**FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT**

**(UK FIELDWORK)**

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| **Fieldwork and Travel Summary** |
| School of Humanities, English Language field trip to Plas Caerdeon with student overnight stay from 4th of March to 6th of March. 18 students are scheduled to attend with one member of staff.  |

**TRAVELLER(S) DETAILS**

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| Fieldwork Leader | Dr  |
| Contact Telephone Number |  0151-291- |
| Contact Email Address | @hope.ac.uk |
| Total number of attending staff  | 2 |
| Total number of attending students | 18 |
| Have all participants completed a health questionnaire | Yes |
| Do any participants have an LSP or require further safety/access consideration due to a disability? | No medical issues with potential to impact on the trip have been declared.  |
| Have you made a record/have access to trip participant information for emergencies?  | Yes |

**TRAVEL ITINERARY**

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| Travel Date: | 04/03/2024 |
| Return Date: | 06/03/2024 |
| Travel Destination:  | Plas Caerdeon |
| Please list any accommodation information if the fieldwork involves an overnight stay: | On site at Plas Caerdeon |
| Will there be a first aider attending?  | No |
| Will there be a first aider at the activity location? | Yes, PC staff are first aid trained and out of hours contact information is provided.  |

**EMERGENCY CONTACT INFORMATION**

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| Hope Park Security Lodge: | T: +44 (0) 151 291 3800 |
| Creative Campus Security Lodge: | T: +44 (0) 151 291 3700 |
| School Emergency Contact Number: |  |
| Health and Safety Advisor  | 0151-291-3835 |

**DRIVING ON UNIVERSITY BUSINESS**

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| Do travellers intend on driving? | No  |
| Will a minibus be used for transportation of staff and students? | **A coach and driver will be provided for students** |
| If ‘yes’ does the driver have a D1 category licence or Section 19 permit, issued by the University Health and Safety Advisor? |  n/a |

**RISK ASSESSMENT SAFETY ARRANGEMENTS**

There may be specific safety hazards associated with your fieldtrip activities which may place you at a greater risk of harm than if you were working on University Campus. You must take measures to ensure that such risks are minimised and controlled so far as is reasonably practicable.

Identify what could potentially cause you or others harm using the lists below. Describe what you have done in preparation to minimise these risks and what control measures have been put in place. The University Health and Safety **Risk Evaluation Guidance** (Found in the fieldwork travel and risk assessment section on the webpage) should be used to evaluate the likelihood and potential consequences of identified hazards and assist in determining suitable control measures and the overall residual risk.

1. **TRANSPORTATION HAZARDS**

Examples include; Potential breakdown of vehicles, not wearing seatbelts, road traffic accidents, stationary or stranded for extended periods in remote areas, vulnerabilities to crime. Consider personal factors or pre-existing conditions which may present health risks to you or your students, particularly during longer journeys.

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| Arrangements to consider | Detail what will you do to control the risks | Residual RiskL/M/H |
| The form(s) of transportation you intend using?Is it minibus, car, bus, on foot, train, coach? How are you ensuring that use of these are safe for students?Is the method of travel approved by the University and covered by relevant insurance?Consider the local terrain, infrastructure.If using a driver, consider if they are suitably licensed.If using a minibus is the staff driver licensed to use it with Cat D1, or covered by a Section 19 Permit? Is the vehicle in a safe condition?Is it roadworthy? What checks have you completed to ensure this?  | Students will travel to Plas Caerdeon by means of coach with a driver from a University approved provider. The students will be travelling by coach to Plas Caerdeon and by minibus and on foot during the trip. The centre and coach company have procedures in place to manage risks while drivingYes, approved.n/an/an/a | **L** |
| Any further actions required | No |

1. **PERSONAL SAFETY**

Examples include; lone working or travelling, protest and social political issues, crime, theft and robbery

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual RiskL/M/H |
| What information will be provided to students on personal safety during travel and fieldworkAre you aware of any social or political issues connected to your fieldwork activity or location and how will you safely manage this?The fieldwork travel group may be vulnerable to crime and may stand out to opportunists. How will you and the group plan for and react to emergency incidents during your fieldwork trip? | Trip lead has spoken with students about the plan for the field trip. Students know what to expect and will pay attention to their surroundings.Students have been given a draft itinerary and have been asked to inform staff if they have any concerns during the field trip.All activities including adventurous activities are planned, risk assessed and well managed by Plas Caerdeon staff. Staff are trained and competent in each area and activity as part of day-to-today business. There are no foreseeable social or political hazards linked to this specific visit. This is not a foreseen risk for travel and attendance at Plas Caerdeon and in the Barmouth area. Plas Caerdeon has emergency procedures in place, beyond the wider University policies and emergency incident plan documents. Hope staff are expected to familiarise themselves with Plas Caerdeon’s handbook, emergency contact information, exterior emergency phone and Defib location at the main entrance and to be aware of fire evacuation procedures.  |  **L** |
| Any further actions required | No further action required  |

1. **ACCOMMODATION**

Examples include; fire, theft, personal safety.

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| Arrangements to consider | Detail what will you do to reduce/ manage the risks | Residual Risk**L/M/H** |
| Has the accommodation been researched and booked in advance?Have you stayed at this or similar centre, hostel, hotel previously?Are you are staying with a host organisation? How you will check if evacuation procedures are suitable?How do you know if basic security measures are in place?How would you raise the alarm in the event of a fire or emergency?Are there any attendees with specialist needs, need for equipment or who may require support in emergencies?Do any attendees require a PEEP? | Accommodation is owned and managed by the University with frequent student visits. n/an/aEvacuation procedures are considered suitable. Fieldtrip staff and group leader will familiarise themselves with the evacuation procedures, particularly requirements out of hours. University owned premises with planned precautions. The area has weak signal phone coverage; however, staff will familiarise themselves in location and use of the emergency phone. Yes, as per information gathering for the visit. Information about specific students has been shared with Plas Caerdeon staff and discussed directly with the H&S Advisor. Yes, as above. Group leaders must be aware of and monitor students with PEEP’s and their accommodation room locations. A register of students in attendance must be available to account for students on site in the event of an emergency.  | L |
| Any further actions required | N/a |

1. **FIELDWORK ACTIVITIES**

Examples include working with and in proximity to hazardous substances, remoteness of work site, physical hazards, weather conditions, man-made hazards.

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| Arrangements to consider | Detail what will you do to reduce/ manage the risks | Residual Risk**L/M/H** |
| Do you plan to carry out higher-risk activities, e.g., on open waters, caving activity, diving operations, activities at height or in confined spaces, activities? If, so how will this be managed?Will communication methods be effective due to remote terrain and how will you plan to manage this. If you are involved with any higher risk activities, advice should be sought from the **Health and Safety Advisor** before completing this document.Will clothing, footwear and equipment for activities be suitable? How will this be managed?Are specific permissions required to work in a particular site or area. | In the pre-fieldwork brief, students have been instructed to be cautious and use their common sense to avoid physical hazards; staff will do the same. We have also given students a kit list to make sure they are properly equipped for bad weather.As this visit is to University owned and managed, Plas Caerdeon, higher risk activities are well managed by centre manager Dom Salter and team. Dom will consider the aptitude of the group and what activities are suited. Managed by experienced PC staff. Managed by experienced PC staff.PC staff will provide suitable PPE and equipment, clothing and footwear where necessary for adventurous activities. n/a | **L** |
| Any further actions required |  |

1. **OTHER HAZARDS AND RISKS**

The above list of hazards is not exhaustive. If there are any other hazards associated with your fieldwork or research trip please detail them below and the steps taken to reduce the associated risks. These might include,planned recreational activities,environmental impact of trip,misuse of drugs or alcohol.

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk**L/M/H** |
| **Extremes of weather and natural disasters**Heat/sunburn, heat stress and heat strokeCold/cold effects, cold stressVery wet weather How will you manage these? | Extremes of weather hazards will be assessed and managed by the experienced Plas Caerdeon team and may adjust activities and provide advice accordingly. Students will carry water and ensure hydration during warm weather and any duration of walks or terrain activity. Students will wear appropriate clothing and footwear according to conditions. | **L** |
| Any further actions required |  |

1. **DEALING WITH EMERGENCIES**

A contingency plan should be in place to cover any reasonably foreseeable emergencies.

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| Arrangements to consider | Detail what will you do to reduce/manage the above risks | Residual Risk**L/M/H** |
| The location of local medical facilities including qualified first aiders and supplies.Whether staff accompanying the trip should be first aid trained.Availability of an emergency contact.Access to emergency contingency funds**Insurance**It is important that the trip is adequately insured to provide contingency and cover for emergency incidents, injury, and death. **Essential Records**It is important to keep a record of essential documents and contact information to allow quick and correct action during an emergency or other need.  | Students have completed a medical and emergency contact questionnaire. Staff members are identified through pre-fieldwork brief as emergency contacts. Staff will carry mobile phones throughout the trip although are aware that mobile signal is patchy, however aware aware of the PC emergency phone. As part of the emergency plan, the staff members will take a list of the students’ next of kin contact details and the necessary support plans on the trip.The PC staff information guidance handbook details locations of nearest medical facilities from Plas Caerdeon. Staff should take advice from PC staff or 24-hour available Campus Operative staff on 291 3800 and should note that the nearest main hospital is some distance away. **PC has an emergency phone at the exterior front entrance.** Emergency contacts are listed in the staff handbook at PC. Additional insurance is not required for this visit. The relevant records have been checked and recorded. LSP/PEEP information and student records must be provided to H&S and PC manager, Dom Salter. For this trip, there is nothing to report.  | **L** |
| Any further actions required |  |

1. **STUDENTS OR ATTENDEES WITH ADDITONAL SUPPORT REQUIREMENTS**

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk**L/M/H** |
| Is the fieldwork/trip accessible for students and attendees with disabilities? Have you checked accessibility at the activity/fieldtrip venue?Personal health matters and assurances of fitness to attend.Specific dietary or medical requirements.Any known allergies?Do any students require additional safety equipment such as deaf alert systems?Do any students have or require a PEEP? Have you considered emergency plans for any overnight stay on how attendees with additional support requirements will be safely evacuated?  | The trip lead has asked students to pass on any relevant medical information, including having one-to-one meetings with students to discuss their needs and accommodations. This disclosure is all student-led and based on their perceptions of needs, impairments or difficulties.Plas Caerdeon is accessible and the centre manager will ensure arrangements for staff and students with disabilities for accommodation and travel.The PC centre manager will assess the accessibility of planned activities. Some activities will not be possible or appropriate for students with some conditions or disabilities. Dietary requirements have been recorded and shared with PC staff. This has been recorded and shared with PC staff. Not as recorded.No students are listed as requiring PEEPs. LSP information has been recorded. Viewing PEEP information should inform staff of plans and procedures in the event of emergencies. This should be discussed with the PC centre manager to ensure all are aware of safety procedures.  | **L** |
| Any further actions required |  |

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| * University staff and attending students must note the stated control measures during event planning and ensure continued adherence to the control measures during the fieldwork trip.
* The risk must be suitably and sufficiently controlled after the preventative and protective control measures have been put in place. The controls should be reviewed periodically, after monitoring indicates needed change, following an incident or changes during the fieldwork trip.
* If any further required action is identified, staff must ensure that this is recorded and completed on this risk assessment before the fieldwork trip goes ahead.
* All students should have this risk assessment brought to their attention by means of a detailed talk through/briefing with staff.
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**PART C – DECLARATION**

* The information given on this form is correct to the best of my knowledge and in the event of subsequent alterations I will ensure that it is updated as necessary.
* To the best of my knowledge all persons are physically and mentally fit to take part in this fieldwork and I confirm that no person is travelling against the advice of a qualified medical practitioner.
* I have considered the risks associated with my proposed fieldwork arrangements and an informed judgement has been made.
* If taking part in group fieldwork, I have completed suitable briefing sessions with staff and students prior to departure to inform them of foreseeable risks and safety measures taken.

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| Assessment conducted by |  |
| Signature |  |
| Date |  |

**DECLARATION BY HEAD OF DEPARTMENT / HEAD OF SCHOOL / DEAN OF SCHOOL what does the flow chart say**

I have reviewed the fieldwork risk assessment and I am satisfied that suitable and sufficient arrangements are in place to minimise foreseeable risks as far as is reasonably practicable. I approve the fieldwork/travel arrangements.

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| Name |  |
| Signature |  |
| Date |  |

Approval by the Dean/Director is also required if the residual risk level is evaluated as medium or high risk.

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| Name |  |
| Signature |  |
| Date |  |