# INDEPENDENT FIELD/LOCATION WORK RISK ASSESSMENT FRA1

*This proforma is applicable to, and must be completed in advance for, the following fieldwork situations:*

1. *All fieldwork undertaken independently by individual students, either in the UK or overseas, including in connection with proposition module or dissertations. Supervisor to complete with student(s).*
2. *All fieldwork undertaken by postgraduate students. Supervisors to complete with student(s).*
3. *Fieldwork undertaken by research students. Student to complete with supervisor.*
4. *Fieldwork/visits by research staff. Researcher to complete with Research Centre Head.*

## FIELDWORK DETAILS

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| **Name** ………………………………………………. |  | **Student No**  **Research Centre (staff only)……………………………** |
| **Supervisor** …………………………………………. |  | **Degree course** ………………………………………………………. |
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| Telephone numbers and name of next of kin who may be contacted in the event of an accident |  | **NEXT OF KIN**  **Name** ………………………………………………………………………..  **Phone** ……………………………………………………………………….. |
| **Physical or psychological limitations to carrying out the proposed fieldwork** |  | ……….………….………….…………..……………………………………………  ……….………….………….…………..……………………………………………  ……….………….………….…………..……………………………………………  ……….………….………….…………..…………………………………………… |
| **Any health problems (full details)**  Which may be relevant to proposed fieldwork activity in case of emergencies. |  | ……….………….………….…………..……………………………………………  ……….………….………….…………..……………………………………………  ……….………….………….…………..……………………………………………  ……….………….………….…………..…………………………………………… |
| **Locality (Country and Region)** |  | ……………………………………………………………………………………….  ……….………….………….…………..…………………………………………… |
| **Travel Arrangements** |  | ……………………………………………………………………………………….  ……….………….………….…………..……………………………………………  ……….………….………….…………..…………………………………………… |
| NB: Comprehensive travel and health insurance must always be obtained for independent overseas fieldwork. |  | ……….………….………….…………..…………………………………………… |
| **Dates of Travel and Fieldwork** |  | ……….………….………….…………..……………………………………………  ……….………….………….…………..…………………………………………… |

#### PLEASE READ THE INFORMATION OVERLEAF VERY CAREFULLY

### Hazard Identification and Risk Assessment PLEASE READ VERY CAREFULLY

List the localities to be visited or specify routes to be followed **(Col. 1).** Give the approximate date (month / year) of your last visit, or enter ‘NOT VISITED’ **(Col 2).** For each locality, enter the potential hazards that may be identified beyond those accepted in everyday life. Add details giving cause for concern **(Col. 3).**

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| **Examples of Potential Hazards :**  Adverse weather: exposure (heat, sunburn, lightening, wind, hypothermia)  Terrain: rugged, unstable, fall, slip, trip, debris, and remoteness. Traffic: pollution.  Demolition/building sites, assault, getting lost, animals, disease.  Working on/near water: drowning, swept away, disease (weils disease, hepatitis, malaria, etc), parasites’, flooding, tides and range.  Lone working: difficult to summon help, alone or in isolation, lone interviews.  Dealing with the public: personal attack, causing offence/intrusion, misinterpreted, political, ethnic, cultural, socio-economic differences/problems. Known or suspected criminal offenders.  Safety Standards (other work organisations, transport, hotels, etc), working at night, areas of high crime.  Ill health: personal considerations or vulnerabilities, pre-determined medical conditions (asthma, allergies, fitting) general fitness, disabilities, persons suited to task.  Articles and equipment: inappropriate type and/or use, failure of equipment, insufficient training for use and repair, injury.  Substances (chemicals, plants, bio- hazards, waste): ill health - poisoning, infection, irritation, burns, cuts, eye-damage.  Manual handling: lifting, carrying, moving large or heavy items, physical unsuitability for task |

**If no hazard can be identified beyond those of everyday life, enter ‘NONE’.**

**Give brief details of fieldwork activity: ………………………………………………………………………………………………..**

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| **1. LOCALITY/ROUTE** | **2. LAST VISIT** | **3. POTENTIAL HAZARDS** |
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### *The University Fieldwork code of Practice booklet provides practical advice that should be followed in planning and conducting fieldwork.*

### Risk Minimisation/Control Measures PLEASE READ VERY CAREFULLY

For each hazard identified **(Col 3),** list the precautions/control measures in place or that will be taken **(Col 4)** to **"reduce the risk to acceptable levels",** and the safety equipment **(Col 6)** that will be employed.

Assuming the safety precautions/control methods that will be adopted **(Col. 4),** categorise the fieldwork risk for each location/route as negligible, low, moderate or high **(Col. 5).**

**Risk increases with both the increasing likelihood of an accident and the increasing severity of the consequences of an**

**accident.**

**An acceptable level of risk is:** a risk which can be safely controlled by person taking part in the activity using the precautions and control measures noted including the necessary instructions, information and training relevant to that risk. The resultant risk should not be significantly higher than that encountered in everyday life.

**Examples of control measures/precautions:**

Providing adequate training, information & instructions on fieldwork tasks and the safe and correct use of any equipment, substances and personal protective equipment. Inspection and safety check of any equipment prior to use. Assessing individuals fitness and suitability to environment and tasks involved. Appropriate clothing, environmental information consulted and advice followed (weather conditions, tide times etc.). Seek advice on harmful plants, animals & substances that may be encountered, including information and instruction on safe procedures for handling hazardous substances. First aid provisions, inoculations, individual medical requirements, logging of location, route and expected return times of lone workers. Establish emergency procedures (means of raising an alarm, back up arrangements). Working with colleagues (pairs). **Lone working is not permitted where the risk of physical or verbal violence is a realistic possibility.** Training in interview techniques and avoiding /defusing conflict, following advice from local organisations, wearing of clothing unlikely to cause offence or unwanted attention. Interviews in neutral locations. Checks on Health and Safety standards & welfare facilities of travel, accommodation and outside organisations. Seek information on social/cultural/political status of fieldwork area.

**Examples of Safety Equipment**: Hardhats, goggles, gloves, harness, waders, whistles, boots, mobile phone, ear protectors, bright fluorescent clothing (for roadside work), dust mask, etc.

If a proposed locality has not been visited previously, give your authority for the risk assessment stated or indicate that your visit will be preceded by a thorough risk assessment.

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| **4. PRECAUTIONS/CONTROL MEASURES** | **5. RISK ASSESSMENT** | **6. EQUIPMENT** |
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**PLEASE READ INFORMATION OVERLEAF AND SIGN AS APPROPRIATE**

**DECLARATION:** The undersigned have assessed the activity and the associated risks and declare that there is no significant risk or that the risk will be controlled by the method(s) listed above/over. Those participating in the work have read the assessment and will put in place precautions/control measures identified.

NB: Risk should be constantly reassessed during the fieldwork period and additional precautions taken or fieldwork discontinued if the risk is seen to be unacceptable.

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| **Signature of Fieldworker (Student/Staff)** | ……….……………..………….…………..…………… | **Date** | ……….……………..… |
| **Signature of Student Supervisor** | ……….……………..………….…………..…………… | **Date** | …….……………..… |
| **APPROVAL:** (ONE ONLY)  **Signature of  Curriculum Leader** (undergraduate students only) | ……….……………..………….…………..…………… | **Date** | ……….……………..… |
| **Signature of Research Degree Co-ordinator or Masters Course Leader or Taught Masters Curriculum Leader** | ……….……………..………….…………..…………… | **Date** | ……….……………..… |
| **Signature of Research Centre Head (**for staff fieldworkers**)** | ……….……………..………….…………..…………… | **Date** | ……….……………..… |

## FIELDWORK CHECK LIST

1. Ensure that **all members** of the field party possess the following attributes (where relevant) at a level appropriate to the proposed activity and likely field conditions:

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|  | Safety knowledge and training? |
|  | Awareness of cultural, social and political differences? |
|  | Physical and psychological fitness and disease immunity, protection and awareness? |
|  | Personal clothing and safety equipment? |
|  | Suitability of fieldworkers to proposed tasks? |

2. Have all the necessary arrangements been made and information/instruction gained, and have the relevant authorities been consulted or informed with regard to:

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|  | Visa, permits? |
|  | Legal access to sites and/or persons? |
|  | Political or military sensitivity of the proposed topic, its method or location? |
|  | Weather conditions, tide times and ranges? |
|  | Vaccinations and other health precautions? |
|  | Civil unrest and terrorism? |
|  | Arrival times after journeys? |
|  | Safety equipment and protective clothing? |
|  | Financial and insurance implications? |
|  | Crime risk? |
|  | Health insurance arrangements? |
|  | Emergency procedures? |
|  | Transport use? |
|  | Travel and accommodation arrangements? |

**Important information for retaining evidence of completed risk assessments:** Once the risk assessment is completed and approval gained the **supervisor** should retain this form and issue a copy of it to the fieldworker participating on the field course/work. In addition the **approver** must keep a copy of this risk assessment in an appropriate Health and Safety file.