

RISK ASSESSMENT FORM FIELD / LOCATION WORK



The Approved Code of Practice - Management of Fieldwork should be referred to when completing this form
http://www.ucl.ac.uk/efd/safety_services/www/guidance/fieldwork/acop.pdf

DEPARTMENT/SECTION

LOCATION(S)

PERSONS COVERED BY THE RISK ASSESSMENT

BRIEF DESCRIPTION OF FIELDWORK

Consider, in turn, each hazard (white on black). If **NO** hazard exists tick (**NO✓**) and move to next hazard section. If a hazard does exist tick (**YES✓**) and assess the risks that could arise from that hazard in the risk assessment box. **Where risks are identified that are not adequately controlled they must be brought to the attention of your Departmental Management who should put temporary control measures in place or stop the work. Detail such risks in the final section.**

ENVIRONMENT

e.g. location, climate, terrain, neighbourhood, in outside organizations, pollution, animals.

The environment always represents a safety hazard. Use space below to identify and assess any risks associated with this hazard

Examples of risk: adverse weather, illness, hypothermia, assault, getting lost. Is the risk high/medium/low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- work abroad incorporates Foreign Office advice
- participants have been trained and given all necessary information
- only accredited centres are used for rural field work
- participants will wear appropriate clothing and footwear for the specified environment
- trained leaders accompany the trip
- refuge is available
- work in outside organisations is subject to their having satisfactory H&S procedures in place
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

EMERGENCIES

e.g. fire, accidents

Where emergencies may arise use space below to identify and assess any risks

Examples of risk: loss of property, loss of life

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- fire fighting equipment is carried on the trip and participants know how to use it
- contact numbers for emergency services are known to all participants
- participants have means of contacting emergency services
- participants have been trained and given all necessary information
- a plan for rescue has been formulated, all parties understand the procedure
- the plan for rescue /emergency has a reciprocal element
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

ILL HEALTH

e.g. accident, illness, personal attack, special personal considerations or vulnerabilities.

The possibility of ill health always represents a safety hazard. Use space below to identify and assess any risks associated with this Hazard.

Examples of risk: injury, asthma, allergies. Is the risk high / medium / low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- an appropriate number of trained first-aiders and first aid kits are present on the field trip
- all participants have had the necessary inoculations/ carry appropriate prophylactics
- participants have been advised of the physical demands of the trip and are deemed to be physically suited
- participants have been adequate advice on harmful plants, animals and substances they may encounter
- participants requiring medication have advised the leader of this and carry sufficient medication for their needs
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

TRANSPORT

e.g. hired vehicles

Will transport be required

NO

YES

Move to next hazard

Use space below to identify and assess any risks

Examples of risk: accidents arising from lack of maintenance, suitability or training
Is the risk high / medium / low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- Only public transport will be used
- The vehicle will be hired from a reputable supplier
- Transport must be properly maintained in compliance with relevant national regulations
- Drivers comply with UCL Policy on Drivers http://www.ucl.ac.uk/hr/docs/college_drivers.php
- Drivers have been trained and hold the appropriate licence
- There will be more than one driver to prevent driver/operator fatigue, and there will be adequate rest periods
- Sufficient spare parts carried to meet foreseeable emergencies
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

DEALING WITH THE PUBLIC

e.g. interviews, observing

Will people be dealing with public

NO

YES

Move to next hazard

Use space below to identify and assess any risks

Examples of risk: personal attack, causing offence, being misinterpreted. Is the risk high / medium / low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- all participants are trained in interviewing techniques
- interviews are contracted out to a third party
- advice and support from local groups has been sought
- participants do not wear clothes that might cause offence or attract unwanted attention
- interviews are conducted at neutral locations or where neither party could be at risk
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

WORKING ON OR NEAR WATER*e.g. rivers, marshland, sea.*

Will people work on or near water?

NO	<input type="checkbox"/>
YES	<input type="checkbox"/>

Move to next hazard

Use space below to identify and assess any risks

Examples of risk: drowning, malaria, hepatitis A, parasites. Is the risk high / medium / low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- lone working on or near water will not be allowed
- coastguard information is understood; all work takes place outside those times when tides could prove a threat
- all participants are competent swimmers
- participants always wear adequate protective equipment, e.g. buoyancy aids, wellingtons
- boat is operated by a competent person
- all boats are equipped with an alternative means of propulsion e.g. oars
- participants have received any appropriate inoculations
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

MANUAL HANDLING (MH)*e.g. lifting, carrying, moving large or heavy equipment, physical unsuitability for the task.*

Do MH activities take place?

NO	<input type="checkbox"/>
YES	<input type="checkbox"/>

Move to next hazard

Use space below to identify and assess any risks

Examples of risk: strain, cuts, broken bones. Is the risk high / medium / low?

CONTROL MEASURES

Indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for MH is followed
- the supervisor has attended a MH risk assessment course
- all tasks are within reasonable limits, persons physically unsuited to the MH task are prohibited from such activities
- all persons performing MH tasks are adequately trained
- equipment components will be assembled on site
- any MH task outside the competence of staff will be done by contractors
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

SUBSTANCES	Will participants work with substances	NO		Move to next hazard
		YES		Use space below to identify and assess any risks
<i>e.g. plants, chemical, biohazard, waste</i>		Examples of risk: ill health - poisoning, infection, illness, burns, cuts. Is the risk high / medium / low?		

CONTROL MEASURES	Indicate which procedures are in place to control the identified risk
<input type="checkbox"/>	the departmental written Arrangements for dealing with hazardous substances and waste are followed
<input type="checkbox"/>	all participants are given information, training and protective equipment for hazardous substances they may encounter
<input type="checkbox"/>	participants who have allergies have advised the leader of this and carry sufficient medication for their needs
<input type="checkbox"/>	waste is disposed of in a responsible manner
<input type="checkbox"/>	suitable containers are provided for hazardous waste
<input type="checkbox"/>	OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

OTHER HAZARDS	Have you identified any other hazards?	NO		Move to next section
		YES		Use space below to identify and assess any risks
<i>i.e. any other hazards must be noted and assessed here.</i>		Hazard: Risk: is the risk high / medium / low?		

CONTROL MEASURES	Give details of control measures in place to control the identified risks

Have you identified any risks that are not adequately controlled?	NO		Move to Declaration
	YES		Use space below to identify the risk and what action was taken

Is this project subject to the UCL requirements on the ethics of Non-NHS Human Research? YES NO

If yes, please state your Project ID Number

For more information, please refer to: <http://zzz.grad.ucl.ac.uk/ethics>

DECLARATION	The work will be reassessed whenever there is a significant change and at least annually. Those participating in the work have read the assessment.		
<input checked="" type="checkbox"/> Tick the appropriate statement:			
<input type="checkbox"/>	I the undersigned have assessed the activity and associated risks and declare that there is no significant residual risk		
<input type="checkbox"/>	I the undersigned have assessed the activity and associated risks and declare that the risk will be controlled by the method(s) listed above		
NAME OF SUPERVISOR			
SIGNATURE OF SUPERVISOR			
DATE			