**SCHOOL OF ENGINEERING**

**RISK ASSESSMENT FOR UNDERGRADUATE AND TAUGHT POSTGRADUATE GROUP FIELDWORK ACTIVITY**

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| **PROCEDURE:*** Fieldwork Leader to complete risk assessment with reference to the School’s Fieldwork Handbook and in consultation with Course Coordinator or Local Safety Coordinator as appropriate. (An example of how to complete this form is available at [www.abdn.ac.uk/engineering/about/safety-281.php](http://www.abdn.ac.uk/engineering/about/safety-281.php).)
* Course Coordinator to review risk assessment, check that the identified control measures are in place, approve the assessment, and sign the form. (No group fieldwork activities may be conducted without a form signed by the Course Coordinator.)
* Fieldwork Leader and all persons with supervisory duties 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.
* Students’ 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.
* 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:*** **Course Coordinator:** Member of staff with administrative responsibilities for organising the course as assigned by the Head of School.
* **Fieldwork Leader:** The person with delegated operational responsibility for all aspects of the fieldwork.
* **Group fieldwork:** Group fieldwork is mainly under direct supervision such as taught undergraduate or post-graduate courses. However, there may be instances where fieldworkers are under periods of indirect supervision.
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| **Course Coordinator** |
| **Name**  | **Contact details** (include emergency phone) | **Signature + date** |
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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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| **Persons with responsibility during the fieldwork** |
| **Name**  | **Position** | **Contact Details** | **Signature** |
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| **Course information, start and finish times** |
| **Course** | EG3722, Engineering Hydrology |
| **Fieldwork Start Date** |  |
| **Finish Date &****Time Arriving Back** |  |
| **Number of students on course** (Use separate form to record students’ details including contact details and emergency contacts) |  |
| **If a residential course provide summary of who is staying.** | All students will be resident along with 3 supervisory staff. Additional staff will visit throughout the week. |
| **Details of safety briefing given to students.** |  |

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| **Location of Fieldwork** (Include grid references if appropriate) |
| **Location** | ‘The Burn’Glenesk,Brechin,Angus DD9 7YP |
| **Grid Reference.** | Grid ref NO 59685 71722. |
| **Meeting Place.** | All students and staff will be meeting at Fraser Noble Building prior to departure by coach. A technician will separately drive a van containing equipment and survey instrumentation. Additional staff will be joining during the week and will make their own way there. |
| **Provide a simple overview of the fieldwork involved and any techniques to be used.** | Survey of the burn and river banks and immediate surrounding land. |
| **If a residential course, provide details of who is staying.** | All students will be resident along with 3 supervisory staff. Additional staff will visit throughout the week. |

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| **First Eid and Emergency**  |
| **Describe First Aid arrangements/emergency response.** | Centre staff are first aid trained and have immediate access to first aid kits. Residence staff have details of local medical facilities. |
| **Kit to be taken.****Details.** | N/A |
| **Nearest medical centre.** | Local Health Services: Brechin Health Centre Minor Injury Service, Station Road, Forfar, DD8 3DY |
| **Nearest A & E.** | Aberdeen Royal Infirmary, Foresterhill, AB25 2ZN orNinewells Hospital, Dundee, DD2 1SY |

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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 & 4. | Group will travel to the site by hired coach hired from Whytes.A separate van will be hired from Arnold Clark to carry instrumentation. The van will be driven by\_\_\_\_\_\_\_\_\_\_\_. | Whytes driver will have responsibility for the coach. The van driver will be registered with the University’s insurance.The van will be checked by the driver before each use.The vehicle will be parked off road in the ‘The Burn’ car park. The position of the residency is approximately 1 hours’ drive. Seatbelts will be used. | Ensure safety of rescuers. Ensure safety of casualties and other persons. Contact emergency services or General Practitioner as if available. Provide first aid as necessary. Document incident and injuries using accident report form, and report damage to vehicles and third party property. Inform Local Safety Coordinator and or Health Safety & Wellbeing Team as soon as possible. Ensure appropriate follow up medical advice sought.Nearest A&E: Aberdeen or Dundee. |
| **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).Eng. Health Safety & Wellbeing Handbook Part B, Section 13 | In extreme weather, e.g. snow, rain, high winds, low temperatures – field trip will be suspended and if necessary cancelled.terrain: group will walk over uneven terrain near burn, river and in wooded areas. | mobile phone will not be used by the drivers whilst driving.Students told before field trip to bring warm and waterproof clothing and suitable footwear, i.e. boots with a good tread. Changes of clothing required.Obtain weather forecast in advance and remind students of suitable clothing and to take food and drink. Students will work in small groups who will keep together at all times. They will be advised of the dangers of the terrain and told to obey all instructions by field trip leader.Students and staff should take care near the burn and the river bank. Hard hats should be worn at all times. Life-jackets will be worn during exercises close to the river by both staff and students, and a two-way radio and whistle will be available to summon help.Walking from one field to another. Fences should not be climbed over, but gates always used. | nearest A&E: Aberdeen or DundeeLocal Health Services: Brechin.In case of minor incident, group will accompany casualty to local health centre / A&E.If ambulance required, a member of staff will accompany or follow the casualty.N.B. all areas visited are accessible by vehicle. |
| **Biological** |
| **Consider:*** + - dangerous animals
		- plants
		- pathogenic microorganisms, for example:
* Lyme disease
* Tetanus
* Leptospirosis
	+ - need for vaccinations

Eng. Fieldwork Handbook Part 2, 4.14 | Possible biological hazards are those associated with environmentally transmitted diseases, e.g. Lyme disease, tetanus, and leptospirosis. | Students will be advised on the risk and symptoms of Lyme disease, tetanus and leptospirosis, of the need to report flu-like symptoms and be aware that Lyme disease may be asymptomatic, to wear long trousers tucked into socks or boots to reduce the risk of tick attachment when in rough pasture, heather etc., to check body for attached ticks, to clean hands thoroughly, and dress cuts. | Ticks to be removed using specialist tweezers in leader’s first aid kit, student to be reminded of symptoms to look out for in next few weeks and the need to see his/her GP if symptoms develop. |
| **Mechanical/Electrical** |
| **Consider:*** Equipment – tools, machinery & vehicles.
* Overhead electrical wires.
* Underground services.
 | Overhead electrical cables | Students and staff will be told to keep ranging poles and theodolites clear of power lines. | Contact emergency services. |
| **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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