# logo-ltr Risk assessment form

**Section 1: Course Details**

|  |  |
| --- | --- |
| **Programme of study** |  |
| **Off-site work/ course name** |  |
| **Location** |  |
| **Date(s) of course/off-site work** |  |
| **Is this a supervised course?** | **Yes / No** |
| **Brief description of off-site work activity and purpose** |  |

**Section 2: Organiser details**

|  |  |
| --- | --- |
| **Fieldwork leader** |  |
| **Competence of fieldwork leader** (qualifications and experience) |  |
| **Other leaders and their responsibilities** |  |
| **School (home) contact** |  |
| **In country contact** |  |
| **Nature of visit** (Size of group, lone working, number of staff, undergraduates, postgraduates) |  |

**Section 3: Participant details**

| **Name** | **Address** | **Mobile telephone number** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 4: Risk assessment**

| **Hazard** | **Control measures** (e.g. training, supervision, protective equipment) |
| --- | --- |
| **Nature of the site**(laboratory, remote site, office etc) |  |
| **Individual participants**(lack of training or experience, supervision requirements, medical conditions, lone working, fitness requirements) |  |
| **Physical** **(extreme weather, mountains and cliffs, quarries, marshes and quicksand; fresh or seawater)** |  |
| **Biological** **(poisonous plants, infectious diseases, animals, soil or water micro organisms, insects)** |  |
| **Chemical** **( pesticides, dusts, contaminated soils, chemicals brought into site)** |  |
| **Man-made hazards** **(electrical equipment, insecure buildings, slurry pits, power and pipelines)** |  |
| **Security****(**terrorism, crime, or aggression from members of the public) |  |
| **Emergency arrangements**(first-aid, distance from medical facilities, accident reporting, communication plan) |  |
| **Health issues**(prevalence of disease, disabilities, health conditions requirement for immunisations and health surveillance) |  |
| **Travel and transport**(Licensed drivers, travel to and from the fieldwork, during activities, transport of equipment and dangerous goods etc) |  |
| **Accommodation** (Type and location of accommodation) |  |
| **Catering**(Risk of food borne diseases, allergies) |  |
| **Equipment**(manual handling risks, operation of machinery, tools, use of specialist equipment etc) |  |
| **Other**(Inherently dangerous activities climbing, diving, caving) |  |
| **Residual risks** |
|  |

**Section 5: Additional information**

|  |  |
| --- | --- |
| **Pre-course meeting(s)** |  |
| **Participant training** |  |
| **Foreign & Commonwealth Office advice** |  |
| **Permission to work on site** |  |
| **Insurance**  |  |

**Section 6: Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signature** | **Date** |
| **Assessment carried out by** |  |  |  |
| **Fieldwork leader/supervisor/ manager**  |  |  |  |
| **Supervisor/line manager/head of school/service** |  |  |  |