

Royal Holloway, University of London, Department of Geography
Risk Assessment Guidance Documents.
1st May 2014.

Dear All,

In consultation with those who are familiar with the risk-assessing process, these documents have been put together to help complete the risk assessment documents for geographical fieldwork. You may recognise certain phrases or risks as we have used some of the best examples submitted in recent years.

It is envisaged that the risks we have been able to identify may bring to mind others that you think may be appropriate to the location / type of work / project.

We will retain the documents as a work in progress and include any specific suggestions as they come to light during the assessment phase.

I would like to circulate this at the beginning of each academic year with such updates and edits as necessary.

As supervisors you are requested to, in a pre-dissertation/ meeting complete the risk assessment with the individual involved to encourage discussion and understanding of the process.

The information provided in your risk assessment forms is intended to enable the risk to be assessed fully by the individual, supervisor and health and safety co-ordinator.

We appreciate this will initially be time-consuming but in time, while becoming more familiar with the forms and information required, you will have your own master copies of previous forms to refer to/modify as appropriate to a student's and your own fieldwork projects.

Dr Claire Mayers	Health and safety coordinator
Iñaki Valcarcel	Deputy HSC

Other technical staff members have experience in the risk assessment process and can be approached for advice if necessary but forms should be submitted only to the H&S co-ordinators above.

These guidance notes are in 6 parts:

1. A copy of form 1 (2pp) – with guidance notes in the form itself.
2. A copy of form 2 – risk assessment matrix with examples of physical and human geography hazards.

Completing the Risk Assessment form.

The Fieldwork Risk Assessment form is in 2 parts:

Form 1 – description of the arrangements, itinerary, and preparation checks.

Form 2 – a more detailed risk assessment form for the fieldwork itself.

FORM 1

See the guidance notes on the sample form.

FORM 2

- Number each hazard entry in the first column.
- Identify the hazard (that which has the potential to cause harm)
- If you have more than one hazard to list in an individual section (Physical hazards/Personal safety etc.) Use the [insert rows below] function in the Table menu of Word. This makes it easier to align the entries across the sheet.
- In every section ensure the number of people affected is clearly noted in the next column. It may be that some hazards will only affect the principal worker, some may affect the entire working group – make this clear.
- Existing controls are those which are currently in place to minimise the risk of harm from the hazard.
- The level of risk is calculated by considering the likelihood of harm occurring against the consequence of the hazard occurring with the existing controls in place (minor injuries / fatality.)
This can be completed by the supervisors but will be reviewed by the risk assessor on submission – this may result in further action being recommended which must be followed up before departure.
Hence why we ask for as much information as possible to be able to assess the risks, and that enough time is allowed between submission and departure to review control measures or safety procedures.
- If further action is required then please be specific in the final column with dates for completion/review.
- If they are measures to be reviewed during the fieldwork then ensure this is stated and that any updates are sent through where possible to the supervisor.
