**This is an example that is designed to make risk assessment production easier for you. You are welcome to use the control measures already provided for you in the right column, however it is important that you evaluate the specific risks of your trip and adapt the template control measures accordingly. If a section doesn’t apply – use N/A**

**FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT**

**(UK FIELDWORK)**

Heads of School/Department have overall responsibility for fieldwork activity with delegated responsibility to nominated Fieldwork Leaders to complete a suitable and sufficient risk assessment and ensure that safety measures and information required by staff and students is provided. Once completed, this risk assessment must be signed off by the Head of School/Department. Fieldwork and travel considered to be above low risk should be submitted to the University Health and Safety Advisor (Safety@hope.ac.uk), for planning and evaluation. To support your risk assessment please refer to the University Fieldwork and Travel COP and University Safety and Health (USHA) guidance on fieldwork activity. These can be found on the International Travel and Fieldwork section of the University website.

|  |
| --- |
| **Fieldwork and Travel Summary** |
| This is a risk assessment for the XYZ School for fieldwork activity at………. This will take place from…to X number of students will attend and will reside in shared accommodation at………. X staff will be in attendance. Intended activities are:  |

**TRAVELLER(S) DETAILS**

|  |  |
| --- | --- |
| Fieldwork Leader |  |
| Total number of attending staff  |  |
| Total number of attending students |  |
| Do any participants have an LSP or require further safety/access consideration due to a disability? |  |
| Have you made a record/have access to trip participant information for emergencies?  |  |

**TRAVEL ITINERARY**

|  |  |
| --- | --- |
| Travel Date: |  |
| Return Date: |  |
| Travel Destination:  |  |
| Please list any accommodation information if the fieldwork involves an overnight stay: |  |
| Will there be a first aider attending? If not, will there be a first aider at the activity location?  |  |

**GROUP LEAD CONTACT INFORMATION**

|  |  |
| --- | --- |
| Contact Telephone Number: |  |
| Contact Email Address: |  |
| Do Personnel/Student Portal have up-to-date ‘Next of Kin’ information for participants? |  |

**EMERGENCY CONTACT INFORMATION**

|  |  |
| --- | --- |
| 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**

|  |  |
| --- | --- |
| Do travellers intend on driving? |  |
| Will a minibus be used for transportation of staff and students? |  |
| If ‘yes’ does the driver have a D1 category licence or Section 19 permit, issued by the University Health and Safety Advisor? |  |

**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.

|  |  |  |
| --- | --- | --- |
| 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?  | Travel method of coach, train, minibus, on foot (delete as appropriate) has been checked by the trip leader as safe and the most suitable method for the fieldtrip. The trip leader is aware of breakdown cover information, insurance and driving conditions, accident reporting conditions and whom to contact following a relevant incident. Pre-trip itinerary and risk assessment information has been provided to students and attendees. If a travel e-ticket is on a student’s phone then the trip leader has confirmed this as sufficient and correct with each student before travel.Ensure all electronic devices are charged before departing.If travelling as a group, stay/sit together while travelling where possible.Reserve seats while travelling where possible, particularly on long journeys. To avoid dehydration during travel, students are reminded to drink plenty of water.If using local buses, trains or subway underground, students should ensure that they are familiar with the network by means of apps and maps.Staff should be able to contact all students in an emergency or in the event that any of the group become separated. If staff are required to drive, ensure that you have the correct insurance, licence and are fully competent.Wear seat belts on all forms of transport where this is provided.Appropriate footwear should be worn by all members of the group appropriate to the travel terrain and fieldwork activity. Roads should be crossed on foot at appropriate safe controlled crossings points.Avoid routes with no pavements, if possible. If necessary, walk facing oncoming traffic.Staff and students should avoid known heavy or higher risk traffic situations. |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

1. **PERSONAL SAFETY**

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

|  |  |  |
| --- | --- | --- |
| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual RiskL/M/H |
| Whether you have previous experience of working or travelling to the destination.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 risks of incidence of terrorism during your fieldwork trip?Are you a lone traveller and what measures will you take to be safe?  | Download the Universities free Chubb Travel Safe app for awareness and e-learning on travel risks if necessary. (speak to the H&S Advisor for access) Students to be advised on actions to be taken when approached by people they do not know during fieldwork:* Always be polite.
* Do not speak with them alone if possible.
* Do not leave the fieldwork group.

Do not accept offers of gifts, food, drink etc from anyone outside of the travel group in public.If students feel uncomfortable or threatened, raise the alarm with the fieldwork leader.**Social and Political Issues** Staff and students should be informed from planning of any social or political issues connected to their fieldwork location and consider how that could impact on student safety. Avoid all political demonstrations and large gatherings during your trip. Chubb Travel Smart will inform you of any planned events. Plan and prepare an alternate travel plan if strikes are anticipated.Check dates of trip against major events that could impact on your arrangements.**Crime**Be alert to the existence of street crime and that you may stand out as non-local and therefore of interest to street criminals. Think about how to react if you are approached by people intent on scams and distraction techniques to facilitate a crime against you. Staff and students should be mindful of pickpockets in crowded places and **never** resist a mugger or thief. Keeping your valuables out of sight reduces the risk of you being a target. Avoid wearing expensive jewellery and be cautious of your surroundings when using electronics such as mobile phones in public.**Terrorism** Staff and students should familiarise themselves with [**Run-Hide-Tell**](https://www.counterterrorism.police.uk/what-you-can-do/) Guidance. Have staff completed the free Action counter terrorism (ACT) module? Please contact the Health and safety Advisor for access if deemed necessary. Staff and students must be fully aware of the current security situation in the cities you are visiting by means of good prior planning. Wherever you are, be aware of your surroundings. There may be little or no warning of a terrorist attack.Do not be afraid to leave your environment if you feel uncomfortable or if something does not seem right.If in a building located near the site of an incident, stay away from windows. As soon as it is deemed safe, leave the building and get as far away as possible.Fieldwork Leader to complete a register to account for all students and report back to the university as soon as possible. **Lone Travellers**If you are a lone traveller, please ensure you complete the Lone Traveller e-module on the Chubb Travel safe app. If you are lone travelling you may face elevated level of risk and must plan how you will deal with matters if you become unwell on your trip and consider how you can raise the alarm. A lone traveller may also be a target for crime and so you should consider your movement in public while you’re alone, particularly in the evenings and so sensible care must be taken. Female travellers can face an elevated risk of being sexually harassed in places such as the tube underground system and in extreme cases, subject to assault. Please be aware of your surroundings and report any incidents to police and the University.  |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

1. **ACCOMMODATION**

Examples include; fire, theft, personal safety.

|  |  |  |
| --- | --- | --- |
| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk**L/M/H** |
| Has the accommodation been researched and booked in advance?Have you stayed at this or similar hostel, hotel previously?Whether 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 require support in emergencies?Do any attendees require a PEEP? | **Safeguarding** of students must be in place and fully considered when using hosts, hostels, hotels etc. **How will you be sure that they are safe and protected?** \*Please note that use of Airbnb is not covered by University insurance and does not provide a level of personal safety that the University official travel provider or hotel can. Conduct an onsite visual inspection and awareness of fire escapes, alarms, safety equipment, meeting point and assembly points and procedures upon arrival at the accommodation.All students will be fully briefed by the group leader on fire routes and procedures.Ensure that no smoking is allowed in the accommodation unless at external designated smoking area is used.Students will be briefed on any foreseeable hazards and the group leader will establish necessary rules. Staff should brief students on security and safeguarding measures.Students will be briefed to report any faulty items or dangerous equipment found at the accommodation or room they are sleeping in. |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

1. **FIELDWORK ACTIVITIES**

Examples include working with/ 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 above risks | Residual Risk**L/M/H** |
| Whether you plan to carry out high-risk activities, e.g., on open waters, caving activity, diving operations, activities at height or in confined spaces, activities with no effective communication due to terrain. If you are involved with any higher risk activities, advice should be sought with the **Health and Safety Advisor** before completing this document.Suitable clothing, footwear, equipment specific to work, area and terrain considered.Whether any specific permissions are required to work in a particular site or area.Working with vulnerable adults or unsupervised contact with anyone under 18?Do specific supervision arrangements need to be in place? | In addition to the questions asked in the ‘arrangements to consider’ section, this section gives you an opportunity to say how you are controlling any specific hazards connected to your fieldwork beyond normal trip conditions. You can refer to other specific risk assessments that you have in place for the intended activity or risk assessments provided by the venue you are attending. **It may be that you have nothing further to add in this section.**  |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

1. **OTHER HAZARDS AND RISKS**

The above list of travel 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.

|  |  |  |
| --- | --- | --- |
| 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 stress | Check weather forecast, and adjust fieldwork trip plans accordingly if extremes of weather are reported.Appropriate clothing and footwear must be used for weather/terrain conditions and checked before departure or activity.**Wet or Cold** - Warm, waterproof clothing with warm drinks.**Hot -** Cold liquids, hydration and sun protection. Wear clothing that covers skin to protect from the sun.Use high-factor sunscreen and carry a bottle of water in hot conditions.Avoid strenuous activity during the hottest part of the day and drink sufficient liquids to prevent dehydration. |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

1. **DEALING WITH EMERGENCIES**

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

|  |  |  |
| --- | --- | --- |
| 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.  | All accidents and incidents must be reported to the Health and Safety Advisor and recorded on a university accident and incident report form **asap and within 24 hrs.** Where possible, a first aid trained member of staff should attend the trip. The Health and Safety advisor can arrange training. Foer lower risk trips, checking that a first aider is available at the venue or location is sufficient. Fully operational mobile phone will be held by the Fieldwork Leader with key emergency numbers 'programmed'. Location of the nearest accident and emergency to be known for destination.Access to contingency funds must be in place for the visit.Staff and students must be aware of the procedure to summon emergency assistance and emergency contact at the University. Follow directions given by emergency services during emergencies. **Insurance**Staff must ensure that the visit is sufficient insured for the trip and all related activities. Insurance must be checked and in place with the University finance team at insurance@hope.ac.uk **Essential Records** Staff must ensure that they can **access** the below information before and during the trip.* Information on pre-existing medical conditions.
* Information on student dietary requirements.
* Trip itinerary.
* NOK Details.
* Insurance documents.
* University emergency contact. information.
* This risk assessment.
 |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

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

|  |  |  |
| --- | --- | --- |
| 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?  | Does your trip, activities, intended destination exclude any of your students as a result of accessibility? How will you manage this? If students include those with LSP’s, wheelchair users or those with impaired movement, sensory, sight or hearing, appropriate measures must be taken to ensure that all group members can evacuate safely in response to a fire alarm. Are there any known pre-existing medical conditions or student dietary requirements that require specific control measures? If so what will be done? Are there any known allergies in the group that you are aware of and what will you do to control this?  |  |
| Any further actions required | No further actions required, however control measures and risk will remain under review. |

|  |
| --- |
| * 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.
 |

**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.

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

**DECLARATION BY HEAD OF DEPARTMENT / HEAD OF SCHOOL / DEAN OF SCHOOL**

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.

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

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

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