

RSIC2023 - 8th to 14th OCTOBER 2023 - BROOKHOUSE SCHOOLS - RISK ASSESSMENT

COUNTRY:	ASSESSMENT DATE:	WRITTEN BY:	REVIEWED BY:
KENYA	March 2023	Mr W Ng'ang'a	Mr J O'Connor Mr Kimwele

NATURE OF RISK	ASSESSMENT OF RISK	ADVANCE ACTION / CAUTIONS	ACTION IN EVENT OF INCIDENT
Arrivals and departure Delayed flights /Late arrivals Baggage loss Loss of vital documents, eg passport, tickets Incidence of sickness enroute	Low Low Low Low	Transport available at the JKIA holding bay. Ensure all luggage labelled; valuables in hand-luggage. Standard restrictions apply to hand luggage for flights to/from Kenya. JKIA contact personnel to assist with baggage claims. All participants to carry copies of all documentation.	Reschedule transport as required Contact airline with luggage label details. Visit embassy or airline.
Transport – within and outside Nairobi Travel sickness Dehydration Vehicle safety (seat belts) Vehicle breakdown Traffic jam	Low Low Low Low Low/Medium	Road journeys limited to no more than 2 hours. Water available on all bus trips. School and hire buses fitted with seat belts. All buses comply with Road Traffic Act and have safety triangles. Be aware of possible rerouting options; limit journeys to non-peak times.	Outbound – inform destination of delay. Inbound – inform School of delay. Copies of emergency contacts and medical insurance carried on buses and at school.
Taxis/ Uber and local Transport A delegate gets into a taxi/ Uber putting their personal safety at risk.	Low/Medium	Most transport will be with Brookhouse school vehicles & hired vehicles from a reputable company. At no point will student delegates be required to use public/Uber or Taxis.	In case of an incident, report to the security
Missing/ lost person During a routine head-count a student delegate is missing. OR a teacher cannot locate a member of their delegation	Low	The conference has been planned with a sufficient adult to student ratio to enable a level of supervision that makes a missing/ lost person scenario unlikely. Adult delegates will have duty-of-care responsibility for their students and will be asked to check that they are at the respective campus and gone to their home stay residence in the evening. Adult delegates will travel on same coach transfers as their student delegates and participate in the same activities throughout their stay. All delegates will be issued with Conference lanyards with on-call number, and will be instructed to wear them at all times during the conference. Regular headcounts will be taken throughout any activities or locations.	Should a delegate go missing, a search of any known or likely locations will be initiated. In the first instance the adult delegates will be asked to call the missing delegate's mobile phone, and the other students in their delegation will be asked if they have any knowledge of the missing student's whereabouts. Should the person not be found through these initial steps, an escalation procedure will result in the local police being informed and a missing person's report filed.

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Security threats/theft On Brookhouse campus At adjacent shopping centre, Galleria At other shopping centres, eg YaYa In Nairobi city centre.	Low Low Low Low/Medium	On campus 24 hour security is high, with electric perimeter fence. Galleria security is high, with electric perimeter fence. Shopping centres, such as Galleria, Yaya Centre are very secure. The Kenyan public are friendly to tourists, however like any large city there are areas that those unfamiliar with the city should avoid.	In case of theft, report incident to security. Valuables should not be taken into the city. Record any incidents as appropriate.
Trips - To National parks <ul style="list-style-type: none"> - From wildlife in parks - From insects, etc - Camping 	Low Low Low	Delegates are required to follow instructions given by game wardens / guides when they visit parks and while on game drives. Visitors in parks are not allowed to alight from their vehicles. For stings and bites, there will be a first aid kit at all times. Wardens will give a brief about camping in the park	Inform the game warden accompanying your vehicle. First aid provision; inform first aid crew.. There will be enough game wardens around the camping site to guard and monitor activities during camping. The campsite is near the evacuation centre. Nearest hospital is 5 minutes away. Nurses will be stationed at the camp site
Accommodation - In hotels for Adults Students with host families Security of possessions All delegates to treat the conference like a public place/venue. They are required to protect their public possessions.	Low Low Low/Medium	In hotels with high security. Parents have been vetted. All have a Kenyan clearance certificate. Personal possessions are the responsibility of individuals– please look after laptops or expensive items, keep your camera with you all times.	Any concerns about accommodation can be addressed through Mr Kimwele email: akimwele@brookhouse.ac.ke .
Fire precaution	Low	Fire alarms & extinguishers are clearly identified within the boarding accommodation and around campus. Evacuation procedures and exit routes are clearly signed. School evacuation plan to be followed in case of fire alarm.	Brookhouse School Fire and Emergency evacuation procedures will be followed should an evacuation be initiated
Travel documentation Loss of passport Loss of airline tickets	Low Low	Teachers in charge of delegations to collect passports from students for safekeeping. Only give passports to students when required. All participants to carry photocopies of their passports in a separate location. The secure storage of original passports for each delegation, to be controlled by their staff. Teachers in charge of delegations to safeguard paper tickets and only issue to students when required. Obtain an electronic flight ticket from your travel agent and keep a copy in your email to re-print if original is lost.	Visit to Embassy/Consulate for reapplication of passport and visa. Contact airline for issuance of new ticket.

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Social Media/ Privacy Data Protection Breach	Low/Medium	A breach in security of personal data collected from conference delegates at the point of registration (e.g. medical information) causing it to be shared with unauthorised individuals or in the public domain All personal data is collected and stored in a cloud-based, secure platform. Access to personal data about students will be limited on a need-to-know basis to specific members of the Round Square and School host teams.	Any student caught breaking this rule will be first asked to remove/ delete any posts on social media platforms that are deemed cyber-bullying under the supervision of their adult delegate. They will be given a warning. If behaviour persists they will be kept back from conference activities, their school and parents will be informed, and their phone will be confiscated to the care of an adult delegate from their school for the duration of the conference.
Health matters - Allergic reactions - Illness: upset tummies/nausea - Illness: sunburn/dehydration - Diseases: malaria - Diseases: hepatitis and typhoid	Low/medium Low Low Low/medium Low/medium	Must ensure the food allergies are known before hand. All delegates to bring own medications for serious known allergies and ensure Leader/rep know how to administer this (eg EpiPen). All foods will be labelled. Avoid drinking tap water in Kenya. Bring hats and long sleeves, and use of sun block. Sensible precautions to be taken. Prophylactics as advised by medical staff as necessary in home countries. Avoid close contact with dogs, cats and other mammals. Vaccination. Check with your local medical authorities in your country Check with your local medical authorities in your country	First aid or hospitalisation, as appropriate. First Aid and immediate hospitalisation or as appropriate. First Aid, as appropriate; hospitalisation in serious cases. Rest and fluids; hospitalisation in serious cases.
Swimming Pool	Low	On campus pools are locked; when open, they are supervised at all times by a life guard. Pool rules must be adhered to at all times.	First aid to hospitalisation, as appropriate.
Adverse Weather - Lighting/heavy rain - Severe heat	Low Low	Seek appropriate shelter. See section on illness: sunburn; seek appropriate shade.	Some events may need to be relocated or cancelled due to bad weather. Rest and fluids; hospitalisation in serious cases.
Political or Security Threats	Low/medium	Delegates to check embassy advice before departure. Problems are unlikely.	Individuals may wish to check in with their Embassy before departure to Kenya.

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<p>Travel/ Medical Insurance or other</p> <p>The risk that delegates travelling without appropriate medical/ travel insurance in place may be required to pay if significant medical treatment or emergency/ extraordinary repatriation is required, and may not have the means at their disposal</p> <p>Provision</p>		<p>Schools will be asked to ensure that appropriate medical/travel insurance (or equivalent provision by the school) is in place for their delegation to include medical care whilst in the Kenya and repatriation in the event that this is needed. You are advised to take out travel or health insurance so that you can reclaim any costs from their insurer. Schools will be asked to check that their insurance has the necessary healthcare coverage to make sure they can get the treatment they need during their visit to the Kenya. In addition, schools will be asked to ensure that adult delegates have access to sufficient funds to ensure medical treatment can be administered in the Kenya or in a transit country as required. Adult delegates will be asked to please bring a copy of their school or individual travel/medical insurance policy and global contact details.</p>	