



RISK ASSESSMENT

The purpose of Risk Assessment is to ensure that all adults accompanying students in off-campus activities are aware of both the risks involved in the activities and the steps that have been taken to reduce their likelihood and impact. Identification of a risk to the group should be seen as a positive step, allowing measures to maintain the highest possible levels of group safety. As such, it should be completed as thoroughly as possible.

Location: Moonlight Nepal Trekking And Adventure, Thamel, Kathmandu, Nepal	Date of Trip:
Activities to be undertaken: NB: Each activity should be assessed individually.	
Group size:	Age Range:

FACTORS IN ASSESSING RISK		
The activities <ul style="list-style-type: none"> . Adventures in nature . Equipment used . Contact with animals . Unsupervised work . Physical Challenge 	The environment <ul style="list-style-type: none"> . Climate . Terrain . Nature of water . Health care available . Communications . Access 	The students <ul style="list-style-type: none"> . Medical conditions . Physical capability . Training and experience . Behavior

Risk	Control Measures
Hot: Heat stroke/exhaustion/d ehydration	Briefing on recognition, prevention and treatment of heat related injuries to the students and staff. Water/liquid breaks will be ensured at regular intervals. Plenty of

	<p>bottled water will be provided by Moonlight Nepal Trekking And Adventures (MNTA).</p> <p>Students will be advised to wear caps and use sunscreen.</p> <p>MNTA Team members will carry a well-equipped First Aid kit all the times.</p>
Cold: Hypothermia	<p>Briefing on recognition, prevention and treatment of cold related injuries to the students and chaperones.</p> <p>Group will be briefed about the expected weather conditions for each day and gear required for the day (water proof jackets/shoes/dressing in layers, etc).</p> <p>An extra pair of dry clothes to be kept handy.</p>
Low lying mist: lost group	Not Applicable
Darkness : lost group	Not Applicable. In all places the group will be escorted by MNTA team members who are aware of all routes and geography of the area. All activities will be completed before sunset.
Pollution	Not Applicable
TRAVEL	
Coach Travel: Falling off from coach/road accidents/getting lost	<p>Comprehensive safety briefing will be given to the group on arrival (staying together in groups/looking out for each other's safety). Students will be briefed thoroughly about not putting their hand/head out of coach windows. MNTA team members to supervise all boarding/de-boarding/road crossings. A head count will be done after each boarding/de-boarding.</p> <p>Briefing will be given to all coach drivers about safe driving, maintaining speed limits.</p> <p>MNTA Team members will carry mobile phones and emergency contact numbers (hospital/police station/office) and First Aid Kits.</p> <p>Coach will also have a fully equipped First Aid Kit.</p> <p>Students and staff to have the mobile number of the MNTA team members.</p>
Airport/ Flight/Ambulance	<p>The emergency points will be briefed on arrival at the airport.</p> <p>In Kathmandu airport, Cewic Hospital Ambulance will be available for transport. MNTA staff will accompany injured person to the clinic. At Cewic Clinic proceed with further treatment and/or evacuate home country.</p> <p>We will request students to wear school sweat shirts during travel to ensure that students will be easily recognizable during travel.</p> <p>We will be handing over a mobile phone with a Nepali SIM card to the trip leader/teacher as soon as they arrive in Nepal. This phone will have the Moonlight Nepal Trekking Adventure escorts number too.</p>

ACTIVITIES	
Rafting: Falling out	<p>A professional safety briefing will be given. Students to follow all safety instructions at all time. Students will be provided with safety gear like life jackets and helmets. All activities will be conducted under supervision of trained outdoor trip leaders.</p> <p>Students are not allowed to participate in outdoor/adventure activities without proper safety gear. Rafting will be on east sections where the possibility of a raft flip/students falling out of the raft is almost nil.</p>
Hiking/Repelling/Climbing: cuts and bruises, sprains, heat stroke	<p>On treks and other adventure activities, MNTA team members will lead as well as cover the middle/rear and ensure that each student is kept track of. Students will not be allowed to wander off or take an alternate path/route.</p> <p>MNTA team members to be informed if any students need to halt or stop at any point during the activity.</p> <p>Before any activities, students will be given a safety briefing, Do's and Don'ts, correct clothing and footwear.</p> <p>MNTA team member to have a First Aid kit and emergency contacts at all times.</p> <p>Staff to monitor student behavior and intervene if deemed necessary.</p>
Zip Line: cuts and bruises, sprains, heat stroke	<p>A professional safety briefing will be given by the certified activity expert. Students to follow all safety instructions at all times. Students will be provided with safety gear like seat harness and helmets.</p> <p>All other technical equipment used for the activity are branded and certified.</p> <p>All activities will be conducted under supervision of trained and certified outdoor trip leaders.</p> <p>Students are not allowed to participate in outdoor/adventure activities without proper safety gear. A small zip trial is given so that the participant is comfortable during the long ride.</p> <p>Before any activities, students will be given extra bottle of water, a safety briefing, Do's and Don'ts, correct clothing and footwear</p>
	<p>MNTA team member to have a First Aid kit and emergency contacts at all times.</p> <p>Staff to monitor student behavior and intervene if deemed necessary.</p>
ACCOMODATION	Moonlight Travel Company only chooses clean, safe, and secure hotels.
Tea House: Storm/fire, insects, animals	Students will be briefed on fire/other natural disasters and local wildlife. They will also be briefed on precautions/actions to be taken in such cases. Pre-trip meeting about the requirements for the entire trip (enough personal clothing and toiletries)
Travel insurance	Moonlight Nepal Trekking and Adventure advises all travelers coming to Nepal to purchase travel insurance. Depending on the plan

	purchased, travel insurance may cover medical problems, emergency evacuation, theft, loss of belongings, last hour tour/ticket cancellation, and other unforeseen complications. We highly recommend this added layer of protection for the duration of your trip to Nepal.
OTHERS	
Group Hygiene: Illness, infection	General and personal reminders to group for the need to eat enough food to sustain a rigorous physical regime.
Diet: Illness, infection	Students will be briefed to wash their hands with soap before meals and use hand sanitizers Students will be advised to observe and monitor each other for any signs of illnesses and if any noticed, it should be brought to the notice of an MNTA member or chaperones immediately.
Previous existing psychological and medical conditions	Pre-tours medical forms of each student to be checked and kept with chaperones/trip leaders. All participants are required to complete our medical form before departure. This ensures our team fully understands each student's unique medical and dietary needs Chaperones to be briefed on any medical concerns. Any medical/dietary information, allergies to be shared with MNTA team member immediately on arrival or before arrival in Nepal
Alcohol/Smoking Illness, injury or death caused by irresponsible behavior	All students are below the legal age to consume alcohol or smoke and as such are not expected to indulge in such activities. Maximum emphasis will be laid on reasonable behavior displaying self-control and decorum. Chaperones to monitor student's behavior and condition. Daily de-briefing will be conducted at the end of day's activities and information about incidents, if any, will be disseminated to all.
Documents: Possible loss of student/travel documents, tickets, passes, etc.	Pre-trip briefing on personal responsibility. Important travel documents to be held by chaperones unless students need them.
Baggage: Possible loss by airline	In case of such an occurrence follow up with the airlines and fill up the necessary documents. The accompanying chaperone is advised to carry additional funds to cater for such contingencies.

To be Filled by Students			
Individual Needs	Allergies	Asthma	Other

--	--	--	--

Points for MNTA staffs briefing:	

SIGNED:		DATE:	
DISCUSSED WITH			

