

# RISK ASSESSMENT FOR SANAWAR ROUND SQUARE CONFERENCE 2023

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**Risk Assessment for Sanawar Round Square Conference 2023**  
**“Protect...Preserve...Progress...For Sustainable Happiness”**  
**The Lawrence School, Sanawar®**

Country: India	Destination: Sanawar, Himachal Pradesh	Dates: 05 <sup>th</sup> of June – 9 <sup>th</sup> of June 2023
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Reviewed by:	Mr Yash K Saxena, Deputy Headmaster	Date:	December 2022
Approved by:	Mr Himmat Singh Dhillon, Headmaster	Date:	January 2023

**Risk assessment- Travel**

<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
Lost Luggage	Low/ Medium	<ul style="list-style-type: none"> <li>Indian Airports are crowded and care of luggage is required.</li> <li>Ensure all luggage is adequately labelled and identifiable. Keep valuables and personal essential medication in hand luggage.</li> <li>Ensure luggage details are stored correctly in case needed.</li> </ul>	<ul style="list-style-type: none"> <li>Contact airline with luggage label details in case of loss.</li> <li>Delegates are responsible for collection of all luggage on arrival in India at their port of entry (Chandigarh /Delhi).</li> </ul>

		<ul style="list-style-type: none"> <li>• Keep valuables, a change and all emergency medication and basic personal effects in hand-luggage.</li> <li>• Carry contact Information of Travel Insurance company.</li> <li>• Have your mobile International Mobile Equipment Identity (IMEI) Number and complete details of camera/valuables available with you in case you are required to lodge a complaint.</li> <li>• Try and have a ribbon/mark for quick identification (visible from a distance) on your luggage.</li> <li>• Keep luggage tags (issued by airlines) safely.</li> </ul> <p>Note: Restrictions on liquids in hand luggage apply on both Domestic and International flights throughout India.</p>	
Missed Flight	Low/Medium	<ul style="list-style-type: none"> <li>• Ensure that Conference Organisers are aware of your situation.</li> <li>• Do not book onward journey tickets of connecting fights with very narrow time margins as flight timings and schedules may be altered.</li> <li>• A minimum margin of 4 to 5 hours is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Leadership team and RS Representative to advise parents/guardians and organise accommodation and further flight as necessary.</li> <li>• Inform host school of your changed plans.</li> </ul>
Deep Venous Thrombosis (DVT)	Low/Medium	<ul style="list-style-type: none"> <li>• Wear protective socks during the flight and move around often to exercise legs. Ensure adequate water intake.</li> </ul>	<ul style="list-style-type: none"> <li>• Reps to monitor the same on arrival and seek medical treatment if necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>• Avoid alcohol.</li> </ul>	
<p>Loss of Vital Documents</p> <p>Passport</p> <p>Airline Tickets</p>	Low /High	<ul style="list-style-type: none"> <li>• Schools to adopt own policy during travel. Teacher escorts to safeguard and hand over to students only when absolutely essential.</li> <li>• All participants to carry photocopies of passport and passport size photographs.</li> <li>• Please carry soft copy of passport on Email / USB also.</li> <li>• Kindly bring locks as lockable spaces will be provided for secure storage of passports for each delegation.</li> <li>• Teacher escorts to safeguard paper tickets and hand them over to students when absolutely essential.</li> <li>• Good practice is to mail a copy of electronic flight tickets to yourself so that a copy remains on email system to re-print if original is lost.</li> <li>• You may carry the PNR number/ booking I.D. for quick reference.</li> <li>• Also carry the names and contact number of your booking agent, insurance company and airlines. Details can also be saved on your gadget..</li> </ul>	<ul style="list-style-type: none"> <li>• Visit to embassy / consulate.</li> <li>• Contact insurance company and airline.</li> <li>• Purchase new tickets.</li> </ul>
Missed Meeting Points	Low/Medium	<ul style="list-style-type: none"> <li>• The Lawrence School, Sanawar will provide staff at Shaheed Bhagat Singh Airport, Chandigarh and Kalka Railway Station only to meet and greet on 5<sup>th</sup> of June.</li> <li>• Arrivals outside these dates and also arrivals to Indira Gandhi International Airport, New Delhi as per booking conditions should make own</li> </ul>	<ul style="list-style-type: none"> <li>• Contact The Lawrence School or Sanawar RS Rep to inform of delay or request advice.</li> </ul>

		<p>transfer arrangements via scheduled services to Sanawar.</p> <ul style="list-style-type: none"> <li>• The Lawrence School, Sanawar Staff will be in the hotel and waiting to greet you upon arrival.</li> <li>• Links to booking scheduled airport coach services will be published via a Mailout in advance of conference.</li> </ul>	
<p>Travel</p> <p>Delhi/ Chandigarh and Sanawar</p>	Low/Medium	<ul style="list-style-type: none"> <li>• The flight from Mumbai to Chandigarh airport is approximately 130 minutes, and from New Delhi to Chandigarh is 90 minutes.</li> <li>• Ensure you have sufficient time between connecting flights.</li> <li>• Keep 1 additional hour for transfers between International and Domestic Airports.</li> <li>• Keep at least 4 hours lay over between international &amp; domestic onward journey/flights.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to monitor and report to Transport In charge of Sanawar if necessary.</li> </ul>
<p>Travel sickness/ Diarrhoea / Dehydration/ Other illness</p>	Low/Medium	<ul style="list-style-type: none"> <li>• Delegates who suffer travel sickness or other similar conditions should inform Sanawar staff of their condition and self-medicate for a sufficient time prior to travel.</li> <li>• Delegates should ensure they drink sufficient water during the journey.</li> <li>• Water will be available on buses. RS Rep to carry ORS (Oral Rehydration Solution) sachet for administering in case of an emergency during flights.</li> <li>• Mini first aid box should be carried by each delegation.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to monitor and report on arrival at Sanawar.</li> <li>• The Government of India has provided a special Ambulance Service on call in all cities of India (24 x 7) on the number 108 in case of an emergency before you reach Sanawar. (International Code of India (0091))</li> </ul>

Transportation Vehicle Safety	Medium /Medium	<ul style="list-style-type: none"> <li>• The vast majority of coaches in India do not have seat belts.</li> <li>• Delegates must be made aware that we cannot guarantee the availability of seat belts on any of the vehicles hired for use during the conference.</li> <li>• We will book Deluxe coaches with RTO Clearances, Insurance papers, necessary permits and fitness certification.</li> <li>• All vehicular transport will be by chartered buses for service and adventure day or by cabs for adults as required.</li> <li>• Drivers on duty will be checked for safety records, valid licenses and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact numbers of service stations and mechanics will be kept readily available.</li> <li>• Where available delegates must wear seat belts provided and follow any requests made by transport monitors.</li> <li>• Contact numbers of hospitals will be kept available for immediate action if required.</li> </ul>
Traffic and Accidents	Low/Medium	<ul style="list-style-type: none"> <li>• The driving license, experience and track record of the drivers will be checked in advance.</li> <li>• All delegates are advised to use chauffeured cars or the chartered buses as provided by the school.</li> <li>• Delegates are not permitted to drive as driving habits and rules may be different from other places.</li> <li>• Locate emergency exits and fire extinguishers before starting the journey.</li> <li>• The risk of traffic accidents and mechanical failure/breakdown cannot be negated altogether.</li> <li>• Pedestrians may face the risk of a collision due to negligence and rash driving by local people and you should be careful while crossing roads.</li> <li>• Chaperones will accompany groups and will be positioned within front within and behind the</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid and/or hospitalization as required.</li> </ul>



		<p>group.</p> <ul style="list-style-type: none"> <li>• While crossing the road you are advised to be cautious.</li> <li>• Kindly restrict use of earphones/Mobile phones whilst on the streets.</li> </ul>	
Exhaustion / Loss of Fitness	Low/ Medium	<ul style="list-style-type: none"> <li>• Teacher escorts to monitor well-being of delegates to ensure they are getting sufficient rest.</li> <li>• Delegates should recognize that the conference will be challenging and should ensure that they are sufficiently rested before departure and during travel to India.</li> <li>• In case of minor ailments, delegates should carry their entire course of medicines as the same may not be available in India.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher escorts to monitor, and adjust level of involvement/ advise medical staff if delegate is not fit enough/unwell.</li> <li>• The school has a well-equipped infirmary headed by a Resident Medical Officer if the need arises.</li> </ul>
Tired after long flight	Low/Medium	<ul style="list-style-type: none"> <li>• Opportunities exist on the arrival day for rest and relaxation if delegates are fatigued and jet lagged.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher escorts to monitor.</li> </ul>
Crime	Low/Medium	<ul style="list-style-type: none"> <li>• Sanawar is a peaceful and safe town and incidents of foreigners facing problems is rare.</li> <li>• In case you plan to stay overnight in the town prior to the conference, please inform us and we shall make adequate arrangements for your stay in the School.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanawar is not responsible for groups prior to registration but we are happy to advise on suitable accommodation, transport etc.</li> </ul>
Terrorism threat	Low/High	<ul style="list-style-type: none"> <li>• Physical threats to individuals are highly unlikely.</li> </ul>	<ul style="list-style-type: none"> <li>• Although Sanawar provides a secure and protected environment, should major</li> </ul>

		<ul style="list-style-type: none"> <li>• The School campus is well guarded with a permanent security staff and a fully enclosed campus perimeter.</li> <li>• Follow school evacuation plan where applicable. Terrorism is not considered as a threat in this area.</li> <li>• Kindly refer to your country's travel advisory before coming to India as an additional measure.</li> <li>• All delegations to have appropriate embassy phone numbers.</li> </ul>	<p>security threats arise we will liaise with District Government and Embassies and initiate evacuation plans as necessary.</p>
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### Risk assessments – Accommodation, Venues including The Lawrence School, Sanawar and Dietary Requirements

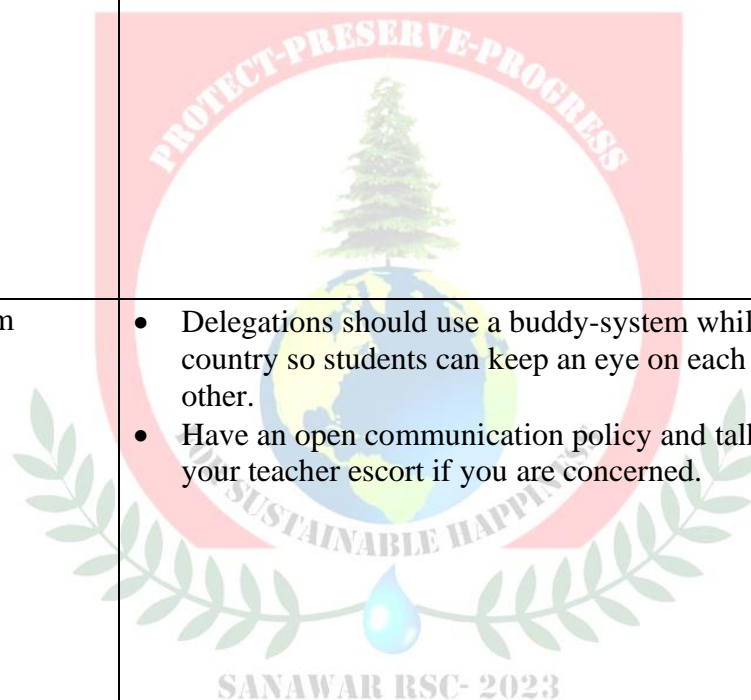
<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
Hazard in rooms <ul style="list-style-type: none"> <li>• Fire</li> <li>• Structural</li> <li>• Intruder</li> </ul>	Low/High	Students will be briefed on: <ul style="list-style-type: none"> <li>• Accommodation rules at the dormitories.</li> <li>• Safety in their accommodations (fire escapes, bathrooms, kitchen, drinking water).</li> <li>• Rules regarding visiting each other's rooms.</li> <li>• Appropriate actions if there is something of concern in their rooms.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor maintenance issues that can be addressed by designated maintenance staff to be repaired.</li> <li>• Other items to be dealt with as appropriate.</li> <li>• Assistance of Sanawar staff sought, if necessary.</li> </ul>
Hazard in hotel	Low/High	Briefing on accommodation and safety at check in.	<ul style="list-style-type: none"> <li>• Minor maintenance issues that can be addressed by</li> </ul>



<ul style="list-style-type: none"> <li>• Fire</li> <li>• Structural</li> <li>• Intruder</li> </ul>		<ul style="list-style-type: none"> <li>• Check room for any potential hazards (e.g. electrical)- inform hotel staff if maintenance is required.</li> </ul>	<p>designated staff to be repaired.</p> <ul style="list-style-type: none"> <li>• Other items to be dealt with as appropriate.</li> </ul>
<p>Personal safety</p>	<p>Low/High</p>	<ul style="list-style-type: none"> <li>• All student delegates will be housed in single-gender accommodation, with adequate washing and toilet facilities and will strictly remain so throughout the Conference.</li> <li>• Some teacher escorts will be housed in basic accommodation attached to the appropriate boarding houses, and students will be informed as to which room their teacher is staying in.</li> <li>• Under no circumstances should students return to accommodation alone or without informing Sanawar staff and/or their respective teacher escort.</li> </ul>	<ul style="list-style-type: none"> <li>• Any incidents or matters of concern should be addressed immediately to the boarding House master/House Mistress or to the teacher escort</li> </ul>
<p>Security of possessions on campus / Theft/ Loss of Personal Items</p>	<p>Low/ Medium</p>	<ul style="list-style-type: none"> <li>• Personal possessions are the responsibility of individual delegates – please do not bring laptops or expensive personal items, and if you do, keep it with you at all times.</li> <li>• You should also carry your camera at all times. Each delegate will be provided with space to store personal belongings, and lock-away space.</li> <li>• You should carry your own locks. Rooms will not be lockable but security staff will be on duty 24 hours a day.</li> <li>• There will be no access to boarding areas for non-residents and entrance will be via security passes</li> </ul>	<ul style="list-style-type: none"> <li>• Theft and missing items should be reported to the relevant House</li> <li>• Master/House Mistress and/or the lost property desk.</li> <li>• Additional security will be in place during the conference but delegates are urged to understand that all items of value are brought to the conference at the owner's risk. Travel insurance</li> </ul>

			must be done by all delegates.
Dietary Requirement/ Food allergy	Low/Medium	<ul style="list-style-type: none"> <li>• Declarations requested from parents of students delegates and adult delegates regarding dietary needs.</li> <li>• The Lawrence School, Sanawar will convey any dietary requirements provided to us on behalf of your delegation.</li> <li>• Ensure that accommodation/ restaurant/ school catering staff are aware of requirements well in advance.</li> <li>• The Lawrence School, Sanawar will request that adequate ingredient information is made available during meal times.</li> <li>• Supervising staff are responsible for their delegation and should carry appropriate anti-allergy medication including epi-pens for their delegation</li> <li>• Declaration on medical form. Students must ensure that the airline and Conference organizers are aware of food allergies or any other type of allergy. All delegates need to bring their own medications for serious known allergies and ensure that Sanawar staff know how to use this.</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of an allergic reaction first aid and hospitalisation as appropriate.</li> <li>• Anti-histamine medication followed by emergency response</li> <li>• Call the School Resident Medical Officer and request a PARAMEDIC AMBULANCE stating possible allergic reaction.</li> </ul> <p>Contact: +91-9672418222</p>
Kidnapping	Low/High	<ul style="list-style-type: none"> <li>• All conference attendees' home contact details submitted in registration process</li> <li>• All group members to have emergency phone numbers on identification cards</li> </ul>	<ul style="list-style-type: none"> <li>• Contact with The Lawrence School, Sanawar emergency line as soon as safely possible.</li> <li>• Engage assistance of staff to access police</li> </ul>

		<ul style="list-style-type: none"> <li>• Group members to keep together and not go into secluded areas</li> </ul>	<ul style="list-style-type: none"> <li>• Engage assistance of local police, ensuring appropriate consultation and communication with Sanawar.</li> <li>• Work with authorities and Sanawar. to work through solution</li> <li>• Contact appropriate country embassy for group as necessary</li> <li>• Secure the group members in a safe location until they can safely leave the area.</li> </ul>
Homesickness	Low/ Medium	<ul style="list-style-type: none"> <li>• Delegations should use a buddy-system while in-country so students can keep an eye on each other.</li> <li>• Have an open communication policy and talk to your teacher escort if you are concerned.</li> </ul>	<ul style="list-style-type: none"> <li>• Group leader to talk to students and contact with parents/guardians will be arranged if thought appropriate.</li> <li>• Conference staff/Baraza leaders to monitor delegates on an informal level.</li> <li>• Wi-Fi and computers are available on campus to email parents.</li> </ul>



Power Cuts	Low/Low	<p>Though the campus has power back-up, there might be occasional power cuts that the delegates might have to face on campus.</p> <ul style="list-style-type: none"> <li>• Electricity of 220V and 2 and 3 point sockets (5 Amp) with round holes will be available at the conference shop.</li> <li>• Delegates are advised to carry adaptors of required voltage and carry plugs suited for Indian Sockets.</li> </ul>	<ul style="list-style-type: none"> <li>• Plugs and adaptors may be bought from the Help Desk for charging mobiles and laptops if required.</li> </ul>
Fire	Low/High	<ul style="list-style-type: none"> <li>• Fire alarms and extinguishers are clearly identified within the boarding accommodation and across campus.</li> <li>• Delegates will be briefed on Fire assembly points and Evacuation procedures.</li> <li>• Exit routes will be clearly signed and School evacuation plan to be followed in case of fire alarm.</li> <li>• Suitable support from the District Administration is promised.</li> </ul>	<ul style="list-style-type: none"> <li>• Sanawar School Fire and Emergency evacuation procedures will be followed should an evacuation be initiated.</li> </ul>
Health and Hygiene	Low/High	<ul style="list-style-type: none"> <li>• Clean and comfortable accommodation provided on campus which is regularly sprayed, fogged and fumigated.</li> <li>• It is likely to be cold and dry during the conference – delegates must be well clothed at all times.</li> <li>• A shop is available on campus to provide toiletries.</li> <li>• Teacher escorts are asked to stress the importance of the same to avoid risks of viral infection. Use</li> </ul>	<ul style="list-style-type: none"> <li>• Students should be advised by teacher escorts to attend the school clinic should any rash or symptoms of illness occur.</li> <li>• Students exhibiting signs of illness may be sent to the onsite hospital.</li> </ul>

		<p>of moisturizer and cold cream helps to reduce dryness of skin.</p> <ul style="list-style-type: none"> <li>You should wash your hands and use sanitizers where required, especially before eating.</li> <li>Toilet paper should be used sparingly.</li> <li>All delegates must ensure that they have full medical insurance.</li> </ul>	
Construction	Low/Medium	<ul style="list-style-type: none"> <li>Do not stray into areas that have been put off-limits by the Sanawar staff.</li> </ul>	<ul style="list-style-type: none"> <li>Construction site will be out of bounds for all delegates.</li> </ul>
Eating and Drinking contaminated food	Low/Medium	<ul style="list-style-type: none"> <li>All on-site food for the conference will be prepared using high standards of kitchen hygiene by professional caterers.</li> <li>Non Vegetarian, Vegetarian, and non-spicy options will be available at all mealtimes.</li> <li>Any dietary restrictions/requirements must be noted during conference registration.</li> <li>During service days lunches may be organized off site.</li> <li>Use the buddy-system to ensure all delegates eat well.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of food will be conducted throughout conference.</li> <li>Any suspected cases of food poisoning will be investigated.</li> <li>Any delegate feeling unwell should report to the conference sick bay as soon as possible.</li> <li>Hospitalization will be done if required.</li> </ul>
Contaminated water	Low/Medium	<ul style="list-style-type: none"> <li>All delegates will receive personal water bottles in their welcome packs.</li> <li>Use buddy-system to ensure intake of water.</li> <li>Check colour of urine (should be light).</li> <li>Delegates should refrain from drinking running water from the tap.</li> <li>Do not share water bottles and avoid cross</li> </ul>	<ul style="list-style-type: none"> <li>Monitor throughout conference.</li> <li>Any suspected cases of water contamination will be investigated immediately.</li> <li>Any delegate feeling unwell should report to the</li> </ul>

		contamination.	<p>conference sick bay as soon as possible, or to the Sanawar representative if on a service/ adventure day.</p> <ul style="list-style-type: none"> <li>• Adequate water refill points will be provided at all service and adventure sites.</li> </ul>
Medical Treatment (Foreign)	Low/Medium	<ul style="list-style-type: none"> <li>• Supervising Staff gather health/ medical information before travel. Supervising staff inform The Lawrence School, Sanawar of relevant details and in particular, any allergic/ dietary needs of individuals.</li> <li>• Supervising staff should have access to sufficient funds to ensure medical treatment can be administered in another country.</li> <li>• Please bring a copy of your school or individual travel/ medical insurance policy and global contact details.</li> <li>• Should private treatment be required please have available a means of payment , for example a credit card for payment.</li> </ul>	<ul style="list-style-type: none"> <li>• On call medical services available to conference delegates.</li> <li>• The Lawrence School, Sanawar has a tie up with Fortis Hospital, Mohali for any medical emergency that may require special attention.</li> </ul>
Illness/ Upset tummies / Nausea	Medium/ High	<ul style="list-style-type: none"> <li>• Tap water in India is not safe for drinking.</li> <li>• Water bottles will be provided to all the delegates.</li> <li>• Do not drink water out of other people' bottles.</li> <li>• Do not buy food from roadside stalls.</li> <li>• Delegates should pay scrupulous attention to</li> </ul>	<ul style="list-style-type: none"> <li>• Referral initially to on-campus medical staff If situation not rectified in 48 hours, then referral to hospital, or sooner if symptoms dictate.</li> </ul>



		personal cleanliness and always wash hands after toilet visits and before eating their meals.	
Transmissible diseases : STD's	Low/Medium	<p>Whilst risks of transmission are extremely low, Teacher Escorts should be aware of the following:</p> <ul style="list-style-type: none"> <li>To reduce generic transmission of any illness or disease delegates are encouraged to maintain high levels of personal hygiene: sanitizers will be provided with the registration kit.</li> <li>Student delegates will not be allowed off campus without strict supervision during the conference and “sexual activity is strictly prohibited during the conference”.</li> </ul>	<ul style="list-style-type: none"> <li>Students should be briefed by Teacher escorts to see their doctor on return to their home if they feel unwell.</li> </ul>
Dengue Fever	Low/Medium	<ul style="list-style-type: none"> <li>Protection against mosquito bites by wearing full sleeved clothes and applying mosquito repellent (can be bought from the Conference shop.)</li> </ul>	<ul style="list-style-type: none"> <li>Urgent Hospitalization</li> </ul>
Hepatitis	Low/ Medium	<ul style="list-style-type: none"> <li>Vaccination</li> <li>Ensuring food and water hygiene.</li> <li>Wash hands properly before and after eating.</li> <li>Clean and hygienic food and drinking water will be available to all delegates on campus.</li> <li>Avoid consuming eatables from any other source.</li> </ul>	<ul style="list-style-type: none"> <li>Urgent Hospitalization</li> </ul>
Malaria	Low/ Medium	<ul style="list-style-type: none"> <li>Protection against mosquito bites by use of mosquito repellent and wear clothing that cover the body. Prophylactic anti malaria pills.</li> </ul>	<ul style="list-style-type: none"> <li>Referral to on campus staff.</li> </ul>
Typhoid	Low/Medium	<ul style="list-style-type: none"> <li>Vaccination</li> </ul>	<ul style="list-style-type: none"> <li>Hospitalisation</li> </ul>

Infection	Low/Medium	<ul style="list-style-type: none"> <li>All centres will be informed in advance of the visit and given a request for maintaining cleanliness and hygiene in all places.</li> <li>The medical records of children and old people at various centres will be checked for any infectious diseases.</li> </ul>	<ul style="list-style-type: none"> <li>Check -up at hospital in case the need arises.</li> </ul>
Depression/Anxiety	Low/Medium	<ul style="list-style-type: none"> <li>Delegates will be informed in advance of the centres and what they are to expect.</li> </ul>	<ul style="list-style-type: none"> <li>Counselling.</li> </ul>

### Risk assessments- Flora, Fauna, Climate, Terrain

<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
Weather/ Environmental conditions <ul style="list-style-type: none"> <li>Sunburn</li> <li>Dehydration</li> <li>Breeze</li> </ul>	Low/Medium	<ul style="list-style-type: none"> <li>Consider possible weather conditions and plan activities appropriately.</li> <li>Students briefed on proper appropriate clothing to take.</li> <li>Check suitability of clothing before departing for activities.</li> <li>Site visits to be included only if pre-monitoring indicates it is safe to do so.</li> <li>Appropriate sunscreen to be applied whenever time being spent outdoors.</li> <li>Group members to wear protective hat and sunglasses.</li> <li>Adults to have additional sunscreen on hand</li> </ul>	<ul style="list-style-type: none"> <li>As appropriate</li> <li>Adults to assist in cases of minor issues</li> <li>Adults to monitor hydration of students</li> <li>Patient to be monitored</li> <li>Hospital / clinic (see below) to be used for more significant issues</li> </ul>

		<ul style="list-style-type: none"> <li>• Group members to have adequate drinking water with them at all times.</li> <li>• Adults to ensure additional safe drinking water available at all times.</li> </ul>	
<p>Natural Disaster</p> <ul style="list-style-type: none"> <li>• Floods</li> <li>• Storms</li> <li>• Rain</li> <li>• Forest Fires</li> </ul>	Low/Medium	<ul style="list-style-type: none"> <li>• Sanawar staff to check the weather / conditions of the area before departure to ensure that destination is safe</li> </ul>	<ul style="list-style-type: none"> <li>• Contact with Sanawar emergency line as soon as safely possible.</li> <li>• Engage assistance of staff as appropriate.</li> <li>• Engage assistance of police, ensuring appropriate consultation and communication with The Lawrence School, Sanawar.</li> <li>• Secure the group members in a safe location until they can safely leave the area</li> </ul>
Allergies	Low/Medium	<ul style="list-style-type: none"> <li>• Declaration on medical form.</li> <li>• Students must ensure that the airline and Conference organizers are aware of food allergies or any other type of allergy.</li> <li>• All delegates need to bring their own medications for serious known allergies and ensure that Sanawar staff know how to use this.</li> </ul>	<ul style="list-style-type: none"> <li>• First-aid and/or hospitalisation as appropriate.</li> </ul>
Mammals	Low/Medium	<ul style="list-style-type: none"> <li>• Bites from dogs, cats, monkeys, langours etc. are all potentially very serious matters.</li> <li>• Do not approach any animals encountered on</li> </ul>	<ul style="list-style-type: none"> <li>• First aid to Anti Rabies Injection.</li> </ul>

		<p>campus though all dogs on campus are vaccinated and will not be let free.</p> <ul style="list-style-type: none"> <li>• On service or adventure days, keep away from any stray animals.</li> <li>• Participants will be briefed that dogs on streets are not pets and should be kept at a distance.</li> <li>• Students might consider a Rabies inoculation if advised by your doctor.</li> </ul>	
Snake Bites and Insect Stings	Low/Medium	<ul style="list-style-type: none"> <li>• If snakes are encountered move away slowly and quietly.</li> <li>• Report sightings at once to conference office or site security – under no circumstances attempt to capture snakes.</li> <li>• Don't go out in the dark without a torch. The campus does not have any reports till date of any snake bite though.</li> <li>• Do not cut across fields – Use walkways.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate hospitalization, but First-aid needs to be given as advised by Resident Medical Officer.</li> <li>• Do not attempt to catch the snake to identify it!</li> <li>• If no risk is involved taking a photograph. It will help staff to identify the species for suitable treatment.</li> <li>• First aid on campus and evacuation to hospital.</li> </ul>
Caterpillar Rashes	Medium/Low	<ul style="list-style-type: none"> <li>• Degree of severity of the rash depends on the individual human's physiology</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid to be administered.</li> </ul>
Mosquitoes	Medium/Medium	<ul style="list-style-type: none"> <li>• Keep yourself fully covered at dawn and dusk.</li> <li>• Use mosquito repellent.</li> <li>• Sanawar is not designated as a malarial area, but delegates should seek advice from medical practitioners in their home country regarding use of prophylaxis.</li> </ul>	<ul style="list-style-type: none"> <li>• From first-aid to hospitalization seek Sanawar School doctor's advice as appropriate.</li> <li>• Immediate effects may require minor attention but see "Diseases".</li> </ul>

		<ul style="list-style-type: none"> <li>• Only real safeguard is to avoid getting bitten by wearing full sleeved clothes, application of Mosquito repellent cream which can be bought from the Conference shop.</li> <li>• We will also fumigate and fog the campus as required before the conference. The campus will be sprayed by Lemdacyllothrins (WHO Recommended) and disinfectants for wasps, bees and mosquitoes.</li> </ul>	<ul style="list-style-type: none"> <li>• All participants are advised to see their doctor on return to their home if they feel unwell.</li> <li>• Symptoms might not be apparent during the conference but may appear at a later date.</li> </ul>
Spiders and Scorpions	Low risk of serious bites Medium risk of minor bites/ Medium	<ul style="list-style-type: none"> <li>• Don't put hands or fingers in holes in the ground.</li> <li>• Be careful when picking up rocks or handling wood.</li> <li>• Check clothing and/or shoes before putting them on.</li> <li>• Hand gloves will be provided while on service site as required.</li> </ul>	<ul style="list-style-type: none"> <li>• None of India's species are deadly but some spiders and scorpions can inflict a very painful sting/bite.</li> <li>• Students who exhibit severe reactions need to be hospitalized.</li> </ul>
Wasps and Bees	Low risk of serious bites Medium risk of minor bites/ Low	<ul style="list-style-type: none"> <li>• Bees occasionally swarm on school buildings and trees but are rarely aggressive.</li> <li>• Be cautious while walking in less frequented areas as hornets and wasps can be very aggressive in defending territory.</li> <li>• Look out for paper or mud nests.</li> <li>• All existing nests will be removed prior to conference.</li> </ul>	<ul style="list-style-type: none"> <li>• It is important to confirm the nature of the sting – bees will usually leave a sting in place which should be removed at once to avoid further toxins – hornet and wasp stings can be very painful but are typically short term.</li> </ul>
Hilly terrain	Low/Low	<ul style="list-style-type: none"> <li>• Closed-toes shoes to be worn at all times on work site.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid to be provided.</li> </ul>

Heat, sunburn, dehydration	Low/Low	<ul style="list-style-type: none"> <li>• Regular daily briefing: wear wide-brimmed hats, sunglasses and long sleeves.</li> <li>• Use sun block.</li> <li>• Drink lots of water (at least 2 litres per day).</li> <li>• Beware of cold/wet weather in particular.</li> </ul>	<ul style="list-style-type: none"> <li>• Rest and fluid intake.</li> <li>• Hospitalization in serious cases.</li> </ul>
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### Risk assessments- During visits

<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
Road safety	Low/Low	<ul style="list-style-type: none"> <li>• Carry a road map and school names and numbers in local script. Go out in mixed-gender groups of not less than 3.</li> <li>• Do not stray into areas that have been put off-limits by the Sanawar staff. Obey curfew instructions if any. Carry the helpline number and accommodation details as provided by the host school.</li> <li>• Chaperones will accompany groups on their visits outside the School and regular headcounts will be done.</li> <li>• Remind participants that road traffic regulations and priorities are different in India.</li> </ul>	<ul style="list-style-type: none"> <li>• Lost person to move back to school and call the respective Teacher escort.</li> <li>• Students should have all important help line and contact numbers of Sanawar and contact them in case of an emergency.</li> </ul>



		<ul style="list-style-type: none"> <li>• Pedestrian priorities (for example at crossings) may not be recognised. In some places ‘jaywalking’ (crossing without using a formal crossing place) is an offence.</li> <li>• Supervising staff should brief delegations and remind regarding road crossing etiquette</li> <li>• Supervising staff remind delegates NOT to use phones when crossing roads.</li> </ul>	
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## Risk assessments – Transport

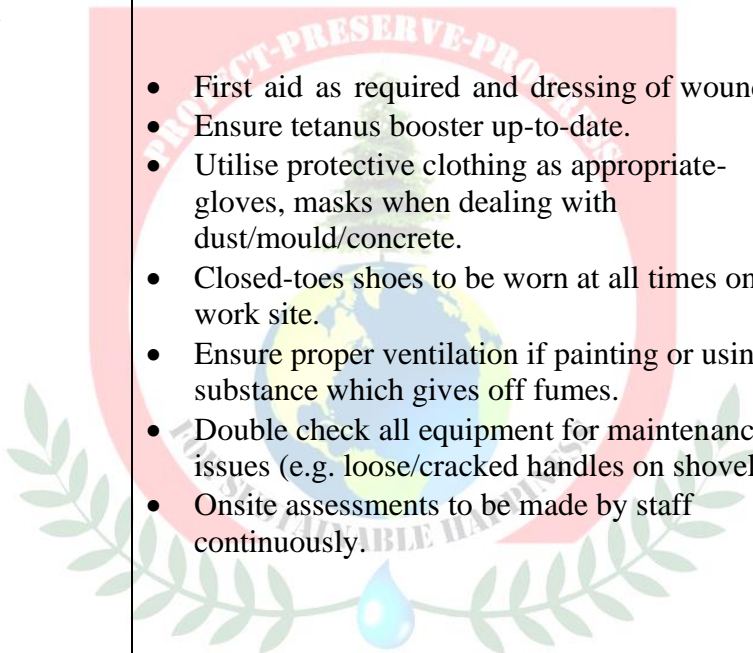
<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
<ul style="list-style-type: none"> <li>• Ground</li> </ul>	Low/Low	<ul style="list-style-type: none"> <li>• Group members to be fully aware of all possessions throughout travels.</li> <li>• Sanawar staff to ensure that clear rules for behaviour and conduct are communicated.</li> <li>• Sanawar staff to closely supervise departure/arrival of group members from/to coaches or minibuses in car parks and that head counts are carried out at each stage.</li> <li>• Ground transportation safety- utilise seatbelts if provided, remain seated when vehicle is in motion; do not obstruct driver’s view; locate emergency exits before starting journey; locate fire extinguisher, if provided.</li> <li>• Buses to be provided with first aid kits.</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate, with assistance from staff</li> <li>• In event of emergency or health concern on drive, adult to notify driver right away</li> <li>• Contact with The Lawrence School, Sanawar emergency line as soon as safely possible in case of emergency.</li> <li>• In case of accident, work with authorities and Sanawar staff to work through solution</li> </ul>

		<ul style="list-style-type: none"> <li>• Appropriate vehicle inspections as part of bus carrier protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Secure the group members in a safe location until they can safely leave the area</li> </ul>
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## Risk assessments- Activities

<b>HAZARD</b>	<b>LIKELIHOOD/ ASSESSMENT OF RISK</b>	<b>ADVANCE ACTION / CAUTIONS</b>	<b>RISK MANAGEMENT EMPLOYED/ ACTION IN EVENT OF INCIDENT</b>
Adverse weather	Low/Low	<ul style="list-style-type: none"> <li>• Local weather conditions checked and broadcast daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Suitable back up plans will be kept ready.</li> <li>• Some events may need to be cancelled / rescheduled due to bad weather.</li> </ul>
Physical activities	Low to Medium/ High	<ul style="list-style-type: none"> <li>• Staff to determine if paths, routes safe for hiking – to consider weather conditions, weather hazards.</li> <li>• Care to be taken with sun to ensure that individuals do not become dehydrated or sunburned.</li> <li>• Ensure students wear appropriate clothing for conditions.</li> <li>• Sanawar risk management processes to be adhered to for all activities.</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate.</li> <li>• Staff to assist in cases of minor issues.</li> <li>• Hospital/clinic (see below) to be used for ore significant issues.</li> <li>• Medical evacuation organised though insurance provider (see below) as necessary, ensuring appropriate consultation and</li> </ul>

		<ul style="list-style-type: none"> <li>• Activities to be undertaken only after safety inspection by staff.</li> <li>• First Aid Kit to contain suitable bandaging/ sprain/ splint materials.</li> </ul>	communication with The Lawrence School, Sanawar.
Separation/ Loss of Group Member	Low/High	<ul style="list-style-type: none"> <li>• Ensure all staff competent and understand individual roles</li> <li>• Maintain high staff / student ratios</li> <li>• Plan and use suitable group control measures (buddy system-large groups split into smaller units of no less than 4 students with named leaders)</li> <li>• Discuss itinerary and arrangements with students</li> <li>• Briefing to all on what to do if separated from group.</li> <li>• Head counts undertaken by leaders particularly at arrival / departure points and when separating and reforming groups.</li> <li>• All party members to carry emergency phone numbers</li> <li>• When in enclosed buildings, rendezvous points and times to be identified on entry (e.g. museums, shopping centres)</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to stay with larger group and safely continue to the next location on itinerary</li> <li>• Other staff member(s) to retrace steps of the group</li> <li>• Contact with The Lawrence School, Sanawar emergency line as soon as safely possible</li> <li>• Engage assistance of staff as needed</li> <li>• Work with authorities and Sanawar staff to work through solution</li> <li>• Secure the group members in a safe location until they can safely leave the area</li> </ul>
Service Learning Tasks	Low to Medium/ High	<ul style="list-style-type: none"> <li>• Care to be taken with sun to ensure that individuals do not become dehydrated or sunburned.</li> <li>• Ensure students wear appropriate clothing for conditions.</li> <li>• Sanawar risk management processes to be adhered to for all activities.</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate.</li> <li>• Staff to assist in cases of minor issues.</li> <li>• Hospital/clinic (see below) to be used for ore significant issues.</li> </ul>

		<ul style="list-style-type: none"> <li>• Activities to be undertaken only after safety inspection by staff.</li> <li>• First Aid Kit to contain suitable bandaging/ sprain/ splint materials.</li> </ul>	<p>Medical evacuation organised through insurance provider (see below) as necessary, ensuring appropriate consultation and communication with The Lawrence School, Sanawar.</p>
<p>Service day</p> <p>Skin rash, minor injuries</p>	<p>Low/Medium</p>	 <ul style="list-style-type: none"> <li>• First aid as required and dressing of wound.</li> <li>• Ensure tetanus booster up-to-date.</li> <li>• Utilise protective clothing as appropriate- gloves, masks when dealing with dust/mould/concrete.</li> <li>• Closed-toes shoes to be worn at all times on work site.</li> <li>• Ensure proper ventilation if painting or using substance which gives off fumes.</li> <li>• Double check all equipment for maintenance issues (e.g. loose/cracked handles on shovels)</li> <li>• Onsite assessments to be made by staff continuously.</li> </ul>	<ul style="list-style-type: none"> <li>• Gloves will be provided.</li> <li>• First aid kit will be carried.</li> <li>• Students will be demonstrated the correct technique required for the activity.</li> <li>• Staff to assist in cases of minor issues</li> <li>• Patient to be monitored</li> <li>• Hospital / clinic (see below) to be used for more significant issues</li> <li>• Medical evacuation organized through insurance provider (see below) as necessary, ensuring appropriate consultation and communication with The Lawrence School, Sanawar</li> </ul>
<p>Threat of theft</p>		<ul style="list-style-type: none"> <li>• Briefing. Exercise vigilance when carrying money, credit cards or valuable documents.</li> <li>• Carry money in small amounts, and keep in different locations so if some gets stolen, you haven't lost it all</li> </ul>	

		<ul style="list-style-type: none"> <li>Briefing. Exercise vigilance when carrying money, credit cards or valuable documents. Carry money in small amounts, and keep in different locations so if some gets stolen, you haven't lost it all.</li> </ul>	
Adventure day	Low/Medium	<ul style="list-style-type: none"> <li>The average minimum temperature (usually the minimum temperature is noted during the night) in Sanawar in June is 16.4°C (61.52°F). June falls in the rainy season with an average precipitation of 183mm (7.2in). The average maximum daytime temperature lies around 24.7°C (76.46°F).</li> <li>Delegates should be appropriately clad, carry caps and drink adequate water for avoiding dehydration or colds.</li> <li>The party will carry the First Aid Kit and have a paramedical staff accompany the party.</li> <li>Delegates are advised to wear comfortable shoes/footwear.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to assist in cases of minor issues</li> <li>Patient to be monitored</li> <li>Hospital / clinic (see below) to be used for more significant issues</li> <li>Medical evacuation organized through insurance provider (see below) as necessary, ensuring appropriate consultation and communication with The Lawrence School, Sanawar</li> </ul>
Exposure to sun- sun burn/ stroke	Low/Low	<ul style="list-style-type: none"> <li>Delegates may bring a sun screen</li> </ul>	<ul style="list-style-type: none"> <li>Treatment as required. Rest in shade.</li> <li>Information will be sent to the concerned teacher escort.</li> </ul>
Minor injury, accidental fall whilst walking- tripping	Low/Low	<ul style="list-style-type: none"> <li>Delegate may trip or fall whilst walking.</li> <li>All delegates will be requested to be responsible for both themselves and others.</li> <li>Crowding will be discouraged to avoid stumbling.</li> </ul>	<ul style="list-style-type: none"> <li>First - Aid as required.</li> <li>Information to teacher escort of the school.</li> </ul>

		<ul style="list-style-type: none"> <li>Group sizes will be limited as smaller groups are easier to monitor.</li> </ul>	
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## Medical Facilities

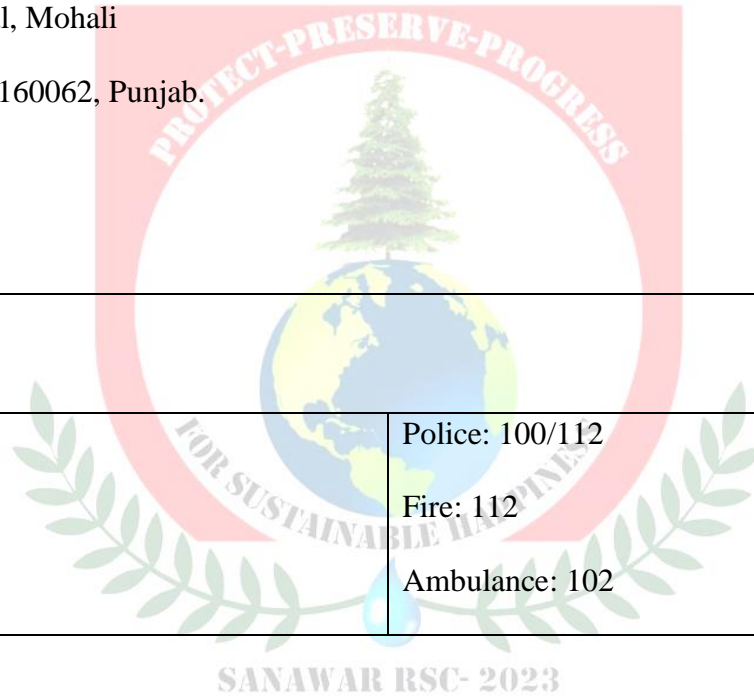
<p>Name of Medical Facility: Fortis Hospital, Mohali</p> <p>Address: Sector 62, Phase VIII, Mohali- 160062, Punjab.</p> <p>Phone: +911724692222</p> <p>Website: <a href="#">Link here</a></p>
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## Indian Authorities Contact

Emergency contact numbers:	<p>Police: 100/112</p> <p>Fire: 112</p> <p>Ambulance: 102</p>
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## Insurance Details

<p>Ensure you have appropriate insurance coverage in place for the duration of your stay. Make sure your policy includes adequate coverage for any pre-existing conditions.</p>
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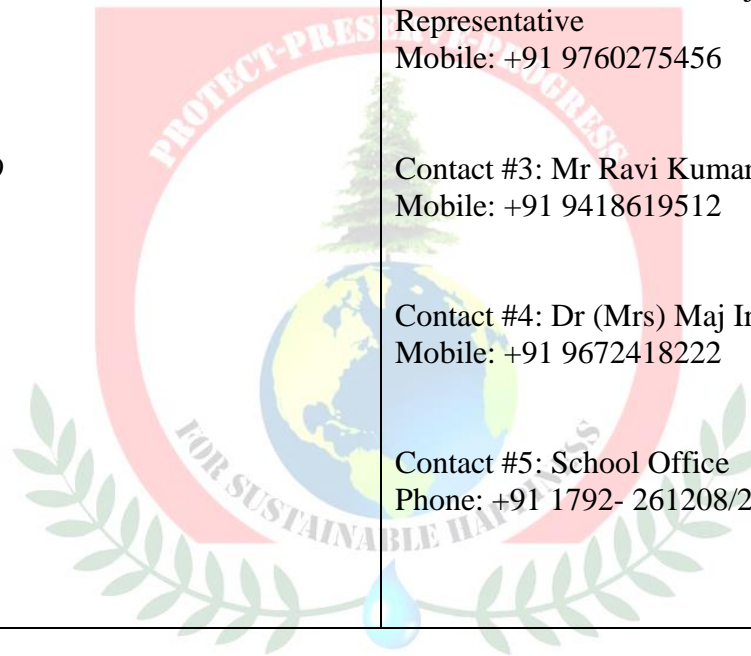




## Emergency contacts

The Lawrence School, Sanawar

<p>24-hour EMERGENCY LINE – +91 1792 261208/261209/261229</p> <p>Address:</p> <p>The Lawrence School, Sanawar Solan, Himachal Pradesh – 173202 India.</p> <p>Phone: +91 1792 261208/261209/261229</p> <p>Email: <a href="mailto:rscsanawar2023@sanawar.edu.in">rscsanawar2023@sanawar.edu.in</a></p>	<p>Contact #1: Mrs Meenakshi Solomon- Round Square Representative Mobile: +91 9816343499</p> <p>Contact #2: Ms Ambika Rajbongshi – Associate Round Square Representative Mobile: +91 9760275456</p> <p>Contact #3: Mr Ravi Kumar – Security in Charge Mobile: +91 9418619512</p> <p>Contact #4: Dr (Mrs) Maj Irvind Jote Kaur- Resident Medical Officer Mobile: +91 9672418222</p> <p>Contact #5: School Office Phone: +91 1792- 261208/209/229</p>
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SANAWAR RSC- 2023

## Risk assessment

If an emergency takes place during the conference, The Lawrence School, Sanawar leaders will contact the **24-hour EMERGENCY LINE**), at the earliest safe opportunity.

The Staff will describe:

1. The nature of the emergency
2. The details of what steps will be taken.

The emergency contact person will then contact the affected school to pass on the relevant information and be the primary contact with the Sanawar staff for ongoing communications.

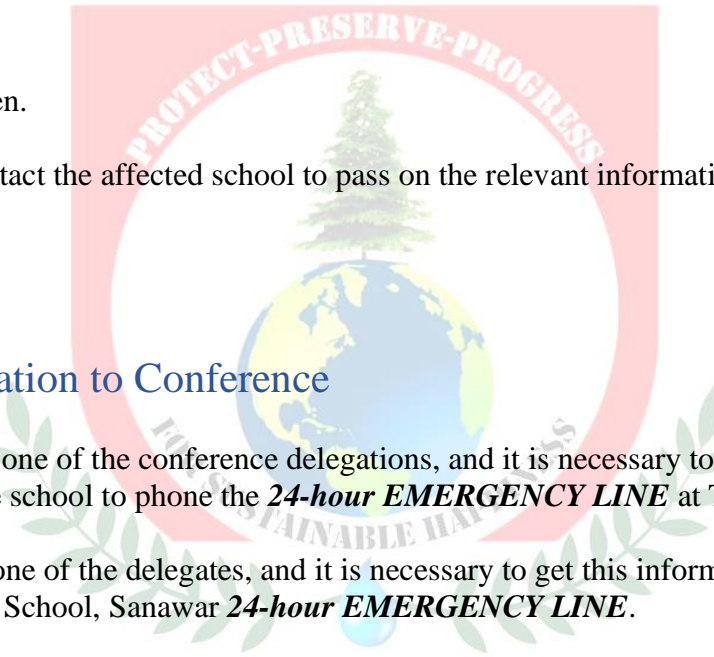
## Emergency at Home, Communication to Conference

If an emergency takes place at the school of one of the conference delegations, and it is necessary to get this information to their Round Square Rep or designate, it will be necessary for the school to phone the **24-hour EMERGENCY LINE** at The Lawrence School, Sanawar.

If an emergency takes place at the home of one of the delegates, and it is necessary to get this information to them, the parent should contact their school who will contact The Lawrence School, Sanawar **24-hour EMERGENCY LINE**.

The emergency contact person will then contact the school to communicate the necessary information to the Round Square Rep or designate.

It is important to note that it may take time to get this message through, depending on the whereabouts of the group and the time of day, but every effort will be made to ensure this happens in a timely fashion.



## The Lawrence School, Sanawar Situation Response Plan:

### **Stabilize the situation**

**Assess scene:** Ensure the safety of the ENTIRE group

**Take charge:** Prevent the situation from deteriorating and gain awareness of all aspects of the incident / accident

**Administer first aid / engage emergency services**

**Document / record:** What happened and what were the responses

**Create plan:** Consider urgency, location, group's mental status, timing, support needed, logistics, finance, evacuation, access to transportation

**Communicate:** 24-hour EMERGENCY LINE.

