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| <b>LOCATION</b>            | Ethiopia – Appleby Group Trip | <b>REVIEW MECHANISMS</b> | <ul style="list-style-type: none"> <li>- Director's knowledge</li> <li>- Peter Slowe visit to Lalibela</li> <li>- Q's from Elaine Wynn &amp; Richard Clowes</li> </ul> |
| <b>REVIEW DATE</b>         | 17/ 12 /2011                  | <b>NEXT REVIEW DATE</b>  |  |
| <b>REVIEW PERFORMED BY</b> | Samson Workneh                |                          |  |

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| <p><b>Decide <u>severity</u> of outcome of the hazard:</b></p> <p>1 – Trivial Injury (e.g. Stubbed toe)<br/>         2 – Minor Injury (e.g. Bruise)<br/>         3 – Over 3 day Injury (e.g. Severe cut, sprain)<br/>         4 – Major Injury (e.g. Broken bones)<br/>         5 – Fatality</p> | <p><b>Decide the <u>probability</u> of the event occurring:</b></p> <p>1 – Remote<br/>         2 – Possible<br/>         3 – Likely<br/>         4 – Highly Likely<br/>         5 – Certain</p> |
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| HAZARD  | EFFECT  | SEVERITY 1 to 5 | PROBABILITY 1 to 5 | RISK LEVEL | CONTROL MEASURE   | SEVERITY 1 to 5 | PROBABILITY 1 to 5 | RISK LEVEL | ACCEPTABLE? | ADDITIONAL ACTION  |
|---|---|-----------------|--------------------|------------|---|-----------------|--------------------|------------|-------------|--|
| Fire - volunteers smoking in accommodation, cigarettes / matches, candles for power cuts causing fire | Could cause fire – smoke inhalation, burns, could block exit from building, possible fatality | 5               | 2                  | 10         | <p>Advise volunteers not to leave candles near flammable items such as clothes &amp; curtains</p> <p>Volunteers must be told not to smoke in the accommodation</p> <p>Volunteers should be shown how to leave the building in case of emergency</p> | 4               | 1                  | 4          | Yes         | <p>Check safety advice given during induction</p> <p>Check emergency exit</p> <p>Make sure there are fire extinguishers / sand buckets available and explain how to use during induction</p> |

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| Fleas   | Red spots on body                           | 1 | 3 | 3 | Cover the whole body during sleeping  | 1 | 2 | 2 | Yes | Clean the rooms thoroughly, check mattresses and sheets  |
| Cold transmission from children - especially at the orphanage | Cold  | 2 | 3 | 6 | Taking medication – paracetamol / aspirin<br><br>Wash hands properly after spending time with kids  | 1 | 2 | 2 | Yes | Take plenty of rest as volunteers will be run down with changes in time zone, climate etc anyway   |
| Water   | Tap water and occasionally no running water | 1 | 3 | 3 | Provide bottled drinking water and when there is no running water take bucket shower or take them to a public shower place  | 1 | 2 | 3 | Yes | Make sure the volunteers are provided with bottled drinking water all the time.<br><br>Provide bucket shower when there is no running water  |
| Accommodation   | Insects active at night                     | 1 | 3 | 3 | Doors to be kept closed   | 1 | 2 | 2 | Yes | Use insect repellent and mosquito spray  |
| Accommodation   | Theft, destruction of property              | 1 | 2 | 2 | Lock bedroom doors<br><br>Always lock luggage, even in the accommodation<br><br>Do not leave personal belongings (camera, cell phones, bags, clothes, jackets and etc.) in places where they can be easily seen – keep in bag / suitcase<br><br>Don't leave belongings on the bus, always take with you | 1 | 1 | 1 | Yes | Check doors lock and keys are available if desired<br><br>Projects Abroad should provide a lockable drawer or cupboard for all valuable possessions like passports, i-pods, cameras, credit cards etc. |
| Accommodation   | Dogs  | 3 | 2 | 6 | Take care late at night in the accommodation compound, although they are  | 2 | 1 | 2 | Yes | Tell volunteers on the induction not to approach dogs as they could carry diseases like rabies.  |

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|                          |  |   |   |   | very tame  |   |   |   |     | Check which local hospitals have rabies injections available if someone is bitten by a dog<br><br>Ask the project to tie the dogs up to a length of rope  |
| Cottage building project | Volunteers might hit/cut their fingers with a hammer or saw. | 2 | 2 | 4 | They will be given a safety orientation and work under the guidance of a local carpenter.<br><br>Always use work gloves.<br><br>We will allocate a local worker to help volunteers move/lift heavy items.<br><br>Instruct volunteers how to lift heavy items – keep back straight and bend legs – see attached photo.<br><br>Before work starts volunteers discuss hazards on the work place – things they may trip over, equipment they should be careful using etc | 1 | 1 | 1 | Yes | Projects Abroad provide thick work gloves to use when painting / moving objects which could cut them<br><br>Provide good 1 <sup>st</sup> aid kit<br><br>Inform volunteers where the 1 <sup>st</sup> aid kit is during induction to work<br><br>We should make sure there is plenty of water to wash any cuts / paint that gets in their eyes, cement from hands / arms etc<br><br>Make sure volunteers wear strong boots to help prevent damage to feet if they drop anything.<br><br>Desk officer should check volunteers will bring boots and other clothes which they don't mind getting dirty |
| Equipment & tools        | Cause injury if misused                                      | 3 | 2 | 6 | Show volunteers how to use the tools safely, as above  | 2 | 2 | 4 | Yes | Check what tools they'll be using and ensure Projects Abroad staff supervise them at work   |
| Paint                    | Cause allergy  | 2 | 2 | 4 | Check volunteers with allergies bring their normal medication with them and tell us if they should avoid any particular work   | 2 | 1 | 2 | Yes | Desk Officer to check allergy information in database before volunteers start work  |

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|   |  |   |   |    | If they feel any discomfort they should tell the project supervisor and change the work activity they're doing  |   |   |   |     |   |
| Cleaning, gardening and painting at project | Cut fingers on glass/sharp objects       | 2 | 2 | 4  | Inspect ground for volunteers begin work  | 1 | 1 | 1 | Yes |   |
| Cuts, bites, sting                          | Infection                                | 2 | 2 | 4  | First aid kit available<br><br>Tetanus vaccines   | 1 | 1 | 1 | Yes | Check staff know best local hospitals / doctors to call & take volunteers   |
| High Altitude (2500 meters asl)             | Tiredness, Headache & Low appetite       | 1 | 2 | 2  | Adaptation ( three to four days )<br><br>Ensure lots of mineral water available to drink – staying hydrated   | 1 | 1 | 1 | Yes |   |
| Food Change                                 | Mild Stomach upsets                      | 1 | 2 | 2  | Adaptation ( three to four days )   | 1 | 1 | 1 | Yes | Provide western food most of the time especially for the first few days   |
| Travelling                                  | Car accident                             | 5 | 2 | 10 | Ensure volunteers told about local driving style & necessity for caution to be taken when crossing road during induction<br><br>Check standard of transport is as close to western standards as reasonably possible | 5 | 1 | 5 | Yes | Check advice given during induction<br><br>Ensure we have copies of:<br>1. drivers license<br>2. vehicle insurance<br>3. vehicle service doc<br><br>Ensure there are enough seats for 1 per passenger.<br><br>Ensure enough safety belts for 1 per passenger. |
| Loss of Passport or Visa                    | Delay, hindered movements around country | 2 | 2 | 4  | Desk officer to scan / photocopy passport & visa & keep in office   | 2 | 1 | 2 | Yes | Check desk officer copies passport & visa   |

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| Late night out | Robbery / lose their way home  | 2 | 2 | 4 | Make sure volunteers are aware the schedule each evening. Should stick to this.<br><br>Volunteers not allowed to leave the compound late at night by themselves.   | 2 | 1 | 2 | Yes | Volunteers should be told not to stay out late and not go by themselves (without the group leader, if they consider it appropriate) to bars, restaurants etc. Tell volunteers during the induction. |
| Culture Shock  | Lack of confidence and bewilderment<br><br>Possibility of damaging Projects Abroad reputation in destination | 4 | 2 | 8 | Staff member always with the group<br><br>Staff member always on call at weekends and office always manned during week   | 2 | 2 | 4 | Yes | Include discussion about culture differences in induction   |
| Language       | Inability to communicate- leads to confidence issues and misunderstandings                                   | 3 | 2 | 6 | Bilingual staff work for Projects Abroad and must be assigned to the group to help interpret between volunteers and local people. The local Projects Abroad staff should be well briefed so they know the plan for each day, to avoid confusion. | 2 | 1 | 2 | Yes |   |

**LALIBELA**

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| <b>Lalibela</b> – The road from Lalibela to Yimrehane Kirstos 42 kms is rough although a nice landscape view | Might get tired/bored  | 1 | 2 | 2  | Inform volunteers of route in advance   | 1 | 2 | 2 | Yes | It is two hours drive from Lalibela town.  |
| <b>Lalibela's hilly landscape</b>  | There will be lots of walking, so volunteers may feel tired or have a headache from being in the sun | 2 | 2 | 4  | Take care when walking, wear sun hat. Make sure all volunteers carry plenty of water on them, wear light clothing | 1 | 2 | 2 | Yes | Inform volunteers in advance exactly what they will be doing.  |
| <b>Transport</b>   | Safety   | 5 | 2 | 10 | Rent a new car with seat belt and good driver, as per transport section above                                     | 5 | 1 | 5 | Yes | Ensure we have copies of<br>-driver license<br>-vehicle insurance<br>-vehicle service doc<br><br>Ensure there are enough seats for 1 per passenger<br><br>Ensure enough safety belts for 1 per passenger |
| <b>Food</b>  | Stomach upsets   | 1 | 2 | 2  | There are good western and vegetarian options.  | 1 | 1 | 1 | Yes | Projects Abroad staff to make reservations nearer the time.<br><br>Arrange packed lunch from hotel – look into different options.  |
| <b>Water</b>   | Tap water  | 1 | 3 | 3  | Bottled drinking water is available   | 1 | 1 | 1 | Yes | Find out how far local shops selling drinking  |

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|   |                                      |   |   |   |   |   |   |   |     | water are from monuments/churches.   |
| <b>Illness</b>  | Volunteers needing medical treatment | 2 | 2 | 4 | There is one big government hospital with three practitioner doctors and there are private medium clinics | 4 | 1 | 4 | Yes | Projects Abroad will take 1 <sup>st</sup> aid kit to Lalibela and have details of nearby hospitals.                                |
| <b>Malaria</b>  | Need correct medication              | 1 | 2 | 2 | It is a high place hundred percent free of malaria  | 1 | 2 | 2 | No  | Volunteers should be informed by Desk Officer to visit doctors about seeking information about anti malaria medication pre-arrival |
| <b>Contact</b>  | Possible lack of phone reception     | 1 | 1 | 1 | No problem of reception   | 1 | 1 | 1 | Yes |  |
| <b>Time frame of schedule</b>   | Time management                      | 1 | 1 | 1 | Visit all the attractions that the group will visit, check time frame is realistic.                       | 1 | 1 | 1 | Yes | Check distance between monuments, restaurants, shops etc, compile a detailed schedule for weekend activities.                      |
| <b>Safety around the grounds of various monuments/ churches</b>   | Falling over or tripping             | 2 | 2 | 4 | Be careful of walking on the steps, have water, wear cape, trainers and light clothes                     | 2 | 1 | 2 | Yes | Anything Projects Abroad staff consider as remotely unsafe or secure, will not be arranged for the group.                          |
| <b>Walking to "Ashten Mariam" church 3,200 meters high - 7 kms from Lailibla town or rock hewn churches</b> | Falling over or tripping             | 2 | 2 | 4 | Be careful of walking on the steps, have water, wear cape, trainers and light clothes                     | 2 | 1 | 2 |     | Anything Projects Abroad staff consider as remotely unsafe or secure, will not be arranged for the group.                          |
|   |                                      |   |   |   |   |   |   |   |     |  |
| <b>Late night out</b>   | Not much                             | 1 | 2 | 2 | Volunteers should   | 1 | 1 | 1 | Yes | Volunteer should be told   |

