident Injury	Likely	Major	<p>As per our rules and volunteer code of conduct, students are strictly advised to not ride motorbikes at any time.</p>

Project vehicles	Accident Injury	Unlikely	Moderate	Vehicles that are used for volunteering project transportation (vans and tuk-tuks) are well maintained and serviced on time. Drivers hold the correct licenses and are trained about acting according to the situation and maintaining safety while driving.
Public Buses, local taxis, tuk-tuks.	Accident Injury	Unlikely	Moderate	All bus transport recommended by the local project team is regular and reliable. Students are warned of risks travelling by bus in Sri Lanka, and how to avoid these risks, during their safety briefing. The local project team will provide advice of safe and reputable public transport options. Information about reputable taxi companies and tuk-tuk drivers is provided to volunteers by onsite project team. Students will be briefed about unscrupulous taxi and tuk-tuk drivers and how to avoid them. Students will be briefed on tuk-tuk safety including keeping limbs inside vehicles and staying seated at all times, that the driver drives in an appropriate manner and that the tuk-tuk is not overloaded. Leaders shall ensure that tuk-tuks are only used for short journeys in and around the local vicinity when no other suitable form of transport is available. At all times, students are required to travel in groups or pairs at a minimum, and travel during the day wherever possible.
Tour Coach	Accident Injury	Unlikely	Moderate	All vehicles have seat belts fitted (minimum lap belt) and are inspected by Tour leaders prior to departure. Drivers and guides are nationally licensed and the tour guide is trained in looking after casualties, treatment of minor burns, bleeding, caring for unconscious casualty, treatment of choking, sprains, strains and bites. Vehicle carries basic first aid kit and drivers have emergency contact numbers in the event of an accident. Students are reminded prior to departure about seatbelt safety and emergency procedures. In the event of any accident or incident while on tour with Bours Travel (visiting the Cultural Triangle, and Kegalle to Bentota) tour guides and group leaders will attend to transfer any serious injuries immediately to the nearest hospital or medical clinic. The leaders will coordinate with the guide, hospital and head office of Bours travel. If the situation is critical, a Bours Travel staff member and Sri Lanka tour leader will be sent to the hospital to manager further action. All tour participants carry travel insurance which includes full medical coverage, transfer to international medical facility and evacuation if required.
Traffic	Accident Injury	Possible	Moderate	In conjunction with the local onsite project team, leaders will brief the student group on local traffic conditions and the risks associated with crossing roads, driving standards, vehicles and road conditions that are generally more hazardous than in New Zealand.

				<p>Students will be advised if the direction of traffic is different to New Zealand (Sri Lanka drives on the left like NZ), and that greater stopping distances should be allowed when crossing roads.</p> <p>Students will be advised that pedestrians do not necessarily have right of way, even on pedestrian crossings.</p>
Trains	Accident Injury	Unlikely	Major	<p>While travelling on trains, where possible students will have reserved and assigned seats. General advice around safety on public transport is provided, particularly related to keeping body parts inside moving carriages.</p>
ACCOMMODATION				<p>On arrival at all accommodation, student participants will be briefed on emergency and evacuation procedures, and group muster locations. They will be made aware of information and notices regarding such procedures.</p> <p>In all volunteer project accommodation, the local team will brief the students on emergency procedures, emergency contact information and evacuation steps during the program orientation.</p> <p>Group leaders and Volunteer accommodation are first aid trained and first aid equipment is available on site.</p> <p>No member of the public or locally employed staff are permitted in student's rooms without the express permission of a leader. Students will also be briefed not to enter non-group member rooms.</p> <p>Leaders must ensure that no individual student group member is left alone with other guests, hotel staff or members of the public.</p>
Assault	Injury Stress	Unlikely	Moderate	<p>Sri Lanka is a peaceful and safe country for travel and personal assault is rare. Hotels used during the tour have strong reputations and are known for being good quality, popular and safe.</p> <p>Students will be briefed about safety measures and how to stay safe from harm when in public.</p> <p>Emergency contact numbers will be provided to all students and displayed in volunteer project accommodation.</p> <p>To ensure the safety of students, rooms in all accommodation are allocated on single gender basis.</p> <p>In the event that a student is harassed or assaulted, the first priority is to ensure the physical safety of the person who has been assaulted. The person should be immediately moved to a secure location. Witnesses (if any) to the event should have statements taken, and a statement also taken from the victim(s) when appropriate, but before too much time has elapsed (preferably within 24 hours of the event). The incident will be reported to the tour guide, accommodation management, or project</p>

				<p>leader immediately and someone with bilingual capabilities requested to assist with escalation to the nearest police station.</p> <p>Sri Lanka has 24-hour police emergency services. A formal police report including as much detail as possible should be filed with the local and regional authorities as soon as possible.</p>
Balconies and Stairwells	Accident Injury	Possible	Moderate	<p>Leaders shall ensure that students take additional care on stairs with no handrails, and on all balconies.</p> <p>Leaders and students will be required to make a visual check of the security/integrity of balconies including their handrails, before using.</p> <p>Students will be discouraged from using balconies that appear overcrowded, particularly if during an event or special occasion.</p>
Curfew	Assault Accident Injury			<p>An evening curfew is imposed on the group every night, unless the group is together for a specific evening event or activity planned in the itinerary. All students are strictly required to be within the accommodation by evening curfew.</p> <p>Leaders will ensure that the locations of all rooms used are known to all group members and that they conduct a security check of the presence of all students before retiring themselves.</p> <p>Students must be made aware that they cannot leave the accommodation once they have gone to bed at night.</p>
Fire	Injury	Unlikely	Major	<p>Fire exits are displayed in all volunteering project accommodation and extinguishers are provided. On arrival at all accommodation, students will be briefed on fire emergency procedures, location of fire alarms, fire escapes and evacuation routes and muster locations and ensure that all group members understand how and where to evacuate should the need arise. Students are briefed to use fire alarms if they suspect there is a fire. In multi-story accommodation where fire escape protocols are deemed inadequate, leaders may need to ensure that the group is accommodated on the ground floor. As per our rules and volunteer code of conduct, smoking by students is forbidden.</p>
Faulty Electrical Wiring	Accident Injury Electrocution	Possible	Major	<p>Students shall be encouraged to visually check, to the best of their ability, that electrical connections including plugs, sockets, lights, light switches and appliances in their accommodation or on project sites appear sound and in working order. Sockets with loose, exposed or dangerous looking wiring are not to be used and reported to leaders, who shall bring the issue to the attention of the accommodation provider, or project team leader.</p>
Other guests and hotel staff	Assault Theft	Unlikely	Moderate	<p>Leaders shall observe and be aware of other guests and if appropriate, warn student group members about potential risks. Leaders will brief all students of the locations of the leaders' rooms and be contactable at all times. Where possible leaders' rooms shall</p>

				<p>be within hearing distance of student's rooms in order for them to respond to distress calls.</p> <p>Students will be briefed to secure their rooms at night and ensure that doors and windows can be secured.</p>
Sexual Harassment & Sexual Assault	Assault Injury	Unlikely	Moderate	<p>In the event of sexual assault, the processes are very similar to those above for Assault, except that the victim should be transported to the nearest clinic or hospital for medical evaluation, and should be provided with counselling at the earliest opportunity. Leaders should try to ensure that the victim does not wash, shower or change clothes before arriving at the clinic or hospital, although a change of clothing should be taken.</p> <p>The tour guide, accommodation provider, and volunteer project team management should provide advice on which areas in the local vicinity to avoid, particularly after dark. Group leaders will brief students on the potential impact that behaviour and dress can have on personal security, and monitor clothing, intervening when appropriate. Group leaders will advise participants of the potential increased risk to female group members. Leaders shall ensure that students never go out alone or are left alone with members of the public, or hotel employees. All students shall be required to request Leader permission if they wish to leave the student group and ensure that they travel in pairs at a minimum, with a working local cell phone, and having advised the group leader of their intended destination and expected return time.</p>
Theft	Stress Disadvantage	Possible	Minor	<p>Students shall be briefed to secure their luggage with locks (ideally combination locks to avoid loss of keys) and not to leave valuables in rooms unless they can be secured. Leaders shall where necessary locate a secure facility for any valuables whilst in the accommodation.</p> <p>Students will be advised to never leave hotel rooms unlocked or with doors open while unattended.</p> <p>Safety briefings will provide specific advice around how to avoid situations where the risk of theft is higher, e.g. large crowds, or when travelling with valuables exposed on public transport. Students should keep valuable items on their person at all times and cash or valuables must not be shown in public areas.</p> <p>Leaders will ensure that a check is made of all students' passports before checking out of all accommodation.</p> <p>In IVHQ/Green Lion volunteer project accommodation, all students are provided with safety lockers to store valuables.</p> <p>At Millennium Elephant Foundation lockers are not provided but passports can be locked in the office safe if required. All MEF cabins are locked with a key that the student volunteers are responsible for and there is a security code on the volunteer</p>

				accommodation door that is required for entry. Millennium Elephant Foundation also provides front-of-house security guard from 8am-5pm every day, and a security guard at the entrance to the volunteer area from dusk until dawn.
Violent Crime	Assault Injury	Unlikely	Major	Violent crime is extremely rare in Sri Lanka, but must be prepared for nevertheless. The group will be fully briefed on the safety level of places, and places to avoid during onsite orientation by the local project team. Leaders will not promote any place of risk. A curfew will be in place every evening requiring all students to be present at the accommodation. Students are not permitted to travel anywhere alone and without a local cell phone. If students are subject to any violent crime, they should contact the group leaders, onsite project manager or driver/guide immediately, so that medical attention can be administered and the crime reported to appropriate authorities. School and parents to be notified by group leaders.
ANIMALS AND WILDLIFE				Injuries caused by animals and wildlife are common in all travel to developing countries, ranging from insect bites and stings and infections, insect borne diseases, bites by domesticated and wild animals, to accidents caused by proximity to large animals including goannas, monkeys, horses, elephants, etc. Notable infectious diseases that are present in Sri Lanka and spread by wildlife include Dengue Fever (spread by mosquitos) and rabies (spread primarily by dogs, monkeys, bats).
Elephants	Injury	Unlikely	Major	While Sri Lanka has one of the highest densities of elephants in the world, the places that students are likely to be in the proximity to elephants is viewing them from a distance at Pinnawala Elephant Orphanage, or from a safari jeep in Minneriya National Park, possibly seeing them involved in a religious festival, and at the Millennium Elephant Foundation. Students will be advised never to approach elephants that are not accompanied by their mahout, and to keep a distance of 3-4 metres at all times. At Millennium Elephant Foundation, students are not covered by travel insurance while handling elephants as this is considered employment. The elephants at MEF are domesticated and all students will be fully briefed on safety precautions around elephants, and how to stay safe from harm or accident when close to elephants particularly when walking with elephants, and participating in feeding or bathing. Students must follow the instructions of the mahouts and volunteer coordinators at MEF at all times. (In reality, the most common injuries and incidents at MEF are insect bites and stings).

Insect Bites and Stings	Injury Disease Shock	Likely	Minor	<p>Insect bites, particularly from mosquitos can be highly persistent, irritating and cause allergic reactions (bumps, itching etc) in sensitive people. Leaders should emphasise use of proper clothing (long pants, long sleeves) and use of insect repellent. In the event of discomfort, the application of hydrocortisone cream will generally ease the symptoms. Ticks can be contracted while walking in rural areas and are commonly found behind the ears, on the belly and in armpits.</p> <p>Students with tick bites and a rash at the site of the bite or elsewhere, fever or muscle aches, will be advised to see a doctor. Doxycycline prevents tick-borne diseases.</p>
Insect-borne diseases (Dengue Fever, Malaria, Zika Virus)	Disease	Possible	Moderate	<p>Malaria and Zika virus are not present in Sri Lanka Dengue Fever is present in Sri Lanka. As there is no vaccine available, it can only be prevented by avoiding mosquito bites at all times. Dengue carrying mosquitos are present throughout the day in urban areas and all students will be highly recommended pre-departure to bring appropriate tropical-strength personal insect repellent containing 40% DEET or 15%+ PICARIDIN to use during the day. Mosquito nets are provided while sleeping in the volunteer accommodation in Kandy and at Millennium Elephant Foundation.</p> <p>Students to be aware of dengue fever symptoms, including high fever, severe headache and flu-like body ache, unusual bleeding (particularly from nose or gums) and sometimes a rash and diarrhoea. Treatment is rest and paracetamol – do not take aspirin or ibuprofen as it increases the likelihood of haemorrhaging.</p>
Leeches	Injury	Likely	Minor	<p>Small leeches are a problem in wet rainforest in Sri Lanka, particularly in some areas of the Knuckles Mountains where our group will be trekking. Students will be advised to carry insect repellent and salt and advised not to physically remove leeches, but to pour salt on them if they have attached to skin. Leeches do not transmit any disease, but their bites are often itchy for weeks and can easily become infected. Students will be briefed on tending to leech bites by local project staff and hiking guides. Remedy usually involves application of an iodine-based antiseptic to any leech bite to prevent infection. All students will be given the opportunity to purchase inexpensive leech socks in Kandy prior to hiking in the Knuckles Mountains</p>
Small animals (Dogs, monkeys, lizards)	Injury Disease	Unlikely	Moderate	<p>Students will be advised to be alert and sensible around small animals and to avoid approaching wild or feral animals, dead or alive. At night, carry a torch or headlamp. Avoid all direct contact with dogs (particularly stray) and monkeys as both can be dangerous, and possibly infected with rabies. Educate participants that the best response to a potentially hazardous animal is to slowly retreat and not make the animal feel boxed in or threatened. Students should avoid showing food or fruit, or offering food or fruit to monkeys.</p>

				<p>Students are advised to IMMEDIATELY inform group leaders and project managers in the event of a small animal bite, particularly a dog or monkey.</p> <p>Rabies is a fatal disease is spread by the bite or possibly even the lick of an infected animal – most commonly a dog or monkey. Students should seek medical advice immediately after any animal bite and commence postexposure treatment. Having pre-departure vaccination against rabies means the treatment is greatly simplified. If bitten by an animal the wound should be gently washed with soap and water, and apply iodine-based antiseptic. If the student is not pre-vaccinated they will need to receive rabies immunoglobulin as soon as possible, and this can be expensive and difficult to find.</p>
Snakes/scorpions	Injury Death	Unlikely	Moderate	<p>Leaders will seek advice from tour guides and local volunteering project teams to determine the risk of snakes, scorpions etc. While Sri Lanka certainly has numerous species of snake, they tend to come out at night, and be in rural areas, or around urban rubbish dump areas where they can feed on rats. Students need to be aware of their surroundings and to avoid walking in long grass when less able to see a snake, particularly in the evening to avoid disturbing a snake or accidentally stepping on one and getting bitten. Strongly emphasise the foolhardiness of reaching into holes or thick vegetation where venomous or otherwise hazardous creatures may be concealed. Students should also take care moving rubbish items that may have been providing shade.</p> <p>A scorpion sting has a painful, tingling, burning or numb feeling at the sting site. Most scorpion stings do not require much attention but you should seek medical assistance immediately. Wash the sting with soap and water and remove all jewellery in case it restricts circulation if there is tissue swelling. Apply cool compresses to the sting area, 10 minutes on, 10 minutes off. Give a painkiller to relieve pain but avoid aspirin or ibuprofen. Leader to monitor and take student to hospital emergency department if symptoms increase in severity.</p>
Wasp stings	Injury Shock	Possible	Minor	<p>The most likely place to be stung by a wasp is while climbing Sigiriya, as there are wasp nests attached to the rock face in some places near the track, however wasps don't tend to attack unless provoked. The group will climb Sigiriya in the morning when least crowded, and will be advised to remain quiet in the area where wasp nests are known to be located. In the event that a nest is disturbed, move away from the areas as quickly as possible. Wasps will not generally pursue for more than a few yards. Tightly covering the head as much as possible with a rain poncho or similar may be helpful. Day packs and other gear will impede escape and should be discarded. Most stings are painful but of short duration, however any person who receives more than 3-4 stings should immediately be taken to the nearest clinic or hospital for treatment and observation.</p>

				Any student with a serious bee or wasp allergy should carry an injection of adrenalin (e.g. an EpiPen).
MISCELLANEOUS				
Alcohol	Injury	Unlikely	Minor	As per our rules and volunteer code of conduct, students are strictly prohibited from consuming alcohol on tour.
Civil Strife and Local Violence	Assault Injury	Unlikely	Moderate	Sri Lanka has been politically stable in recent years with minimal disruption to public services, however there have been very infrequent incidents of local violence and civil strife, with the most recent being religious violence between Muslim and Buddhist groups in Kandy city in 2018. Leaders shall ensure that the student group is briefed to avoid any marches, demonstrations, political gatherings and areas where there appears to be a proliferation of armed police or military indicating preparation for civil unrest. In such events, students to be advised to keep a low profile without sharing religious or political opinions. Group coordinator keeps up to date with the local political situation and is signed up to receive regular updates by the NZ Dept of Foreign Affairs. The presence of all students in Sri Lanka has been notified to the NZ Dept of Foreign Affairs. In the unlikely event of civil strife or local violence, insurance provider and school will be informed, and the tour will relocate to an alternative safe location away from the strife or violence. In the event that relocation cannot take place, students will remain in the accommodation and take direction from local authorities, and local project leaders. In the worst-case scenario, all students have international evacuation provisions in their travel insurance.
Fitness and Wellbeing	Discomfort Accident Injury	Possible	Minor	Leaders are aware that activities undertaken on tour will often be different from those that individual students may be used to at home. Leaders will monitor the group at all times throughout the tour to ensure that the planned activities do not exceed the ability of any individual in the group. All students will be recommended to be physically active and increase fitness if appropriate prior to trip departure. Leaders shall ensure that all students in the group MUST speak to one of the leaders if they feel unwell, or if they are struggling to cope with the demands of any activity. Leaders shall bear in mind that some students may not want to admit they are struggling, or feel personally embarrassed with the condition or symptoms that they present. If the leaders feel that an individual student is not able to cope with the demands of the planned activity they must plan to reduce the intensity as appropriate, or terminate the activity. Particularly where the stress is due to heat or lack of stamina, the leader must monitor the group to see if there are other students also suffering in a similar way.
Illegal Drugs	Accident Disease	Unlikely	Moderate	As per our rules and volunteer code of conduct, students are strictly prohibited from consuming or using illegal drugs, or prescription medication that was not prescribed to

	Overdose Death			them. For the safety and enjoyment of other participants, any student abusing drugs should immediately be removed from the tour and put up in alternative accommodation at the advice of the volunteer project management, until they are able to be booked onto the first flight possible back to New Zealand. The School and parents will be advised of the steps being taken.
Local Free Time		Likely	Minor	Leaders shall seek advice from local tour guides, project managers and accommodation providers to help identify local risk areas, and then brief the student group accordingly. Leaders shall consider the specific supervision needs of the group when granting free time and the opportunity for students to leave the greater group. These supervision needs should consider the security of the local situation and familiarity/resourcefulness of the students. It may be decided that paired or small group free time is not appropriate or needs to be limited in some way by group size, restrictions on areas visited, length of free time, or time of evening curfew. Leaders shall maintain a high level of situational awareness and brief students of any notable or known risks. Clear boundaries and time frames must be designated when students are separating from the main group, with the requirement that students can never travel individually, must have a working and charged local cell phone, and must have informed leaders of their intended activity or destination, and approximate return time.
Loss of important possessions	Loss	Possible		All students will be advised to secure their bags with locks, use lockers while volunteering in Kandy, and keep hotel rooms locked. Valuables should be kept to a minimum while on tour, and if not secured then kept with the students at all times, using a money belt, or similar. Pre-departure, electronic copies will be made of all passports, credit cards and important documents, to aid with reporting and replacing in the event of loss or theft. Local police, insurance provider, and issuing authority to be contacted in the event of a significant loss.
Lost or Separated in Public Areas	Lost or Separated	Possible	Minor	At all times, students are required to travel in groups or pairs at a minimum, and travel during the day wherever possible. Leaders shall ensure they brief students on what to do in the event of becoming separated and ensure that written details of their destination and emergency contact details are carried by each student to use in the event of becoming separated. When in shopping malls, passing through airport customs, leaders shall ensure they are in positions of maximum usefulness, which will typically involve having leaders at both the front and back of the group to ensure group members are not left on their own if issues arise. In public areas such as malls, parks, theme parks, all students will be briefed on meeting points and times, and reminded of the requirement to stay in pairs or groups with a minimum of one local cell phone.

				All students shall be instructed to install a group location application on their cell phone that identifies the location of the cell phone and its owner at any given point, making it much easier to locate and contact people that have strayed, or gotten lost.
Personal Hygiene	Infection Illness Disease	Likely	Minor	In many cases, students will get sick by cross-contaminating themselves, from their hands to their mouths. Leaders shall ensure that students are briefed to wash their hands after going to the toilet, preparing or handling food, and before eating. All students will be encouraged to carry antibacterial hand sanitiser gel. Wherever possible, hands should be thoroughly washed with soap and water before hand sanitiser is applied. All students will be briefed on non-sharing of water drinking bottles. Many toilets are unhygienic, and toilet paper is a rare find, so it is extremely important to wash hands well after using the toilet.
Sharp tools	Accident Injury	Possible	Minor	Leaders shall directly supervise group members use of tools (possibly during temple renovation project) and ensure that any sharp tools are used in a safe and controlled manner.
Tattoos and Piercings	Infection Disease	Unlikely	Minor	As per our rules and volunteer code of conduct, students are strictly prohibited from obtaining tattoos or new piercings while on tour.
Terrorism	Assault Injury Abduction Death	Unlikely	Major	Leaders shall remain situationally aware of the threat of terrorism by monitoring conditions locally and must contact the Volunteer Project leader if they fear the threat is escalating whilst in country. If the threat of terrorism increases locally in a manner that would pose a threat to the group, leaders must communicate with the school, and with their travel insurer and make efforts to evacuate or repatriate the group if necessary.
Walking Hiking Trekking	Accident Injury	Possible	Minor	Walks and hikes (such as Knuckles Mountains trek) are generally accompanied by trained professional guides. Students must listen to the instructions given. In some areas terrain can be tough, steep or slippery. Students will be advised on suitable footwear prior to their trip. Guides will show students the best route, and group leaders will be positioned to be of most use to the group (generally at the head and tail of the walking group). Students will be advised to carry adequate water to avoid dehydration. In the event of being caught out in extreme weather, shelter will be sought and students advised to wait out the storm, which will usually be brief. In extreme emergency, various manners of evacuation are covered under the student's travel insurance.
Women's Health	Discomfort Illness Infection	Possible	Moderate	For gynaecological health issues, students are advised to speak to Michelle List who will seek out a female doctor. Sanitary products Pads, but rarely tampons, are readily available. Thrush Heat, humidity and antibiotics can all contribute to thrush. Treatment is with

				antifungal creams and pessaries such as clotrimazole. A practical alternative is a single tablet of fluconazole (Diflucan). Urinary-tract infections These can be precipitated by dehydration or long bus journeys without toilet stops; bring suitable antibiotics.
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Last Updated 11 August 2018