RISK AND SAFETY ASSESSMENT
IN YOUTH PROJECTS

1. PARTNERS & PARTICIPANTS

2. ACCOMODATION

3. LEADERS

4. EMERGENCY
PARTNERS & PARTICIPANTS

CHECKLIST

• Try to select your partners that you already have previous experiences.
• An advance planning visit is strongly recommended. Be prepared to withdraw if you are not comfortable with your partners.
• Check out the legitimacy of the partner organizations and try to match interests and ethos of the organisations.
• Organize online meetings through Skype with the partners.
• Develop a contract or agreement between the partner organisations - aims, objectives, activities, role of leaders etc. Agreement should include a commitment to the safety and welfare of the young people.
• Have a common 'risk assessment' checklist for the planning visit.
• Ensure a pre-departure preparation programme for young people - should include the development and agreement of contract and ground rules for all participants. Training should also include information on cultural awareness, safety and well being, relationship building.
• There needs to be ongoing consultation and monitoring with participants. There should be daily evaluations with the participants and the leaders.
• Young people to keep a journal of the exchange leaders.
ACCOMODATION
CHECKLIST

• In the planning stage check out the proposed sleeping arrangements for participants.
• Check out health and safety issues in relation to accommodation.
• Check out the special needs if any, in terms of the need for accessible rooms.
• Provide a briefing for group leaders. Give a copy of the whole programme and be clear on responsibilities.
• Give group leaders emergency contact details.
• In the case of non home stay accommodation, check out the accommodation centre on the planning visit and ensure that it is approved to acceptable standard.
• Single gender dormitories/rooms are essential for under 18.
• Ensure that leader accommodation is appropriate.
• All leaders to have a rooming list.
• Have a clear contract with accommodation providers.
LEADERS CHECKLIST

• Ensure that leaders are appropriately qualified for certain activities (outdoor activities, rock climbing, water sports, handicraft etc if these kinds of activities are included).
• Should have a good, open and ongoing relationship with the young people.
• Leaders should have adequate access to telephones for communication.
• Ensure gender and age appropriate balance among leaders.
• Leaders to be given clear roles and responsibilities.
• At least one leader should have first aid training.
• Support system for leaders. Leaders supporting each other.
• Leaders to have a common understanding and position on certain issues – particularly in emergency situations.
• Leaders should meet daily.
• Establish clear responsibilities for leaders.
• Leaders should know where participants are at all times – even in free time.
• Leaders need to have a good system for keeping records.
EMERGENCY CHECKLIST

• Ensure the written approval of parents/guardians for those under 18.
• Ensure you have adequate and appropriate insurance for all stages of the activity - including planning visit.
• Participant details form (with contact details, passport numbers..etc) - clarify level of information (especially medical) required. How will information be used? What level of confidentiality?
• Give participants an information pack including a 'help me' card.
• Have clear emergency plans to include 24/7 contact details for host and home country, emergency procedures if you need to evacuate, have an emergency fund, know where participants and leaders are at all times.
• Have a back up plan if the programme needs to change for any reason.
• Always bring a medical kit with you.
• Establish the nature and extent of the emergency. If there are injuries, establish the names of those injured, the extent of their injuries and administer appropriate first aid;
• Ensure all other group members are accounted for and safe.
• Call whichever emergency services are required.
• Arrange for the remainder of the group to return to base.
• If any casualties require a visit to a hospital, ensure they are accompanied by one of the leaders. Arrange air evacuation if necessary.