

Field work risk assessments

Guidance for students



Department of
Geography

Introduction – What is a risk assessment?

A risk assessment is a careful examination of what could cause harm to people whilst taking part in a project, it aims to identify whether enough precautions, or 'control measures', are in place, or whether further action is required to minimize, or eliminate, the level of risk identified. The ultimate aim is to prevent accidents and illness.

This guide has been produced to help students understand what information needs to be considered and included when writing a risk assessment. Reading through this guide will hopefully enable you to carry out your own risk assessment for any project you are planning.

The type of hazards identified, and the level of risk they present, will vary depending on the project undertaken but regardless of risk level all workers must show that they have considered the potential hazards they may face and ways to reduce the associated level of risk.

Definitions

HAZARD: A hazard is anything that may cause harm. Consider a hole in the ground as a simple example.



RISK: The risk level can be considered as the combination of the likelihood of something happening and the severity of the outcome. Using our example what is the likelihood of someone falling down the hole and how bad could the injury be? The level of risk will depend on a number of things such as the size of the hole, or its location. The level of risk can, however, be reduced by using control measures.



CONTROL MEASURE: A control measure is something that will reduce the level of risk. It can be an action you need to take or a physical item. Going back to our example the obvious action would be to fill in the hole and eliminate the risk altogether but this may not be able to be done straight away. We must use other control measures in the interim including putting up barriers, lighting the area, using warning signs and diversions, etc. By putting these control measures in place the likelihood of someone falling into the hole and being injured is significantly reduced.



The risk assessment form

The information provided on the risk assessment form is intended to enable the hazards and level of risk to be assessed fully by the individual, their supervisor and the Departmental Health and Safety co-ordinator (HSC).

Try to provide as much detail as possible – remember that some people reading your assessment may not be familiar with your plans.

Fieldwork can not take place until risk assessments have been received and approved by the HSC. Risk assessments should be submitted electronically to:

GeographyRiskAssessments@rhul.ac.uk

Your supervisor should be able to provide some assistance with the risk assessment process so always discuss your ideas with them.

Page 1:

Page 1 is for detailing the logistics of your field trip


- Who is proposing the field work?
- Where are you going?
- Have you any experience of similar fieldwork?
- Who can be contacted in case of emergency?
- Pre-trip checks eg insurance/vaccination requirements etc

Remember these forms need to cater for a wide variety of field work types. Not all questions will be relevant to your project but you should fill out everything you can. If not applicable you can write 'n/a'.

Form Identification No. (Optional Departmental Use)			
SECTION 1: GENERAL ARRANGEMENTS			
Name of Principal Person Travelling / Field Work Lead:	Staff or PGR (with Staff Responsibilities):		
Their <u>Department</u> :	Their Line Manager (staff only):		
Course and course code (if applicable):	Their Supervisor (PGR students only):		
Nature of proposed Travel or Fieldwork:			
Who is undertaking the Travel or Fieldwork (could be a lone traveller or a group) and <u>why</u> :			
a. Undergraduates		a. Teaching purposes	
b. Postgraduates		b. Thesis	
c. Staff		c. Dissertation	
d. Other		d. <u>Other</u> research project	
Principle location (eg city, country):			
Dates:	From:	To:	
SECTION 2: COMPETENCY / PREVIOUS EXPERIENCE OF SIMILAR TRAVEL AND FIELDWORK			
Have those travelling watched the HSO's fieldwork, <u>travel</u> and placement safety video?	Yes/No		
Have those travelling any previous experience of this type of fieldwork / travel?	Yes/No		
Have those travelling any previous experience of the place(s) they are visiting?	Yes/No		
Any other details you wish to document that support the competency of those travelling for the activity:			
<input type="text"/>			
SECTION 3: DETAILED ITINERARY			
Place of departure: (home for UK travel or airport/station):	Destination(s): (venues, institutes, museums etc)		
Principle modes of transport/travel arrangement:	Dates of stay at any accommodation used:		
Name, <u>address</u> and telephone number of accommodation:	Name, <u>address</u> and telephone number of a fieldwork base camp (if different / applicable):		
SECTION 4: IMPORTANT CONTACTS			
In case of emergency who will it be helpful for us to contact? (<u>relating</u> to Principal Traveller)			
People you're working with:			
Name	Number	email	Relationship
Personal contacts:			
Summary of proposed activities: (eg speaking engagement, tour of facilities, viewings of artefacts, texts)			
SECTION 5: PRE-TRIP PREPARATION AND CHECKS			
You have read and understood insurance limitations described in the college policy and will highlight and discuss any areas that are not automatically covered with the Insurance Officer	Yes/No		
If a Field Trip, list of travel / field workers attached?	Yes/No/n/a		
Ratio of staff to students identified to be necessary (if applicable):	<input type="text"/> / n/a		
Any health Checks, vaccinations or medications identified as necessary (please specify): <input type="text"/> / n/a			
Specific health requirements for a group available to Fieldwork Lead (if applicable):	Yes/No/n/a		
Record of next of kin details for each individual available to Fieldwork Lead (if applicable)?	Yes/No		
Record of Foreign Office advice if travel is overseas (to be checked again immediately prior to travel): <i>[eg. "no cautionary advice" or "advises against all but essential travel" or "advises against all travel"]</i>			
SECTION 6: DECLARATIONS			
These have moved to this part of the document.			

Page 2 onwards.....

The rest of the form requires you to identify hazards relevant to your project and their associated level of risk. The following pages of this guide will explain how to complete the form.

	Groups Affected by the Activity:	
	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury


Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: █	█	█	Low Med High	Yes / No
	Atmospherics – eg dry air on a plane	N/A or Your control: █	█	█	Low Med High	Yes / No
	Loud noise, eg music at an event	N/A or Your control: █	█	█	Low Med High	Yes / No

Step 1 - Identify your hazards in column 2. The blue text are suggested hazards and can be changed. Give specific details on the hazard you expect eg weather is typically wet in months of travel

	Groups Affected by the Activity:	
	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	ROYAL HOLLOWAY UNIVERSITY OF LONDON

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote


Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Atmospheres, eg air on a plane	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Loud noise, eg music at an event	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No



Step 2 - Identify who may be affected by the identified hazard using the list at the top of the page

<div style="border: 2px dashed red; padding: 5px;"> <p>Groups Affected by the Activity:</p> <ul style="list-style-type: none"> E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers </div>	 <p>ROYAL HOLLOWAY UNIVERSITY OF LONDON</p>
--	---

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote


Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Atmospherics – eg dry air on a plane	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Loud noise, eg music at an event	N/A or Your control: █	█	█	Low background-color: yellow;">Med background-color: red;">High	Yes / No



Step 3 - List the control measures you have in place to reduce the level of risk eg 'Waterproof clothing will be carried and worn when required', 'I can move indoors if weather is extreme', 'I can reschedule work if extreme weather is forecast'

	Groups Affected by the Activity:	
	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury


Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: █	█	█	Low Med High	Yes / No
	Atmospherics – eg dirty air on a plane	N/A or Your control: █	█	█	Low Med High	Yes / No
	Loud noise, eg music at an event	N/A or Your control: █	█	█	Low Med High	Yes / No

Step 4 - Assess the residual risk level of each identified hazard using the ratings given on the form (this is explained on slide 15 of this guide)

	Groups Affected by the Activity: E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	 ROYAL HOLLOWAY UNIVERSITY OF LONDON
--	---	---

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury


Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: █	█	█	<div style="background-color: lightgreen; padding: 2px;">Low</div> <div style="background-color: yellow; padding: 2px;">Med</div> <div style="background-color: red; padding: 2px;">High</div>	Yes / No
	Atmospherics – eg dry air on a plane	N/A or Your control: █	█	█	<div style="background-color: lightgreen; padding: 2px;">Low</div> <div style="background-color: yellow; padding: 2px;">Med</div> <div style="background-color: red; padding: 2px;">High</div>	Yes / No
	Loud noise, eg music at an event	N/A or Your control: █	█	█	<div style="background-color: lightgreen; padding: 2px;">Low</div> <div style="background-color: yellow; padding: 2px;">Med</div> <div style="background-color: red; padding: 2px;">High</div>	Yes / No

Step 5 - Are any further actions required in order to reduce the risk rating eg does kit need to be bought, do you need to get any vaccinations? If yes, these will be added later in the form.

	Groups Affected by the Activity:	
	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	


Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Atmospherics – eg dry air on a plane	N/A or Your control: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background-color: yellow;">Med background-color: red;">High	Yes / No
	Loud noise, eg music at an event	N/A or Your control: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background-color: yellow;">Med background-color: red;">High	Yes / No

	Groups Affected by the Activity:	
	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers	

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating		
A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?	
			Outcome	Likelihood	Risk		
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.							
S	Weather is expected to be very hot and humid – possible risk of dehydration, sunstroke etc	N/A or Your control: <input type="checkbox"/>	I am familiar with working in hot climates. Work can be completed during coolest times of the day and will be done in the shade where possible. I can be flexible around my working hours and stop for breaks if uncomfortable. Drinking water can be obtained easily from local shops.	3	1	Low	Yes / No



The first row on your form might look like this.

You should now repeat the same for further hazards relevant to your project.

Step 6 - If you have identified further actions list them on the penultimate page of the form, state who is responsible for completing the action and when it should be completed by.

Emergency Procedures						
Category 2a Travel requires the Person Travelling to be aware of the standard College Emergency Procedures, see foot of this document						
Other Hazards (please <u>specify</u>)*						
		N/A or Your control: █	█	█	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No

No.	Control Measures Rejected	Reason
1		
2		
3		
4		

No.	Further Control Measures Required	Allocated to:	Target Date	Date Completed
1				
2				
3				

Worker (and/or HSO) Involvement – ~~is~~ consulted on the assessment

Name		Date	
Name		Date	
Name		Date	

Risk Assessor to ensure final page, below, is completed prior to activity taking place.

Step 7 - The final page collates the signatures of all involved in the risk assessment process.

Electronic Signatures: Assessor, Validator, Travel/Fieldwork Authoriser

Risk Assessor (Person Travelling or Undertaking the Fieldwork, Principal Traveller, Field Work Lead etc)			
I confirm that in my view this assessment is an accurate reflection of the risk associated with the activity and the controls that, it is my intention, will be put in place.			
Name		Date	

Risk Validator (role requirements as laid out in Travel, Fieldwork and Placement Policy)			
I confirm that (based on the information the Assessor has shared) that the assessment appears 'suitable and sufficient' - in the sense that (a) a proper check of appropriate advice and guidance seems to have been made (eg FCDO), (b) the detail appears to reflect the level of hazard/threat described in that guidance, (c) risks to the activity participants and to others have been considered, (d) controls have been put in place for obvious significant risks and (e) the document appears to be an accurate reflection of residual risks, whether low, medium or high			
Name		Date	
If Escalated validation is required – ie to HSO for High Risk; to Director of Health, Safety and Business Continuity for Very High Risk			
Name		Date	

Travel Risk category	
As defined in Policy	2a LOW
Validator's assessment of the risk category, used to determine final level of Validation and Authorisation required.	2b MED
	3 HIGH
	4 VERY HIGH

Travel / Fieldwork Authoriser (role requirements as laid out in Travel, Fieldwork and Placement Policy)			
I confirm that, based on this 'validated' risk assessment, I am confident that (a) the residual level of risk reflects the colleges risk appetite, (b) a suitable balance of risk and value of the activity has been established and (c) the controls described in the risk assessment reduce risk to 'as low as reasonably practicable' - ie I believe all possible measures have been taken unless grossly disproportionate to their benefit, financially, operationally or are in conflict with another, higher-priority health and safety control. When considering financial proportionality against possible safety measures, I have factored in any revenue associated with the work.			
Name		Date	
Position		Comments	

Your signature as the Risk Assessor



The H&S Co-Ordinator's signature.



The HSC will also decide the final risk Category of the project

Your supervisor's signature



Assessing the level of risk

To establish the risk rating (*Low, Medium or High*) of each hazard you must consider the potential outcome of an incident, and the likelihood of it happening. When considering the risk rating take into account the number of people who may be involved and the control measures in place.

STEP 1 – Hazard rating

Establish the likelihood and severity of each of your hazards using the 2 lists below.

Likelihood

- 1 = Remote
- 2 = Unlikely
- 3 = Likely
- 4 = Very Likely
- 5 = Certain

Outcome

- 0.5 = No Injury or Illness
- 3 = Minor Injury or Illness
- 5 = 'Lost Time' Injury or Illness
- 8 = Severe Injury or Illness
- 10 = Fatality, Disabling Injury/Illness

Then, using the table below multiply your estimated 'Likelihood' rating by your estimated 'Outcome' rating to derive your hazard rating.

		OUTCOME					
		10	8	5	3	0.5	
L I K E L I H O O D	5	50	40	25	15	2.5	
	4	40	32	20	12	2	
	3	30	24	15	9	1.5	
	2	20	16	10	6	1	
	1	10	8	5	3	0.5	

Eg A likelihood of 4 and an outcome of 3 results in a hazard rating of 12

STEP 2 – Risk rating

Using the hazard rating you arrived at in step 1 now refer to the table below to establish the level of risk you are dealing with, i.e. *LOW, MEDIUM or HIGH*

Risk Rating

A risk higher than 14 is not acceptable

High	Medium	Low
15-50	4-14	1-3

Any hazards calculated to be high risk require the addition of further control measures until they become as low risk as possible.



Consider these locations - what hazards could they present?

How does the level of risk change at each location due to:

- Number of field workers?
- Familiarity with location?
- Weather?
- Time of day?



Hazard identification

For all projects there are numerous hazards to consider.

The following pages list common hazards that are relevant to a range of field work and project scenarios. Not all will apply to everyone but you need to think about which ones could impact you.

These examples are by no means exhaustive and are meant for guidance. In discussion with your supervisor you should consider any further hazards that may be applicable to the field work you are planning. Perhaps, although relevant to your fieldwork, you need to consider alternative control measures to those suggested here due to the location you are working in, particular health concerns or the people you are working with.

Physical hazards

Hazard	Possible control measures
Tides – risk of becoming trapped or washed out to sea	Tide tables have been consulted, work will be done on a falling tide, work will take place on a busy beach, coastguards patrol the area
Weather conditions (wet, cold, hot, dry) – risk of exposure, dehydration, exhaustion etc.	Consult weather forecast before setting out each day, I can reschedule my routine if extreme weather is forecast, I have appropriate clothing for the conditions, I will carry enough water for the day, water can easily be purchased each day, I use sun block
Cliffs/Quarries – risk of rock falls, cliff collapse	I will wear a safety helmet provided by the department, work will be rescheduled if wet/windy conditions present, I will be accompanied by others
Uneven/slippery terrain – risk of slips, trips and falls	I have good boots with ankle support which are well worn in, no work will take place after dusk
Mudflats and estuaries – risk of sinking and twisted ankles	There is no requirement to cross active channels, I will work on a falling tide, water is expected to be less than knee height and if higher will not be entered
Working at altitude – risk of altitude sickness	An acclimatisation period has been included in schedule, I have consulted a doctor for specialist advice

Biological hazards

Hazard	Possible control measures
Soils – risk of contamination from bacteria	I will wear nitrile gloves when in contact with soils, hand washing facilities are available at the field site
Wild/farm animals – risk of being attacked by aggressive animals	Animals will not be approached, I will be escorted by local landowner, permission has been given to enter livestock areas,
Poisonous plants – risk of skin disorder or illness	I will wear long trousers and sleeves, no poisonous plants are expected in the area, I will be escorted by a local guide familiar with the local vegetation
Water borne diseases – risk of infection and illness	I will wear nitrile gloves when collecting water samples, water purification tablets will be taken if drinking water is unavailable, hand washing facilities are available at the field site, drinking water is readily available from local shops.
Ticks – risk of Lyme disease, tick bite fever	I will wear long trousers and sleeves, my first aid kit contains a tick remover, I am familiar with the signs of tick bites and will complete regular checks each evening, if symptoms occur I will seek medical attention
Biting insects – risk of transmission of disease e.g. malaria, yellow fever	I will use insect repellent, I will keep skin covered, I will avoid working at dawn and dusk when insects are most active, I have consulted the doctor and been prescribed anti-malarial tablets,
COVID-19 – risk of infection and transmission to others	I am fully vaccinated, local guidance has been researched, I can reschedule my work if I test positive

Chemical hazards

Hazard	Possible control measures
Pesticides – risk of illness	Nitrile gloves are provided by the department and will be worn when in contact with soils, hand washing facilities are available at the field site
Contaminated soil – risk of illness	Nitrile gloves are provided by the department and will be worn when in contact with soils, hand washing facilities are available at the field site
Air pollution – risk of damage to lungs	I will carry a face mask for use in highly polluted areas, none of the participants are vulnerable to polluted air e.g. asthmatic
Crop-spraying – risk of ingestion	I am in contact with the local land owners who will advise if crop-spraying has occurred recently, landowners display signs when pesticides are being used
Use of chemicals in laboratory	A lab induction has been arranged with technical staff, relevant Personal Protective Equipment is provided by the department
Water pollution – risk of illness and build up of toxic chemicals	Nitrile gloves are provided by the department and will be worn when in contact with soils, hand washing facilities are available at the field site

Man-made hazards

Hazard	Possible control measures
Abandoned/insecure buildings – risk of building collapse,	I will be escorted by authorised personnel, hard hats and hi-viz waistcoat will be provided, I have received permission to enter buildings,
Traffic – risk of road accident	I have a full drivers licence and am fully insured, I will wear bright clothing or a hi-visibility waistcoat when working close to the road, I cycle regularly and am familiar with cycle routes in the area
Machinery/equipment – risk of injury	Training has been arranged from relevant member of staff, I will be fully supervised at all times
Working in unfamiliar organisations	I have arranged a full H&S induction with staff for my first day, fire evacuation routes are will signposted, I will be working in a busy area where others can provide guidance if needed
Flying a drone	I have completed the required training and have a Flyer ID number, my drone meets the requirements of the Civil Aviation Authority rules, I have permission to fly the drone in the project location from the landowner
Repetitive strain injury from long hours at a computer	I am able to move between different work areas, I will take regular breaks from the screen, I will be working from a laptop and can change the position to suit me,

Personal safety



Hazard	Possible control measures
Lone working – risk of personal attack	I will be working in public areas, my mobile phone is on at all times, I will not enter unfamiliar areas alone, valuables can safely be left at my hotel, my itinerary will be left with a friend or family member, I carry a personal alarm, I will check in with family/friends at agreed times
Remoteness – risk of poor communication	I will leave my schedule with a responsible person, I will not carry out any lone working and will be in a group with other students,
Cultural differences – risk of offending others	Plan interview questions before going into the field, if offence is caused remove self from situation, respect local customs, dress appropriately
Medical conditions/disabilities	I will carry all required medication, I am able to manage my health concerns, I can stop work if necessary,
Cybersecurity	I will be using my RHUL e-mail account for all correspondence,
Interviews	All interviews will be done in public areas, I will only be interviewing friends and family, I will be carrying out all interviews online, interviews have been pre-arranged through a trusted charity/organisation

Environmental hazards

(note that environmental hazards include risks from the environment to the individual but also risks to the environment as a result of your actions)

Hazard	Possible control measures
Working near roads for long periods of time – risk of damage to lungs	I will carry a face mask for use in heavily polluted areas, take regular breaks away from polluted areas, I do not have any underlying health conditions that may be exacerbated by air pollution
Disturbance of ecosystem	All work will be completed close to designated paths, all rubbish will be taken home
Pesticide spraying in local areas	Work will be avoided at times when pesticides are in use, signage is displayed by local farmer when crop spraying is underway, I have discussed with local landowners and no spraying is planned during my trip
Risk of absorption of contaminants through skin	Gloves are provided by the department and will be requested as part of my field kit, I will carry a first aid kit containing plasters so any open cuts can be covered if necessary
Forest fires – risk of destruction of environment	I will not smoke in dry forests, all glass equipment will be covered in high temperatures

Laboratory hazards

Hazard	Possible control measures
Use of samples/chemicals – risk of contamination and reduced hygiene	Wear lab coat and nitrile gloves, wash hands after all lab work, mobile phone not to be used in labs, wear closed in shoes and long trousers to cover legs and feet, no food or drink in the lab.
Lone working	No work will be carried out without the Lab Manager’s permission, I am familiar with the lab rules and understand that all lab work is to be carried out between 9am-4.50pm.
Broken glass/sharps – risk of cuts	Sharps bins are available, lab manager will be informed of any breakages.
Use of chemicals – potential for chemical burns/fume inhalation	Follow all instructions given by Lab Technician and guidance given on CoSHH forms, wear recommended personal protective equipment as required, label all containers, adhere to written procedures, work in fume hood where required.
Water – risk of slips	Mops and paper are available for cleaning up spills immediately, wet floor signage is available, no electrical equipment is being used close to sources of water.
Use of hotplates, ovens, furnaces – risk of burns	I will attend a training session with the lab technician, appropriate heat proof gloves and/or tongs are available.
Prolonged use of microscopes/ computers – risk of eye strain and/or back ache	I can take regular breaks, seats can be adjusted to a comfortable height.

Other hazards



Hazard	Possible control measures
Working in other establishments	I have read the establishment's safety guidelines, I have been given the relevant risk assessments, I have arranged a H&S induction with the supervisor on day 1
Manual handling – risk of injury to back	Manual handling aids are available for use eg trolleys, I will be working as part of a team, I have no underlying injuries that could be exacerbated by manual work
Passport/Visa requirements	My passport is in date, I have consulted the Foreign Office Website for entry requirement information, I have all required paperwork
Trespassing	I have received written permission from landowner/relevant authority to enter the site
Noise – risk of damage to ears	Ear protectors will be provided by the work supervisor, work with noise will be minimised
Change of schedule due to unexpected events	There is flexibility built into my trip to allow for required changes

Finally, some things to bear in mind.....

- Risk assessments will be different - depending on your project you might identify lots of hazards or you may only have 1 or 2. There is no standard.
- Be specific when stating your control measures – avoid phrases such as ‘I will be careful’ as these don’t explain the precise measures you have in place.
- All projects have associated risks – personal safety should be included on everyone’s risk assessment whether up a mountain or working in a busy town
- All projects will have hazards associated with them – even online working can result in repetitive strain injury, eye strain and cyber-security risks.

Blank risk assessment forms can be found on our H&S webpage