**SCHOOL OF ENGINEERING**

**RISK ASSESSMENT FOR STAFF, PGR and HONOURS STUDENTS FIELDWORK ACTIVITY**

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| **PROCEDURE:*** Fieldwork Leader to complete risk assessment with reference to the School’s Fieldwork Handbook and, in the case of Research Staff, PGR and Honours students, in consultation with PI/Supervisor.
* PI/Supervisor of Research Staff, PGR and Honours students, to review risk assessment, check that the identified control measures are in place, approve the assessment, and sign the form. (No fieldwork activities involving Research Staff, PGR or Honours students may be conducted without a form signed by the PI/Supervisor.)
* Line management of any technical staff involved in the fieldwork must be consulted. This must include line management of participating technical staff from other Schools involved in the fieldwork.
* Fieldwork Leader and all fieldwork participants to sign the form.
* A copy of all documentation together with itinerary must be uploaded to the School’s dedicated Outlook resource eng-safety@abdn.ac.uk.
* A copy of the risk assessment should be issued to each responsible person undertaking the fieldwork.

**NOTES:*** The nature and complexity of the risk assessment will vary with the type of activity and should therefore be commensurate with the actual risk that the identified hazards pose in the circumstances.
* Key hazards associated with the fieldwork should be listed together with the control measures needed to reduce risk to an acceptable level.
* Even for low risk activities it is still useful to highlight the most significant hazards and summarize how these will be managed.
* Safety briefing should include the information from the **Comment/Detail** and **Measures to prevent or minimize risk** columns.
* Emergency preparedness should be part of the risk assessment for all field trips. Include serious illness or injury, security threat etc.
* Repatriation back to the UK needs to be factored in all risk assessments of overseas trips.
* Check travel information provided by the Foreign and Commonwealth Office ([www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice)).
* Refer to University Policy on Overseas Travel ([www.abdn.ac.uk/staffnet/working-here/insurance-367.php](http://www.abdn.ac.uk/staffnet/working-here/insurance-367.php)) where you will find information on completing insurance details, advice, guidance and other assistance services provided by the University Insurer AIG through GlobeCover ([www.aig.co.uk/globecover](http://www.aig.co.uk/globecover)). You can contact the insurance office directly on insurance@abdn.ac.uk.
* All fieldworkers must be prepared to make dynamic risk assessment during activities in response to unexpected situations or conditions.
* Independent fieldworkers should use the ‘Buddy’ system to ensure someone is actively looking for their return.
* Fieldwork Leader must undertake and record a formal post-trip review with fieldworkers as ongoing learning/improvement of fieldwork activity. For example record any features of the risk assessment that worked well or did not work and any situations/issues that arose during the trip that had not been thought of previously that should be considered in the future.

**DEFINITIONS:*** **PI/Supervisor:** Member of staff with line management or supervisory responsibilities for individuals engaged on fieldwork.
* **Fieldwork Leader:** The person with delegated operational responsibility for all aspects of the fieldwork.
* **Independent fieldworker:** An individual who is undertaking fieldwork on their own without direct supervision (may also be the fieldwork leader).
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| **PI/Supervisor** (for Research Staff, PGR and Honours students) |
| **Name**  | **Contact details** (include emergency phone) | **Signature + date** |
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| **Will the supervisor be present for the duration of this trip?** | **Yes/No** |

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| **Person carrying out the assessment**  |
| **Name**  | **Contact details** (include emergency phone) | **Signature + date** |
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| **Fieldwork Leader**  |
| **Name**  | **Contact details** (include emergency phone) | **Signature + date** |
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| **‘Buddy’** (if Required)  |
| **Name**  | **Contact details** (include emergency phone) | **Signature + date** |
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| **Details of** **Training and Instruction** (All individuals involved in fieldwork trips must receive appropriate instruction/information on significant hazards and appropriate precautions necessary to reduce risk to a low and acceptable level.) |
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| **Fieldwork participants**All persons taking part in the fieldwork must sign below to indicate that they:* Have read the risk assessment and the School Fieldwork Handbook
* Have been given adequate safety information, training and trip specific instruction relevant to their fieldwork
* Have been provided with written safety instructions/documentation where relevant
* Agree to abide by any restrictions identified
* Will report any concerns they have as to the training or safety provision to the PI and to the Local Safety Coordinators for School of Engineering on eng-safety@abdn.ac.uk
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| **Name**  | **Position** | **Emergency Contact Details** | **Signature** |
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| **OVERVIEW OF FIELDWORK** |
| **Fieldwork Start Date.** |  |
| **Finish Date &****Time Arriving Back.** |  |
| **Location.** |  |
| **Grid Reference** (if appropriate). |  |
| **Provide a simple overview of the fieldwork involved and any techniques to be used.** |  |
| **If Lone Working is to be undertaken at any time on this trip.**Describe arrangements that will be applied to safeguard fieldworker (consider what means of communication will be necessary e.g. GPS tracker/ mobile phone/SafeZone) and who will be made aware of fieldwork itinerary and action plan in case of emergency. |  |
| **GROUPS** |
| **Is this trip to be undertaken by a single individual or group of fieldworkers?** |  |
| **Will group work together in the same location(s) for the duration of the trip?** |  |
| **If unsupervised fieldwork is to be undertaken:*** Describe arrangements for maintaining contact between groups of fieldworkers, Fieldwork Leader / Supervisor while working as dispersed group(s).
* Regrouping arrangements.
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| **Details of safety briefing prior to departure.** |  |

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| **FIRST AID AND EMERGENCY**  |
| **Describe First Aid arrangements/emergency response.** |  |
| **Will a trained First Aider be present?** |  |
| **Details of kit to be taken.** |  |
| **Nearest medical centre.** |  |
| **Nearest A & E.** |  |
| **Details of whom to contact in an emergency.** (Include Insurance emergency telephone number if out of UK). |  |

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| **Hazards/Considerations** | **Comment / Detail**Identify & describe the nature of all **significant hazards** associated with the fieldwork & how harm could occur. | **Measures to prevent or minimize risk**Identify the **key control measures** needed to reduce risks to a low and acceptable level | **Measures to be taken in event of occurrence**Planned actions to be taken in the event of an incident. |
| **PERSONAL SAFETY** |
| **Travelling to and from sites.*** How are you travelling?
* How many drivers do you need?
* Do you have enough drivers if a driver is unwell?
* driving/off-road driving?
* Personal security?
* Security of accommodation?

Engineering Fieldwork Handbook Part 1 – Sections 1, 2, 3 & 5. |  |  |  |
| **PHYSICAL** |
| * Will you have mobile cover or other forms of communication?
* How will a student be evacuated from a remote location?
* What will happen to the rest of the group if someone needs to be taken to hospital?
* Where is the nearest A&E dept?
* Where are the local health centres for smaller incidents?

**Consider:**- extreme weather, - exposure to heat & sun. - Terrain- mountains, cliffs, caves, mines and quarries, forests / woods. - Work on or near water – fresh water, sea & seashore, marshes & quick sands. - roadside, - working at height Eng. Fieldwork Handbook Part 2 (all sections). |  |  |  |
| **BIOLOGICAL** |
| **Consider:*** + - dangerous animals
		- plants
		- pathogenic microorganisms, for example:
* Lyme disease
* Tetanus
* Leptospirosis
	+ - need for vaccinations

Eng. Fieldwork Handbook Part 2, 5.14 |  |  |  |
| **MECHANICAL/ELECTRICAL** |
| **Consider:*** Equipment – tools, machinery & vehicles.
* Overhead electrical wires.
* Underground services.
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| **CHEMICAL** |
| **Consider:*** chemicals associated with the fieldwork activity.
* Preservatives, agrochemicals, dusts, on site.
 | N/A |  |  |

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| **Post-Trip Debrief** (to be recorded and kept on file)**Consider any learning outcomes that should be applied to future trips** |
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| **Field Safety Emergency Contact Details (Buddy System)** |
| **To the fieldworker**Please complete this form and hand the details to a responsible person of your choice. This person must be available to carry out the emergency contact procedure in the event that you do not return at the time stipulated below. **Remember to make contact and advise your Buddy if you are likely to be delayed preventing the emergency contact procedure from being initiated un-necessarily.** |
| **To the holder of the contact details (Buddy)**If the fieldworker has not returned after 2 hours (or sooner if otherwise agreed) from the estimated time of arrival then the following procedure must be followed:1. Call the emergency services giving the fieldworker’s grid reference details, itinerary, type of habitat to be visited and the University contact telephone numbers.
2. Call the University contacts to alert that there may be a problem.
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| **Name(s) of Fieldworkers** |
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| **Itinerary** |  |
| **Estimated Date & Time of Return** |  |
| **Emergency Action Plan** |  |
| **Contact Details** (included name, phone numbers and addresses) |
| **Fieldworker**  |  |
| **University Contacts** |  |
| **Buddy** |  |