A logo for a university

Description automatically generated Fieldwork Risk Assessment Template

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1: General information** | | | | | | | | | | | | | | | | | | | | | |
| Fieldworker Leader Name:  (*Lead person if a group)* | | |  | | | | Faculty/School/Dept: | | | | | | |  | | | | | | | |
| Assessors Name:  *(If different form above)* | | |  | | | | Fieldwork name | | | | | | |  | | | | | | | |
| Start Date: | | |  | | | | End Date: | | | | | | |  | | | | | | | |
| Total participants (number) | | |  | | | | Number of students travelling? | | | | | | |  | | | | | | | |
| List name of Leader/s and Supervisor/s | | | | | | | Role of each Leader and Supervisor | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | |
| Fieldwork location? (Country) | | | | | |  | | | | | | | | | | | | | | | |
| Exact destination location(s) within the country? | | | | | |  | | | | | | | | | | | | | | | |
| Previous knowledge of this location? | | | | | | | | | | | | Y/N | | | | | [Provide Detail] | | | | |
| Describe the purpose of the trip *(Provide as much detail as possible)* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| What activities / tasks will be carried out? (*Include both work and recreational activities*) | | | | | | | | | | | | | | | | | | | | | |
| Activity / Task | | | | | | | | | | Activity / Task | | | | | | | | | | | |
| \*\*\*Hazards associated with the activities below should form the basis of documented risk assessment\*\*\* | | | | | | | | | | | | | | | | | | | | | |
| Surveying (marine, terrestrial, coastal) | | | |  | | | | | | Photography / Filming | | | | | | | | | |  | |
| Swimming / Snorkelling  (freshwater/marine) | | | |  | | | | | | Lifting / Carrying / Moving Objects/Animals and/or equipment | | | | | | | | | |  | |
| Sailing / Boating (freshwater/marine) | | | |  | | | | | | Teaching | | | | | | | | | |  | |
| Diving (open water and/or restricted access) | | | |  | | | | | | Laboratory work | | | | | | | | | |  | |
| Skiing | | | |  | | | | | | Water sports e.g. surfing, body boarding | | | | | | | | | |  | |
| Caving / Pot holing | | | |  | | | | | | Manufacturing / Engineering | | | | | | | | | |  | |
| Climbing/Absailing (hills, cliffs, rocks) | | | |  | | | | | | Clerical / Administration / Attending Conferences/Meetings | | | | | | | | | |  | |
| Work involving animals | | | |  | | | | | | Construction/site visits | | | | | | | | | |  | |
| Mining / Blasting / Quarrying | | | |  | | | | | | Tree Felling | | | | | | | | | |  | |
| Drilling / Coring | | | |  | | | | | | Farming (Agriculture) | | | | | | | | | |  | |
| Interviewing people | | | |  | | | | | | Vehicles/Driving (roads/off-road) | | | | | | | | | |  | |
| Hunting / shooting | | | |  | | | | | | Archaeological/excavation | | | | | | | | | |  | |
| *Other: Use these columns/rows to add / insert other activities not listed in the examples provided above* | | | | | | | | | | | | | | | | | | | | | |
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| Training and Experience | | | | | | | | | | | | | | | | | | | | | |
| What specific training and/or experience is required by Fieldwork Leader/s and/or supervisors? *Provide details below* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
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| What training/experience is required for participants, if any? | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **Part 2: Travel and accommodation arrangements** | | | | | | | | | | | | | | | | | | | | | |
| Current travel advice for this country?  *(Refer to https://www.gov.uk/foreign-travel-advice* | | | | | | *Select all that apply* | | | | | | | | | | | | | *Risk Rating* | | |
| No restrictions | | | | | | | | | |  | | | **L** | | |
| Avoid all but essential travel to part(s) of the country | | | | | | | | | |  | | | **L** | | |
| Avoid all but essential travel to whole country | | | | | | | | | |  | | | **L** | | |
| Avoid all travel to parts of the country | | | | | | | | | |  | | | **L** | | |
| Avoid travel to whole country | | | | | | | | | |  | | | **L** | | |
| What modes of transport will be used to travel to your destination?  *(Include all that apply from UK to the destination country)* | | | | | | *Select all that apply* | | | | | | | | | | | | | *Risk Rating* | | |
| Private Vehicle | | | | | | | | | |  | | | **L** | | |
| University Vehicle | | | | | | | | | |  | | | **L** | | |
| Hired Vehicle | | | | | | | | | |  | | | **L** | | |
| Hire Vehicle with Driver | | | | | | | | | |  | | | **L** | | |
| Public Transport (UK) | | | | | | | | | |  | | | **L** | | |
| Aircraft (from UK airport) | | | | | | | | | |  | | | **L** | | |
| If multiple flights taken, provide a brief explanation? | | | | | |  | | | | | | | | | | | | | | | |
| Are you being met at your destination country and/or final location destination? | | | | | | *Select all that apply* | | | | | | | | | | | | | *Risk Rating* | | |
| Travelling alone or as a group | | | | | | | | | |  | | | **L** | | |
| Meeting an unknown person | | | | | | | | | |  | | | **L** | | |
| Meeting a known person | | | | | | | | | |  | | | **L** | | |
| If multiple answers given, provide a brief explanation? | | | | | |  | | | | | | | | | | | | | | | |
| What modes of transport are to be used to travel to your final destination and at your final destination?  *(This includes transport arrangements on arrival and departure and also modes of transport used to do the work)* | | | | | | *Select all that apply* | | | | | | | | | | | | | *Risk Rating* | | |
| Public Transport (Road) | | | | | | | | | |  | | | **L** | | |
| Public Transport (Rail) | | | | | | | | | |  | | | **L** | | |
| Hired Vehicle with Driver (Road) | | | | | | | | | |  | | | **L** | | |
| Transfer Plan (Air) | | | | | | | | | |  | | | **L** | | |
| Driving Hired Vehicle (Self) | | | | | | | | | |  | | | **L** | | |
| Taxi | | | | | | | | | |  | | | **L** | | |
| Motorcycle | | | | | | | | | |  | | | **L** | | |
| On Foot | | | | | | | | | |  | | | **L** | | |
| Sailing Vessel | | | | | | | | | |  | | | **L** | | |
| What are your return journey arrangements? | | | | | |  | | | | | | | | | | | | | | | |
| How is accommodation being arranged? | | | | | | *Select all that apply* | | | | | | | | | | | | | | | |
| Arranged and booked yourself | | | | | | | | | | | | |  | | |
| Arranged and booked by the destination host | | | | | | | | | | | | |  | | |
| Arranged and booked by the University | | | | | | | | | | | | |  | | |
| **PART 3: Preparation arrangements** | | | | | | | | | | | | | | | | | | | | | |
| *Answer all the questions in this section* | | | | | | | | | | | | | | | | | | | Y / N | | |
| Do you have a contact(s) at the location? [Add here] | | | | | | | | | | | | | | | | | | |  | | |
| Do you need any licences, visas, permissions or site access permits for this fieldwork? | | | | | | | | | | | | | | | | | | |  | | |
| If yes, describe what licences (including driving), visas, permissions or site access permits required including conservation areas and sites of special scientific interest | | | | | | | | | | | | | | | | | | | | | |
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| **PART 4: About the work and lone working** *Answer all the questions in this section* | | | | | | | | | | | | | | | | | | | | | |
| When will work be carried out? | | | | | | | | | | | | Day: | | | | | Y |  | | | |
| Night: | | | | |  | N | | | |
| Is there a possibility that someone will be lone working? | | | | | | | | | | | | | | | | |  | N | | | |
| If yes to lone working, what are the arrangements for maintaining contact with lone worker(s) and any additional controls? | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **PART 5: Communication methods / arrangements** | | | | | | | | | | | | | | | | | | | | | |
| Detail the arrangements in place for communicating with the University and at local level whilst on the trip e.g. lone working procedures in place - buddy systems, GPS, radios, mobile devices, email, social media etc. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **PART 6: Emergency arrangements for this trip e.g. first aid, location of nearest medical centres etc.** | | | | | | | | | | | | | | | | | | | | | |
| *Answer all the questions in this section* | | | | | | | | | | | | | | | | | | | Y / N | | |
| Do you have appropriately trained first aid participants on the fieldwork? | | | | | | | | | | | | | | | | | | |  | | |
| [Add names here] | | | | | | | | | | | | | | | | | | |  | | |
| Do you have access to professional medical assistance? | | | | | | | | | | | | | | | | | | |  | | |
| [Add details here] | | | | | | | | | | | | | | | | | | |  | | |
| Do you have contact numbers for local medical centres? | | | | | | | | | | | | | | | | | | |  | | |
| [Add details here] | | | | | | | | | | | | | | | | | | |  | | |
| Detail the emergency arrangements in place for this trip | | | | | | | | | | | | | | | | | | | | | |
| [Add details here] | | | | | | | | | | | | | | | | | | | | | |
| ***NB:*** *If you’ve answered negatively to any of the questions in Parts 6 above indicating that further actions are required transfer these to the action plan below* | | | | | | | | | | | | | | | | | | | | | |
| Remedial Action to be Taken | | | | | | | | | | | | By Whom | | | | | By When | | | | |
| *Insert the action to be taken and arrangements to be put in place in these rows* | | | | | | | | | | | | *Insert Name* | | | | | *Insert Date* | | | | |
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| **PART 7: Are there any local issues to be considered?**  *i.e. the location / people / site where the work is taking place* | | | | | | | | | | | | | | | | | | | | | |
| *Select only the cultural issues that apply* | | | | | | | | | | | | | | | | | | | | | |
| Political Unrest | |  | | | | Religious Customs / Spiritual Considerations | | | | | | | | | | | | |  | | |
| Local Level Political / Civil Issues | |  | | | | Limitations in Photography / Film / Media | | | | | | | | | | | | |  | | |
| Clothing Requirements / Dress Code | |  | | | | Limitations in Alcohol / Cigarettes / Cigarette Paraphernalia | | | | | | | | | | | | |  | | |
| If yes to any of the above, provide details of the arrangements in place to address these matters | | | | | | | | | | | | | | | | | | | | | |
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| **PART 8: Are there any security issues?** | | | | | | | | | | | | | | | | | | | | | |
| *Select only the security issues that apply* | | | | | | | | | | | | | | | | | | | | | |
| Violent Crime / Assault |  | | Terrorist Activity (local and/or national) | | | | |  | | | | | Theft | | | | | |  | | |
| Kidnap |  | | Arrest | | | | |  | | | | | Other: | | | | | |  | | |
| If yes to any of the above, provide details of the arrangements in place to address these issues | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **PART 9: Are there likely to be any welfare and wellbeing issues?** | | | | | | | | | | | | | | | | | | | | | |
| *Select only the welfare and wellbeing issues that apply* | | | | | | | | | | | | | | | | | | | | | |
| Lone Working / Isolation  *(Refer to part 4 for lone worker arrangements*) | | |  | | Stress | | | |  | | Relationships  *(Working & Recreational*) | | | | | | | |  | | |
| Workload | | |  | | Medical Needs | | | |  | | Fitness / Exhaustion | | | | | | | |  | | |
| Homesickness | | |  | | Language Barriers | | | |  | | Food Intolerance | | | | | | | |  | | |
| If yes to any of the above, provide details of the arrangements in place to address these issues | | | | | | | | | | | | | | | | | | | | | |
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| **PART 10: Activity and recreation arrangements** | | | | | | | | | | | | | | | | | | | | | |
| Have all participants been made aware of the risks and control measures and arrangements for the fieldwork including both work/research and recreation activities? e*.g. code of conduct, appropriate clothing, equipment, travel, accommodation, alcohol etc.* | | | | | | | | | | | | | | |  | | | |  | | |
| ***NB:*** *If you’ve answered negatively to any of the questions in Parts 10 above indicating that further actions are required transfer these to the action plan below* | | | | | | | | | | | | | | | | | | | | | |
| Remedial Action to be Taken | | | | | | | | | | | | By Whom | | | | | By When | | | | |
| *Insert the action to be taken and arrangements to be put in place in these rows* | | | | | | | | | | | | *Insert Name* | | | | | *Insert Date* | | | | |
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| **PART 11: Insurance arrangements**  *e.g. travel, vehicle, equipment etc.* | | | | | | | | | | | | | | | | | | | | | |
| *Answer all the questions in this section* | | | | | | | | | | | | | | | | | | | Y / N | | |
| Is appropriate insurance in place? [[Insurance.](https://www.ulster.ac.uk/finance/staff/staff-login/insurance)] | | | | | | | | | | | | | | | | | | |  | | |
| Is specific/additional insurance required/in place? | | | | | | | | | | | | | | | | | | |  | | |
| ***NB:*** *If you’ve answered negatively to any of the questions in Part 11 above indicating that further actions are required transfer these to the action plan below* | | | | | | | | | | | | | | | | | | | | | |
| Remedial Action to be Taken | | | | | | | | | | | | By Whom | | | | | By When | | | | |
| *Insert the action to be taken and arrangements to be put in place in these rows* | | | | | | | | | | | | *Insert Name* | | | | | *Insert Date* | | | | |
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| **PART 12: Returning to the UK** | | | | | | | | | | | | | | | | | | | | | |
| List any (work/study/research related) items you are planning to bring back into Northern Ireland that you didn’t originally take with you *e.g. soil samples, rocks etc.* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Do you need to make arrangements with Custom and Excise/ to bring items back into the UK? | | | | | | | | | | | | | | | | | | |  | |  |
| Is a licence/certificate required for items to be brought back into Northern Ireland? | | | | | | | | | | | | | | | | | | |  | |  |
| If yes, provide details of the arrangements in place to bring items back into Northern Ireland | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **PART13: Risk Assessment** | | | | | | | | | | | | | | | | | | | | | |
| Has a thorough risk assessment been completed and documented (either using this template or another suitable format)? See Appendix 1 for risk assessment matrix | | | | | | | | | | | | | | | | | | |  | |  |
| Have all reasonably foreseeable hazards associated with the fieldwork been identified and appropriate measure put in place to eliminate or mitigate residual risks | | | | | | | | | | | | | | | | | | |  | |  |
| Have the controls required per the risk assessment been communicated appropriately to participants? | | | | | | | | | | | | | | | | | | |  | |  |

**RISK ASSESSMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Main steps of the Task/Activity?** | **What is the Hazard?** | **Who can be harmed and how?** | **Initial Risk** | | | **Control Measures & Actions Required** | **Risk after intended controls** | | | **Actions completed by (include completion date)** |
|  |  | **L** | **C** | **Risk** | (If risk rating exceeds 15- high risk activity should be stopped until further corrective action implemented) | **L** | **C** | **Risk** | (All controls must be in place before work starts) |
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\*Add rows as required

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| --- | --- |
| **Approval Process** | |
| Assessors Name |  |
| Assessor Signature |  |
| Fieldwork Leader name |  |
| Confirmation received that all actions have been completed and the required control measures are in place | Yes / No |
| FL Signature |  |
| Date |  |
| Approver’s Title  *e.g. HOS/HOD/Research Director/Dean* |  |
| Confirmation that copies of this risk assessment and all associated documentation is stored locally with an appropriate person:  *e.g. easily accessible if required in the event of an emergency* | Yes / No |
| Approver’s Signature |  |
| Date |  |

**RISK MATRIX Appendix 1**

Assessing the Risk HIERARCHY OF CONTROLS

1. Insignificant - Minimal damage or loss a) Elimination - Eliminate the hazard.
2. Minor - Minor injury (First aid only injury i.e cut or bruising) b) Substitution or replace the hazardous process with a lower risk.
3. Moderate - Medical injury or temporary ill health c) Engineering Controls – Structural change to the working environment to place
4. Major - RIDDOR reportable injury a physical barrier between the worker & the hazard
5. Severe - fatality or injury/ illness causing long term disability d) Administrative Control – Work procedures, work permits etc

e) Personal Protective Equipment (PPE) – Personal barrier between the worker and the hazard. To be Utilised as the last possible line of defence.

IDENTIFY THE LIKELIHOOD:

1. Remote (Never experienced)
2. Unlikely (but still possible)
3. Possible
4. Probable
5. Certain

ASSESS THE RISK FROM THE **RISK MATRIX**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | LIKELIHOOD | | | | |
|  |  | 1. Remote | 1. Unlikely | 1. Possible | 1. Probable | 1. Certain |
| SEVERITY | 1. Insignificant | 1 | 2 | 3 | 4 | 5 |
| 1. Minor | 2 | 4 | 6 | 8 | 10 |
| 1. Moderate | 3 | 6 | 9 | 12 | 15 |
| 1. Major | 4 | 8 | 12 | 16 | 20 |
| 1. Severe | 5 | 10 | 15 | 20 | 25 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **High Risk**  (Stop Work) | **15-25** | **Medium Risk**  (Continue with caution) | **6-12** | **Low Risk** | **1-5** |

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**Resources Appendix 2**

[USHA Higher Education Sector Guidance on Health and Safety in Fieldwork and Travel](https://www.usha.org.uk/wp-content/uploads/2023/03/MASTERUSHA_Safety-in-Fieldwork-Guide.pdf)

<https://www.usha.org.uk/guidance-documents/travel-risk-toolbox/>

<https://www.gov.uk/foreign-travel-advice>

<https://wwwnc.cdc.gov/travel/>

<https://www.ulster.ac.uk/peopleandculture/employee-benefits/health-and-safety>