

## Preliminary Risk Management Plan for Service-Learning Subjects

When a new Service-Learning (SL) subject is proposed, the information provided here will assist the Sub-committee on Service-Learning Subjects to consider its suitability. The Sub-committee may ask the subject proposer to provide further information for clarification. The "Risk Management Handbook for Service-Learning at PolyU" is available on [the Service-Learning and Leadership Office \(SLLO\) website](#) for reference.

### Instructions:

The subject proposer is required to go through the list of risk indicators below to a) identify whether there are moderate, high or extreme potential risks involved in the proposed SL activities, and b) state the strategies/actions to be taken in managing the potential risks. Please check (✓) the "potential risks" below if applicable to your service project. If not, please describe under "Others". You can either check (✓) the "strategies/actions to be taken" as listed below or specify your own suggested strategies/actions under "Others".

Proposed subject title: \_\_\_\_\_ Department: \_\_\_\_\_

Risk rating	Potential risks [Please check (✓)]	Strategies/actions to be taken [Please check (✓)]
<b>Moderate</b>	<input type="checkbox"/> Physically demanding service (e.g. construction work) <input type="checkbox"/> Service to be delivered alone or at night <input type="checkbox"/> Conducting large-scale (over 100) or overnight activity <input type="checkbox"/> Involving a large number of students (e.g. over 50 in local projects, over 30 in non-local projects) <input type="checkbox"/> Dealing with insects or animals <input type="checkbox"/> Serving people with special needs (e.g. prisoners, patients with physical or mental illness) <input type="checkbox"/> Multiple teams in separate service sites outside HK <input type="checkbox"/> Length of the non-local trip is more than 2 weeks <input type="checkbox"/> Harsh weather prevails in the service site	<input type="checkbox"/> Collaborate with reliable and well-resourced local agency partner(s) <input type="checkbox"/> Conduct pre-trip site visit and assessment, particularly for new service sites <input type="checkbox"/> Designate staff/agency worker to visit all host families for safety assessment and inform the local authorities in advance <input type="checkbox"/> Collect adequate information about medical facilities, embassy and emergency contacts at the service site(s) <input type="checkbox"/> Ask students to declare their health conditions in advance (please refer to the travel health questionnaire at the UHS Travel Health Clinic or in the <a href="#">Non-Local CAR and SL Management System</a> ) <input type="checkbox"/> Conduct briefing on the code of conduct for students related to SL activities <input type="checkbox"/> Inform students of the travel related resources available (e.g. Group Travel Insurance, worldwide emergency assistance by ISOS) before departure
<b>High</b>	<input type="checkbox"/> The service site is located in a remote area far from the city <input type="checkbox"/> Harsh physical environment, such as rural area with no modern infrastructure nearby <input type="checkbox"/> Home-stay in rural area for more than a week <input type="checkbox"/> Going to a place with no clean water or poor hygienic or health situation <input type="checkbox"/> Close physical contacts with the service users <input type="checkbox"/> Collection and handling of confidential information of the service users <input type="checkbox"/> For non-local project, Red or Amber OTA is currently in force at the time of subject proposing #	<input type="checkbox"/> Provide training to enhance students' awareness on potential risks and equip them with managing strategies <input type="checkbox"/> Travel health advice will be sought in advance, and students will be advised to take appropriate vaccinations <input type="checkbox"/> Arrange sufficient staff members with relevant experience to oversee the service teams (recommended ratio for local projects is 1 staff : 20 students; non-local project is 1 staff: 15-20 students) <input type="checkbox"/> Prepare first aid kits and arrange qualified first-aiders when conducting large-scale or overnight outdoor activities

<b>Extreme</b>	<input type="checkbox"/> For non-local project, Black OTA # is currently in force at the time of subject proposing <input type="checkbox"/> Epidemic disease or political unrest or natural disaster has happened less than 1 year/is happening/frequently happened in recent years	<input type="checkbox"/> Get consent from the organization/service recipients and provide guidelines on handling confidential information to students <input type="checkbox"/> Require students going to service sites in groups and under supervision of agency worker and/or PolyU staff <input type="checkbox"/> Forbid students to travel alone, to drive or to ride motor bikes when abroad <input type="checkbox"/> Consider suspending the SL project if Red or Black OTA is in force one month before departure <input type="checkbox"/> Alternative site has been or will be identified if Red or Black OTA is in force one month before departure (please specify: _____) <input type="checkbox"/> Other(s), please specify: _____
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# OTA=Outbound Travel Alert, for the countries with OTA in force, please check: <http://www.sb.gov.hk/eng/ota/>.

**Others** (Please describe the potential risks and suggested strategies/actions not mentioned above, if any):

	Risk rating	Potential risks	Strategies/actions to be taken
<b>e.g.</b>	<input type="checkbox"/> Moderate <input checked="" type="checkbox"/> High <input type="checkbox"/> Extreme	<i>Students will visit street sleepers at night to understand their living conditions and difficulties.</i>	<i>For example, site assessment will be arranged before the service; a talk on personal safety will be given; students will be arranged in groups to do the visit and emergency contacts will be provided, etc.</i>
<b>1.</b>	<input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extreme		
<b>2.</b>	<input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extreme		
<b>3.</b>	<input type="checkbox"/> Moderate <input type="checkbox"/> High <input type="checkbox"/> Extreme		

(Use separate sheet if needed)

☐ **No potential moderate, high or extreme risks have been identified at the moment.**

Subject proposer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use:**

**Endorsement by the Coordinator of Sub-Committee on Service-Learning Subjects or delegate:**

- ☐ Endorsed.      ☐ NOT endorsed.  
☐ Further clarifications/information of the following are required:

Signature: \_\_\_\_\_

\*Coordinator/ Delegate (Name & Post Title: \_\_\_\_\_ )

Date: \_\_\_\_\_

\*Please delete if inappropriate