

Risk Assessment Form

This risk assessment form should be completed electronically and approved and signed by the appropriate responsible person: principal investigator (PI), module leader, tutor, or dissertation mentor. Guidance on completing this form is provided on the University Safety Office website and in the HSE guidance Five Steps to Risk Assessment, which can be downloaded from the HSE website or USO website. It is the responsibility of the person in charge of the fieldwork that this risk assessment is made available to all participants of the fieldwork.

Title of project and/or module:

<p>Person conducting fieldwork (PI or student):</p>		<p>Other people involved in this fieldwork: (If needed attach separate sheet)</p>	
<p>Supervisor/Module Leader (for student fieldwork):</p>			
<p>Date(s) of fieldwork</p>			
<p>Location(s) of fieldwork</p>			

Field activity outline: (brief synopsis)

Hazards, Risks and Controls

It is important to understand the difference between hazard and risk. The **hazard** of a substance/activity/condition is the intrinsic property of the substance/activity/condition to cause harm. The **risk** in relation to exposure to a hazard means the likelihood that the potential for harm will be expressed under the conditions of use and the severity of that harm. The main purpose of your risk assessment is to identify the hazards, decide who is at risk (Bear in mind that as a result of your activities, members of the public might be at risk), assess the level of risks to people, and decide on suitable controls to ensure that the work can be done safely.

List the potential Hazards. Assess the level of risk (E = Extreme: needs immediate action, H = High, M = Moderate, L = Low, N = Negligible). Outline the control measures put in place ('so far as is reasonably practicable') to reduce the risk. Then assess the level of risk with the control measures in place.

Potential Hazard	Level of Risk	Control measures to reduce the Risk	Reduced Level of Risk
<p>Travel How are you getting to your field work? Think of vehicles, roads, flights, visas, FCO advice</p>			
<p>Dealing with other people Think of home/office environment, safety in public places, culture, landowners, authorities, interviewees, lone working etc.</p>			

Potential Hazard	Level of Risk	Control measures to reduce the Risk	Reduced Level of Risk
Health Think of food, drink (incl. clean water), environment, immunizations, allergies, etc.			
Location Specific Think of urban hazards, FCO safety & security advice, cold/hot environment, weather, animals, insect bites, cliffs/crevices, slopes, deep water, tides, soft sediments			
Activity Specific Think of river crossing, instream sampling, entering caves, coring, conducting interviews & observations			
Equipment Specific Thinks of heavy/hazardous equipment, sharp tools, electrical equipment, fragile equipment, etc.			
Other Hazards			
Personal Protective Equipment (PPE) Indicate on the list below which PPE is required for this fieldwork		Risk Control Measures Indicate the standard risk control measures needed.	
Hi Viz jacket(s)	<input type="checkbox"/>	Walkie talkies	<input type="checkbox"/>
First aid kit	<input type="checkbox"/>	Rope	<input type="checkbox"/>
Hard hat(s)	<input type="checkbox"/>	Climbing gear	<input type="checkbox"/>
		Adequate drinking water	<input type="checkbox"/>
		Sunscreen / insect repellent	<input type="checkbox"/>
		Notify authorities	<input type="checkbox"/>

Hiking boots	<input type="checkbox"/>	Dry suit(s)	<input type="checkbox"/>	Notify land owners	<input type="checkbox"/>
Wellington boots	<input type="checkbox"/>	Goggles	<input type="checkbox"/>	Obtain permissions	<input type="checkbox"/>
Waders	<input type="checkbox"/>	Ear protectors	<input type="checkbox"/>	Obtain local weather information	<input type="checkbox"/>
Emergency blanket	<input type="checkbox"/>	Face shield(s)	<input type="checkbox"/>	Work in pairs/groups	<input type="checkbox"/>
Survival bag	<input type="checkbox"/>	Protective gloves	<input type="checkbox"/>	Emergency details/medical form of participants	<input type="checkbox"/>
GPS	<input type="checkbox"/>	Satellite phone	<input type="checkbox"/>	Mobile phone	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Insurance cover & documents	<input type="checkbox"/>

Other Control Measures: (List any other PPE or control measures that will be used)

Training: (Outline any specialist training needs to successfully carry out field tasks)

Emergency Plan

Despite all preparations and no matter how careful you are, accidents can happen. Indicate procedures to follow in an emergency (who do you contact, where do you go).

Contacts

Contact	Address/Telephone Number
Accommodation	
Emergency Services	
Nearest Hospital	
Police	
British Embassy/Consulate	
Insurance contact & policy no.	
Other	
University Emergency Telephone Number	+44 (0)191 222 6666

Comments and additional information:

Assessor:	Name	Signature	Date
Risk Assessment Completed by:			
Approval:	Name	Signature	Date
PI/Module Leader/ Tutor/ Dissertation Mentor			

Submit:

Review: When multiple field visits are planned, please review this risk assessment after each visit and revise where necessary.