

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: FIELDWORK RISK ASSESSMENT FORM
“Physical Geography”

Name of Person Undertaking Assessment		Date Conducted	Field trip / Field work being undertaken					
#####		## / ### / ##	#####					
Ref No	Hazard under review [something which has the potential to cause harm] BE SPECIFIC!	No & Description of Staff/Students/ Others Involved	Existing Controls [which minimise the risk of harm from the identified hazard]	Assessed Level of Risk			Further Action Required [additional controls which may need implementing in advance of departure]	By (Date) + Review Date
				L	M	H		
Physical Hazards (e.g. extreme weather, mountains and cliffs, quarries, excavations, marshes and quicksand, fresh or seawater, etc)*								
1	Weather conditions: <i>Consider risk of:</i> <ul style="list-style-type: none"> - strong winds - thunderstorms - hurricane / tornado risk? - dusty conditions - seasonal weather conditions (specific to geographic regions) 	<i>Consider:</i> <ul style="list-style-type: none"> - Staff - Students - Researchers - Field assistants - Volunteers <p>Specify the numbers of each involved.</p>	<ul style="list-style-type: none"> - <i>advise on precautions to take to minimise hazards:</i> <p>Local weather reports checked in advance of planned fieldwork</p> <p>http://www.accuweather.com/world-index.asp?partner=accuweather&traveler=0</p>				Plan for rescheduling if needed, due to adverse weather conditions	<i>Insert pre-departur e date</i>
2	<ul style="list-style-type: none"> - extreme temperature fluctuations 	<i>Consider:</i> <ul style="list-style-type: none"> - Staff - Students - Researchers - Field assistants - Volunteers <p>Specify the numbers of each involved.</p>	<ul style="list-style-type: none"> - Adequate clothing for conditions with specific recommendations. E.g. walking boots / wellingtons / sun-hats / warm hats / gloves / heat packs / spare clothing /layers if necessary 				<i>Consider whether you may need to acquire items from the list prior to departure- and specify that here</i>	<i>Insert pre-departur e date</i>

3	- heavy rainfall	<p><i>Consider:</i></p> <ul style="list-style-type: none"> - Staff - Students - Researchers - Field assistants - Volunteers <p>Specify the numbers of each involved.</p>	<p>Local weather reports checked in advance of planned fieldwork</p> <ul style="list-style-type: none"> - Full waterproofs - Adequate clothing for conditions with specific recommendations <p>boots/wellingtons/hats/gloves/heat packs/spare clothing if necessary</p> <ul style="list-style-type: none"> - during and following (8 hours after) heavy rainfall no working in or adjacent to river beds, dry gullies etc due to flash flood risk. 				<p><i>Are there any further actions required before departure?</i></p>	
4	- hot and sunny conditions		<ul style="list-style-type: none"> - Appropriate sun protection hat and sun cream used especially when working in exposed areas with little shade. - Consider not working around 12pm-2pm to avoid sun/heat stroke. - Carry adequate drinking water required for working conditions 				<p><i>Are there any further actions required before departure?</i></p>	
5	- sudden weather fluctuations		<ul style="list-style-type: none"> - Walking in mountainous areas - Local weather reports checked in advance of planned fieldwork. 				<p><i>Consider establishing an emergency plan and communicating this to all workers [e.g. sudden white outs or thunderstorms]</i></p>	<p><i>Insert pre-departure date</i></p>

6	Mountainous environments Sea cliffs		High risk of large vertical drops adjacent to work areas. Ensure good visibility and take care as surface underfoot may be unstable. Hard hats / high-vis tabard and walking boots must be worn at sections. No climbing or working at height on section or near edge of cliffs.			<i>Are there any further actions required before departure?</i>	
7	Quarries and excavations		- Only work in designated areas – by quarry manager, site supervisor or signage. - Ensure individual is aware of associated health and Safety regulations specific to that site. Seek advice from supervisor if unsure.			<i>NB. Workers may need Quarry Passport for UK working – this needs verifying and/or arranging well in advance.</i>	<i>Insert pre-departur e date</i>
8	Marshes, quicksand or bogs		Suitable footwear (wellingtons) must be worn and extreme care taken when moving around field site Follow advice of course leader. Do not work in areas where quicksand is a known (signed) risk.			<i>Are there any further actions required before departure?</i>	

9	Rivers or coastal work		- Pay attention to warnings regarding tide times – time at site will be managed to minimise risk. Only work where instructed to do so. - during and following (8 hours after) heavy rainfall no working in or adjacent to river beds, dry gullies etc due to flash flood risk.				<i>Check tide times and establish work timetable around this</i>	<i>Insert pre-departur e date</i>
Biological Hazards (e.g. poisonous animals or plants, aggressive animals, soil (tetanus), freshwater where rats may be endemic (leptospirosis or Weil's disease), dense vegetation (where Lyme disease from sheep ticks could be endemic), insects, hygiene, etc)*								
10	Environmental diseases Leptospirosis		Contracted through water infected by rat urine. Still water is more likely to be infected than free-flowing rivers. Ensure cuts, grazes, bites etc are covered by a waterproof dressing before working or that latex/nitrile gloves are worn				<i>Workers will be provided with a pocket guide to the infections Weil's disease and Lyme's disease. Please inform staff members of any concerns.</i>	<i>Insert pre-departur e date</i>
11	Lymes Disease		Contracted through tick bites usually when working in long undergrowth where there have been grazing animals. Ensure exposed skin is covered especially on legs (and arms if you are working at length in undergrowth.) seal around ankles and cuffs.				<i>See above</i>	<i>Insert pre-departur e date</i>

12	To be considered: Tetanus Rabies Malaria Cholera Tropical diseases that may require prior inoculation or course of treatment.		http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/				<i>If some still need to be arranged or are scheduled – mention this here</i>	<i>Insert pre-departur e date</i>
13	Poisonous animals Poisonous plants Dangerous animals		Seek advice from the foreign office website.				<i>Are there any further actions required before departure?</i>	
14	General hygiene		Washing and toilet facilities may be unsanitary – consider precautions (anti-bacterial gels, wipes etc.) Removal of food waste – to avoid attracting vermin or larger mammals Wash hands after working on site before eating, drinking and smoking.				<i>Are there any further actions required before departure?</i>	
Chemical Hazards (e.g. pesticides, dusts, contaminated soils, chemicals brought on the site, biological fixatives, etc)*								
15	To be considered: - Agricultural chemicals (pesticides, herbicides and fertilisers) – be specific		Dust masks and PPE where appropriate				<i>Avoid areas being sprayed or recently sprayed – liaise with landowner if necessary.</i>	<i>Insert pre-departur e date</i>

16	- Analytical chemicals		CoSHH assessments must be arranged in advance with the relevant technical staff, filled out and attached to this sheet – Specify the chemicals being used where possible.				<i>Are there any further actions required before departure?</i>	
17	- Contaminated soils in industrial environments		Wear PPE, seek advice from site personnel on specific actions				<i>Are there any further actions required before departure?</i>	
Man-made Hazards (e.g. electrical equipment, machinery, transport and vehicles, insecure buildings, slurry and silage pits, power and pipelines, military)								
18	To be considered: Transport - Air travel		You are expected to follow all safety procedures for the mode of transport being used. Flights: follow instructions given by airline. No excessive alcohol consumption before flying.				<i>Are there any further actions required before departure?</i>	
19	- Road (should be quoted in the UK as well)		Coach: Seatbelts must be worn where provided. Only authorised college drivers or contracted drivers may drive any vehicles. Be aware of vehicles travelling on the other side of the road as a driver and a pedestrian. Potentially sub-standard road maintenance and safety measures in some developing countries				<i>Consider checking in advance: Your eligibility to drive in destination country.</i>	<i>Insert pre-departure date</i>

20	- Public Transport		Check advice on the use of transport networks in different countries			<p><i>Consider obtaining in advance: Advice on the safety of certain modes of transport. Local contacts are often the most reliable for this info.</i></p> <p><i>Advice on travelling at night - if necessary and it cannot be avoided. See also Personal Safety</i></p>	<i>Insert pre-departur e date</i>
21	- Field equipment		All users will be trained prior or during the field trip in the correct use by staff. N.B. Consider manual handling of coring equipment – is risk assessment needed?			<i>Manual handling risk assessment to be completed?</i>	<i>Insert pre-departur e date</i>
22	<p>Also to be considered</p> <ul style="list-style-type: none"> - Machinery in quarries or archaeological digs - Factories - Agricultural areas - Coring equipment - Military property - Power and pipelines (NB when coring) 		Seek advice in advance from contacts during organisation of the field work to ascertain potential risk. Detail findings here <i>Check with local authorities for pipeline/utilities information – they will give it to you if requested.</i>			<i>Are there any further actions required before departure?</i>	
Personal Safety (e.g. lone working, night working, attack on person or property, cultural differences, poor communication/remoteness etc)*							

23	To be considered <ul style="list-style-type: none"> - Lone working - Night working - Communication - Remoteness 		Always state if lone or night working is planned (even in the UK). Try to avoid at all times and take appropriate precautions. Risk maybe dependent on interaction with humans, animals or environment. Ensure precautions are in place e.g. mobile phone or travel log)				<i>Are there any further actions required before departure?</i>	
24	Cultural differences		Seek advice from foreign office http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/				<i>Are there any further actions required before departure?</i>	
Environmental Hazards (e.g. pollution, rubbish, disturbance of eco-system, etc)*								
25	To be considered: <ul style="list-style-type: none"> - Ecosystem - Fire risk - Chemical reagent pollution - Irresponsible use of field equipment 		Pay care and attention at each of the field sites to avoid disturbance or damage of the flora and fauna e.g. no littering. Chemical reagents must be disposed as directed by staff to avoid contamination of livestock areas. Safe systems of use of field equipment apply.				<i>Are there any further actions required before departure?</i>	
Other Hazards (please specify)*								

	<i>Consider those that may be specific to your destination or type of work.</i>							
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Fieldwork Risk Assessment Form
MP 10.3.04

* Specify precisely which apply