



RISK MITIGATION REGISTRY – CHECKLIST FOR EACH TRIP

Version 1 dated 26 February 2024

TRIP DETAILS	Country/Location Proposed dates for trip/event	Yes/No/NA required	Reviewer Date
Risk(s) as identified*	Control Measures:	If No - comment	Response by Reviewer
Training session prior to each trip Staff/volunteer complaints	<ul style="list-style-type: none"> • Treat all persons with respect. • Aim to foster a harmonious work environment. • Ensure a clear understanding of the complaint, take time listening and ask clarifying questions if needed. • Ensure the complaint is delt with in a timely manner. • Conduct a formal investigation of the complaint and present it to the Board of Directors for outcome. • Take steps to ensure the problem can be rectified or improved. • Follow up with the complainant for formal outcome and next steps. 		
Training session prior to each trip Patient complaints	<ul style="list-style-type: none"> • Identify the principal patient concerns. • Assist with any specific needs they may have whilst accessing the service. • Answer any questions they have about services, hospital policies and procedures. • Ensure that patients have access to the complaints process. • Ensure the complaint is treated confidentially. • Aim to resolve complaints in a timely fashion. 		
Training session prior to each trip Patient mismanagement	<ul style="list-style-type: none"> • Ensure all doctors/nurses are registered with the applicable body within the specific country. • Ensure current medical insurance/liability coverage. 		
Training session prior to each trip Misconduct (staff/volunteers/members)	<ul style="list-style-type: none"> • Ensure all staff/volunteers are provided with copy of the Code of Conduct when joining the organisation. • Have completed an organisation induction (i.e. supplied with relevant Policies, Procedures which need to be followed). Completion of this to be recorded by Secretary). • Clearly communicate expectations from individuals, especially when in public representing HBF. • Formal review and expulsion from the organisation for misconduct. 		

Partnering in developing countries:			
Lack of governance/structure	<ul style="list-style-type: none"> • Ensure current local practice guidelines are available. • Adhere to local standards (Australian/local whichever is the higher standard). 		
Lack of financial governance	<ul style="list-style-type: none"> • Build financial controls into program outlines (when grants/funds of any kind are involved). • Ensure expectations are clearly outlined. • Foster open communication and transparency on financial reporting. 		
Lack of GEDSI policies	<ul style="list-style-type: none"> • Conduct pre-partnership assessment of current local practice including policies/guidelines for discriminatory wording or practices. • Provide GEDSI policies in MOU with minimum standard expected from both parties. 		
Travel:			
Transport of staff and equipment via car/road vehicle	<ul style="list-style-type: none"> • Ensure vehicle used for transport is road worthy, fully insured and driver has full licence. • All HBF travellers are to have full travel insurance which includes medical evacuation. All details to be captured on file and available for travelling and at home team. 		
Transport of staff and equipment via aircraft	<ul style="list-style-type: none"> • Ensure aircraft meet aviation standards, insured and have a good safety profile. • All HBF travellers are to have full travel insurance which includes medical evacuation. 		
Transport of staff and equipment via boat	<ul style="list-style-type: none"> • Ensure boats are seaworthy, insured and have life vests onboard, boat licence if applicable in that country. • All HBF travellers are to have full travel insurance which includes medical evacuation. 		
Per event based:			
Folding tables collapse/weak or broken chairs	<ul style="list-style-type: none"> • Folding tables have safety latches to prevent collapse. • All equipment should be checked to ensure suitable for purpose and removed if not. 		
Standing up for long hours on hard floors	<ul style="list-style-type: none"> • Chairs provided by venue to avoid standing for long periods. 		
Lifting boxes of supplies to and from the car/boat/aircraft	<ul style="list-style-type: none"> • Small boxes of supplies to be arranged instead of large boxes. 		

Carrying supplies from car/boat/aircraft to venue over long distance	<ul style="list-style-type: none"> • Trolley arranged to transport equipment and supplies. 		
Blood spill from any cut or abrasion on a patient, including just after venipuncture or finger prick <i>Members of the HBF team visiting hospitals and clinics should not be involved in actual testing, however, if in the vicinity of a spill or blood/body fluids comes into contact a team member, it must be discussed with the Team Leader</i>	<ul style="list-style-type: none"> • Table surface will have a cover that can be removed and changed. • Hospital grade bleach wipes to be taken and used to clean up spill on a used surface. 		
Routine precautions when attending procedures. <i>Members of the HBF team visiting hospitals and clinics should not be involved in actual testing, venipuncture or vaccinations, however, if in the vicinity of any of these events and you come into contact with blood/body fluids, discuss with the Team Leader.</i>	<ul style="list-style-type: none"> • Boxes of gloves to be used as a universal precaution for all workers involved with patients whilst engaged in conducting an transient elastography (Fibroscan®). • Antiseptic hand rub to be used before and after each patient. • Band-aids and cotton balls to be taken to cover any small injuries a team member has is adequately covered. 		
Loose papers laying on the floor may cause someone to fall	<ul style="list-style-type: none"> • Ensure paperwork is kept in its designated folder/box and repeatedly check that no paperwork is loose on the floor in the area, as it might cause a trip hazard. 		
Education / awareness – misinformation	<ul style="list-style-type: none"> • Ensure all staff completing educational activities are fully trained and have a base knowledge in HBV. • Individuals (includes patients, volunteers, and staff) will be provided with an information sheet in their own language approved by local MOH/hospital authorities. • Where possible local teams will design their own information sheets for patients that are culturally appropriate based off the master English document designed by HBF. 		
Contaminated waste, infection control	<ul style="list-style-type: none"> • All blood contaminated waste/used POC tests to be immediately disposed of into yellow contaminated waste bags 		

	and disposed of safely at the main local hospital as per local guidelines,		
Localised pain and maybe bruising to site of blood collection	<ul style="list-style-type: none"> • Blood collection to be done by doctor/nurse/lab tech trained in blood collection. • Procedure explained to the patient and consent given. 		
Unidentified staff or volunteers present	<ul style="list-style-type: none"> • A team leader for each trip or event is to be nominated and responsible for; <ul style="list-style-type: none"> ➤ Maintain a list of staff/volunteers/security personnel at the event. ➤ Staff to be encouraged to report to the team leader any situation which they feel could cause harm to staff or patients. ➤ Pre-event team briefing - clearly identify the team leader so staff know to whom to report. ➤ Staff to be clearly identifiable - wear uniforms and name tags if appropriate. 		Nominated name to be entered if known at time of review
Dangerous features of the area such as holes in the ground or uneven floor surfaces, collapsing ceilings	<ul style="list-style-type: none"> • The site will be inspected by the team leader or designated appointee during the planning stage. 		
Unreasonable facilities for activity to be conducted	<ul style="list-style-type: none"> • During site inspection prior to the activity bathroom facilities, power supply, lighting, adequate physical space for the intended purpose will be checked for adequacy. 		
Loose power cords	<ul style="list-style-type: none"> • All power leads safely connected and secured in a fashion that won't cause anyone to trip or to be electrocuted 		
In the event of a person (staff, volunteer, patient) being injured <i>To be covered as part of training for each trip/event.</i>	<ul style="list-style-type: none"> • Staff/volunteers should only participate if they are prepared to take full responsibility for their own actions/injuries. It's imperative that all safety precautions are taken (and the plan documented) to reduce the risk of injury. • Provide or arrange for first aid. • Note the name and address of the injured party and any witness(es). • Make written notes of the details surrounding the incident. If possible, take a photo of the area or equipment that gave rise to the incident. • Retain any evidence (such as defective equipment). • Notify the local team leader as soon as possible so that the authorities can be notified of the incident and documented in trip report and Action Required Worksheet. 		

If the patients are under 18 years old (or local age of consent)	<ul style="list-style-type: none"> • Ensure the parents or guardians are present and give their consent. 		
Money security at fundraisers	<ul style="list-style-type: none"> • At least two people should count monies and take the cash to the bank. • Limit access to the area where money is held and counted. • Ensure a logbook is available to record incoming funds. 		
Cash security and accountability on trips	<ul style="list-style-type: none"> • Appoint a financial controller to manage the money for the trip. • Ensure log books and receipts are kept of expenditure. • Provide an end of trip accountability of finances to the Board. • Ensure unused monies are deposited to the bank. 		
Addition items to be considered – if applicable	<ul style="list-style-type: none"> • 		

*This list is by no means exhaustive. This is a living document that is continually updated.

List of Abbreviations

GEDSI Gender Equality, Disability, Social Inclusion

HBV Hepatitis B Virus

HBF Hepatitis B Free

MOH Ministry of Health

MOU Memorandum of Understanding

POC Point of Care Tests

Document authorised by

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