



# FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT (UK TRIPS & FIELDWORK)

## PART A – TRAVEL CHECKLIST

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](#), [Travel Matrix](#) and University Safety and Health (USHA) guidance on fieldwork activity. These and other risk assessment supporting documents can be found on the International Travel and Fieldwork section of the University website.

### Fieldwork/Travel Summary

A section for staff to provide brief information about the fieldwork and trip.

## SECTION 1: TRAVELLER(S) DETAILS

Fieldwork Leader	
Contact Telephone Number	
Contact Email Address	
Total number of attending staff	
Total number of attending students	
Have all participants completed a health questionnaire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do any participants have an LSP or require further safety/access consideration due to a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you made a record/have access to trip participant information for emergencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION 2: TRAVEL ITINERARY

Travel Date:	
Return Date:	
Travel Destination:	
Please list any accommodation information if the fieldwork involves an overnight stay:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be a first aider attending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be a first aider at the activity location?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 3: 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 :	T: +44 (0) 151 291 3835

### SECTION 4: DRIVING ON UNIVERSITY BUSINESS

Do travellers intend on driving?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a minibus be used for transportation of staff and students?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If 'yes' does the driver have a D1 category licence or Section 19 permit, issued by the University Health and Safety Advisor?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

## PART B – 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 reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"> <li>The form(s) of transportation you intend using?</li> <li>Is it minibus, car, bus, on foot, train, coach? How are you ensuring that use of these are safe for students?</li> <li>Is the method of travel approved by the University and covered by relevant insurance?</li> <li>Consider the local terrain, infrastructure.</li> <li>If using a driver, consider if they are suitably licensed.</li> <li>If using a minibus is the staff driver licensed to use it with Cat D1, or covered by a Section 19 Permit?</li> <li>Is the vehicle in a safe condition?</li> <li>Is it roadworthy? What checks have you completed to ensure this?</li> </ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 2. 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	Overall Risk Level
<ul style="list-style-type: none"><li>• What information will be provided to students on personal safety during travel and fieldwork.</li><li>• Are you aware of any social or political issues connected to your fieldwork activity or location and how will you safely manage this?</li><li>• The fieldwork travel group may be vulnerable to crime and may stand out to opportunists.</li></ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 3. ACCOMMODATION

Examples include; fire, theft, personal safety.

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"><li>• Has the accommodation been researched and booked in advance?</li><li>• Have you stayed at this or similar centre, hostel, hotel previously?</li><li>• Are you are staying with a host organisation?</li><li>• How you will check if evacuation procedures are suitable?</li><li>• How do you know if basic security measures are in place?</li><li>• How would you raise the alarm in the event of a fire or emergency?</li><li>• Are there any attendees with specialist needs, need for equipment or who may require support in emergencies?</li><li>• Do any attendees require a PEEP?</li></ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 4. FIELDWORK ACTIVITIES

Examples include working with and in proximity to hazardous substances, remoteness of site, physical hazards.

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"> <li>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?</li> <li>Will communication methods be effective due to remote terrain and how will you plan to manage this.</li> <li>If you are involved with any higher risk activities, advice should be sought from the Health and Safety Advisor before completing this document.</li> <li>Will clothing, footwear and equipment for activities be suitable? How will this be managed?</li> <li>Are specific permissions required to work in a particular site or area.</li> </ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 5. OTHER HAZARDS AND RISKS

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	Overall Risk Level
<p><b>Extremes of weather and natural disasters</b>            Heat/sunburn, heat stress and heat stroke            Cold/cold effects, cold stress            Very wet weather</p> <p><b>How will you manage these?</b></p>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 6. 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	Overall Risk Level
<ul style="list-style-type: none"> <li>The location of local medical facilities including qualified first aiders and supplies.</li> <li>Whether staff accompanying the trip should be first aid trained.</li> <li>Availability of an emergency contact.</li> <li>Access to emergency contingency funds.</li> </ul> <p><b>Essential Records</b></p> <p>It is important to keep a record of essential documents and contact information to allow quick and correct action during an emergency.</p>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 7. STUDENTS OR ATTENDEES WITH ADDITIONAL SUPPORT REQUIREMENTS

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"> <li>Is the fieldwork/trip accessible for students and attendees with disabilities?</li> <li>Have you checked accessibility at the activity/fieldtrip venue?</li> <li>Have you completed a travel health questionnaire with attendees? Have you discussed with the venue, e.g. Plas Caerdeon.</li> <li>Have personal health matters and assurances of fitness to attend been addressed?</li> <li>Do any students require additional measures such as safety equipment, e.g. deaf alert systems?</li> <li>Do any students have or require a PEEP?</li> <li>Have you considered emergency plans for any overnight stay on how attendees with additional support requirements will be safely evacuated?</li> </ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>All students should have this risk assessment brought to their attention by means of a detailed talk through/briefing with staff.</li> </ul>		

## 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 carried out by	
Signature	
Date	

### DECLARATION BY MANAGER

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	