

SECTION 1: GENERAL ARRANGEMENTS	
Proposed field trip by (group or individual): <i>Insert name of individual</i>	Status (undergraduate/postgraduate/staff): #####
Department: <i>Geography</i>	Name of risk assessor: <i>Name of supervisor and student to demonstrate the risk assessment has been discussed by both: will also be initialled by H&amp;S co-ordinator on signing.</i>
Named Course Leader/Supervisor (if different): #####	Course and course code (if applicable): #####
Is this field trip for:	
a. Undergraduates <input type="checkbox"/>	a. Teaching purposes <input type="checkbox"/>
b. Postgraduates <input type="checkbox"/>	b. Thesis <input type="checkbox"/>
c. Staff <input type="checkbox"/>	c. Dissertation <input type="checkbox"/>
d. Other <input type="checkbox"/>	d. Other research project <input type="checkbox"/>
Location: <i>Where the field work is to take place including changes of location if multiple sites to be visited.</i>	
<i>DO NOT BE CONSTRAINED BY THE SIZE OF THE BOXES. IF FILLED OUT ELECTRONICALLY THERE IS AMPLE SPACE FOR ALL OF THE DETAILS.</i>	
Dates:	From: ##/#####/## To: ##/#####/##

**SECTION 2: DETAILED ITINERARY**

Place of departure: <i>May be airport/home/rail station etc - please specify with details</i>	Destination(s): <i>If multiple destinations give dates of expected travel and contact details at each location</i>
Mode of transport/travel arrangements: <i>eg. Private car to Heathrow.</i>  <i>Include travel dates and times, flight numbers, travel companies etc.</i>	Dates of stay at accommodation: <i>Give an indication of when the work is to be carried out i.e. in one block of time or sporadically (one day a week) during the summer, be as specific as possible.</i>
Name, address and tel. no. of accommodation: <i>Include home address if working from home during the summer and contact details</i>	Name, address and tel. no. of fieldwork base camp (if different): <i>Also add the name, address and telephone no. of a contact at an outside institution.</i> <i>If working at an institution such as museum, library, or school this is your "base camp"</i> <i>If you will be on foot moving around then please include your mobile number.</i>

Summary of proposed activities:  
*Be precise about the nature of the activities to be undertaken and with whom. eg Interviewing prisoners, in drug addiction clinic, archive work in a library or on the internet.*  
*This allows **us to assess the risk properly** if more detail is provided at this stage and reduce the need for more iterations.*

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Equipment/techniques to be used:  
*Precise details of the equipment eg dictaphones, computers, video cameras.*

**SECTION 3: PRE-TRIP PREPARATION AND CHECKS**

Insurance (please specify personal, third party, travel, equipment) arranged with and date: <i>Essential for foreign travel - no student is covered automatically under college insurance. Please check with Departmental Administrator and/or Tabassum Aslam in Finance.</i>	
Equipment inventory attached? <i>If this is extensive then attach additional sheet (see last part of previous section – you may be able to include everything there.)</i>	-
List of field workers attached? * <i>If you intend to involve another person during your fieldwork please list their names on an additional sheet if possible – they will also need to see a copy of this document – take a copy with you.</i>	-
Ratio of staff to students identified to be necessary: <i>Applies to larger groups on led fieldtrips or those involving higher risk activities, where first aid provision needs to be considered.</i>	-
Health Checks & Vaccinations identified to be necessary (please specify): <i>Advice available from Foreign office or GP – include any details here on inoculations/malaria medication courses etc.</i>	
Specific health requirements for individuals available to Course leader? <i>This is covered with the departmental Health and Safety form – this must be completed to go with this risk assessment – it contains health details AND next of kin (see next part)</i>	-
Record of next of kin details for each individual available to Course leader? * <i>see above</i>	-
Record of Foreign Office advice (to be checked immediately prior to overseas trips): <i>If the foreign office website has been consulted then please download the recommendations and attach to the document.</i>	

**SECTION 4: DECLARATION**

The above has been completed to the best of my/our knowledge and is an accurate identification of the known or foreseeable hazards and of the safety controls to be followed.  
*This will need to be signed by the Health and Safety co-ordinator before departure PLEASE ensure this is completed and submitted well in advance of a field trip.*

Risk Assessor	Signature: #####	Date: #####
Worker or course leader	Signature: #####	Date: #####
Supervisor	Signature: #####	Date: #####
Health and Safety Co-ordinator	Signature: #####	Date: #####

\* To be logged with Head of Department