

## **Example of "Risk Management Plan"**

### **1. Health and Safety Risks:**

- All participants will be required to provide medical information and emergency contact details before the exchange.
- A designated first aid kit and trained first aider will be on site at all times.
- Participants will be briefed on health and safety procedures and emergency evacuation plans.

### **2. Travel Risks:**

- Participants will be required to have travel insurance covering medical expenses and repatriation.
- A designated chaperone will accompany participants during travel to and from the exchange location (if needed)
- Participants will be provided with information on local transportation and safety tips.

### **3. Cultural Sensitivity Risks:**

- Participants will attend pre-departure cultural sensitivity training to learn about the customs and traditions of the host country.
- A designated cultural guide will be available to provide guidance and support on cultural difference
- Participants will be encouraged to engage in intercultural dialogue and respect the diversity of all participants.

### **4. Communication Risks:**

- A designated communication coordinator will be responsible for disseminating important information to participants.
- Participants will be provided with multiple communication channels (email, phone, social media) to stay connected with organizers and each other.
- Regular check-ins and updates will be scheduled to ensure that all participants are informed and accounted for.

### **5. Financial Risks:**

- Participants will be provided with a detailed budget breakdown and information on expenses covered by the project.

- A designated finance coordinator will assist participants with financial planning, currency exchange, and budget management.
- Emergency funds will be set aside to cover unforeseen expenses or emergencies.

## **6. Crisis Management Risks:**

- A designated crisis management team will be on standby to address any unforeseen emergencies or incidents.
- Participants will be briefed on emergency procedures and evacuation plans in case of natural disasters, political unrest, or other crises.
- Regular communication and updates will be provided to keep participants informed and safe during any crisis situation.