

Central Services Fieldwork Risk Assessment Form	
Faculty School/Service	Insert Service Name
Location of Fieldwork <i>Country / region (include address, area, grid reference and map where applicable)</i>	
Brief description of Fieldwork activity and purpose	
Fieldwork itinerary <i>Brief details e.g. Dates / times, transport mode, flight details, hotel or location address</i>	<i>Brief details only - complicated and detailed itineraries can be appended to this risk assessment form.</i>
Fieldwork Organiser Details	Contact details <i>Name, Email, Telephone</i>
Fieldwork Coordinator details	Member of staff attending Fieldwork
	<i>To be determined by each Service</i>
Service Central Contact at UoL <i>For emergency purposes</i>	<i>Service contact during the hours of 9-5pm.- to be determined by each service</i> <i>After hours contact Security Services on Out Of hours emergency: Tel: +44 (0)113 3432222</i>
Participant/s Details <i>Individual Researcher or Groups' details</i>	Contact details <i>Name, Address, email, telephone, Next of Kin contact details</i> <i>This may just be an individual researcher or a larger group. For large groups details can be attached or reference made to where these can be found – they must be available if required e.g. emergencies. Data protection protocols must be applied.</i>

Important notes:

Fieldwork definition: activities carried out by staff and students as part of their teaching or research as a member of the University of Leeds (usually in premises or places not owned, rented, or under the direct control of the University)

It does not include staff involvement in UK and non UK based low risk activities such as teaching, attending seminars, meetings and conferences etc., for such activities please follow the off-site working for conferences, fairs and meetings procedure. If you require further explanation, contact your Health and Safety Manager and/ or Co-ordinator. Ethical / Academic risks are subject to separate approval processes. It is acceptable to append any existing safe systems of work relevant to the Fieldwork activity to this document.

Some sections may not be applicable to every Fieldwork activity.

HAZARD IDENTIFICATION

Identify all hazards specific to fieldwork trip and activities, describe existing control measures and identify any further measures required.

HAZARD(S) IDENTIFIED	CONTROL MEASURES
Nature of the site <i>E.g. Domestic premises, public places, other institutions -school, college, university; remote area, laboratory, office, workshop, construction site, farm etc</i>	<p>Include all locations to be visited during the trip; these could be logged as part of the itinerary. Significant changes to the itinerary to be communicated to the Fieldwork coordinator/line manager or equivalent.</p> <p>If relevant, obtain and attach copy of the Organisation's risk assessment e.g. the host organisation or 3rd party provider. Contact Tamsin Barrow health and safety coordinator facilities manager 34210 for further assistance.</p>
Transport <i>E.g. Mode of transport to and from site, private travel public transport, - road, rail, air etc</i>	<p>Travel is one of the areas where most incidents happen during fieldwork, consider; Transport to and from the site</p>
Violence <i>E.g. Potential for violence could be related to "Nature of the site, Site specific conditions or Individuals" also consider previous incidents research subjects / interviewees, locations, political unrest</i>	<p>Consider the potential for violence, political or civil unrest. Violence can be encountered anywhere, but the chances are increased in urban environments. Violence can take the form of:</p> <p>Violent crime such as mugging, being caught up in local unrest such as political demonstrations.</p> <p>Violence could result from people misinterpreting why activities are being carried out. This is more likely when working alone, dealing with particular high risk individuals and groups, or working in areas with high crime rates.</p> <p><i>Consider also the potential for psychological /emotional as well as physical harm</i></p> <p><i>Seek Foreign Commonwealth office advice</i> http://www.fco.gov.uk/en/</p>
Individual(s)	<p>Should include:</p> <p>Medical considerations: If taking medication ensure you have enough to cover the duration of the trip, with enough to cover in case of delay. You should also know the name of the medication, not just the trade name that is used as it is not always easy to obtain medication abroad and it may have a differing composition to that found in the UK.</p> <p>In some cases you may potentially be exposed to infectious or contagious diseases such as Tuberculosis, Hepatitis B and Malaria which may require immunisation or prophylactic medication to prevent infection or contraction. You may also be required to have proof of immunisation for the Country / Countries that are to be visited.</p> <p>Exposure to these diseases will dependent on the area being visited. Advice is available from Occupational Health or from your own General Practitioner. Further advice can be sought from advisory bodies such as the World Health Organisation (WHO).</p>

	<p>When visiting some areas of the world consideration of emergency provision for injury or ill health must be made.</p> <p><i>Also consider issues around dress, culture, behaviour, requirement for CRB checks etc</i></p>
Work Pattern <i>E.g. time and location e.g. work at night, lone or isolated working,</i>	<p>Consider the pattern of work while undertaking the activity, will you be working at night, long hours, also consider potential of lack of sleep, exhaustion etc.</p>
Other <i>(e.g. temperature, humidity, confined spaces)</i>	
Additional Supporting Information	
Briefing/Communication/ Training	<p>Advice on the Fieldwork process can be sought from the Faculty Health and Safety Manager Silvana Cannarile s.c.cannarile@leeds.ac.uk, Telephone 01133 43 4210/37965</p> <p>Guidance notes are available following this link http://www.leeds.ac.uk/safety/fieldwork/guidance.htm</p>
FCO advice <i>Include current FCO advice for travel to the area where applicable</i> http://www.fco.gov.uk/en/	<p>FCO advice should be obtained for all travel abroad. Where FCO advise against travel staff must notify the Head of Service and Health and Safety Manager.</p>
Insurance Accidents and Incident reporting	<p>For all trips abroad – suitable insurance is essential. Many insurance policies exempt countries and or regions where the FCO advise against travel. Professional advice must be sought in these cases. Contact Louise McCunniff in Insurance on 36029</p> <p>Consider any further controls such as registration with the embassy or local authorities when entering a country.</p> <p>All accidents, incidents, and cases of ill health associated with the fieldwork must be reported to the School. When these incidents include fatalities, serious injuries such as broken bones, hospitalisation, or absence from work for more than seven days these must be reported immediately.</p> <p>Accidents should be reported to the Fieldwork Co-ordinator.</p>

Signature and Approval

Assessment carried out by	Name:	Staff involved in Fieldwork
	Signature:	
	Date:	
Names of person(s) involved in Fieldwork <i>N.B: This can take the form of a register when for larger group work</i>	Name:	
	Signature:	
	Date:	
Fieldwork Coordinator	Signature:	
	Date:	
	Name	
	Signature	
	Date:	

A copy of this assessment and associated documents must be retained for 3 years and be readily retrievable if required.

<u>De brief / Review</u>	
Please specify any hazards or risks that adversely affected you during the fieldwork.	Where relevant this would feed back into the risk assessment process with any lessons learned applied to future activities and / or existing procedures etc

Further Information and advice is available from:

- Faculty Health and Safety Manager, Silvana Cannarile, 0113 (3)434210 or e-mail on s.c.cannarile@leeds.ac.uk
- University of Leeds Fieldwork Standard and Guidance: <http://www.leeds.ac.uk/safety/fieldwork/index.htm>