

# Links Policy Trip Risk Assessment



## Our Commitment

Links International is a Christian Mission organisation and registered charity working around the world in many contexts. Links has an overarching Trip Risk Assessment Policy and is committed to safeguarding the welfare of its employees and volunteers as much as possible whilst protecting the organisation and its charitable status. Links gives due consideration to current British Foreign & Commonwealth Office advice, and complies with this advice when arranging Links trips. Links recognises that its work involves potentially dangerous situations and wants those involved to be clear about their responsibility with regards Links Trips.

## What is Risk Assessment?

Risk Assessment is a careful analysis of an activity, its environment, the people involved and any possible event that could go wrong causing harm to individuals involved. The aim is that precautions and control measures are put in place ensuring the greatest level of protection, reducing significantly the chance of accident, illness or injury. With regards to Links Trips, risk will increase or decrease significantly depending on the country, context and setting. Each person must take this into consideration when making a decision to join a Links Trip.

## Trip Team

- Each person on a Links Trip is covered by Links International health and travel insurance that covers the work they will undertake in a given country.
- Links will not be responsible for any financial implications due to an individual's negligence to comply.
- Individuals must be willing to be led by the team leader who reserves the right to send home those who are not complying.
- Grievances between team members should be shared with the team leader/s so a satisfactory resolution can be reached.
- Each person must complete an application form and include two references.
- All individuals will be checked using the Disclosure and Barring Service (DBS).
- Links required a photocopy of each person's passport and medical and next of kin information.
- Each person must complete a risk assessment form. If anti-malarials are not being taken a disclaimer must also be signed.

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## Dangers

- There will always be an element of risk on Links Trips as we promote human rights in volatile settings.
- In the unlikely event of kidnapping, Links will not be held responsible. In accordance with agreements signed by international mission organisations, Links will not negotiate any ransom demands.
- All team members are advised to seek their GP's advice with regards vaccinations and medication.
- Links will provide orientation and information so that team members understand how to best care for themselves, the team and those we serve.
- In the unlikely event of death Links will not be held financially responsible. All team members should ensure their insurance fully covers them.
- Next of kin will be contacted to arrange repatriation of the body.

## Financial

Links maintains a policy that once people have committed to a Links Trip and paid their deposit, they will be liable for the full cost of the trip. Links purchases airline tickets on the strength of this commitment so failure to follow through could leave the organisation with a deficit.

Links will, where possible, estimate trip costs. Links reserves the right to increase estimates when necessary and within reason.

Policy approved by Andy Read January 2015

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