**HUMAN GEOGRAPHY FIELDWORK RISK ASSESSMENT FORM**

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| **DESTINATION(S)** |  |
| **Timescale of Project Fieldwork:** | **From:**  | **To:**  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **NAMES** | **Mobile phone number Ensure enabled for use abroad** |  |  | **NAMES** | **Mobile phone number Ensure enabled for use abroad** |
| **Leader** |  |  |  | **3** |  |  |
| **2** |  |  |  | **4** |  |  |

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| **PLEASE PROVIDE DETAILS OF PROJECT FIELDWORK:** |

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| **OFFSITE WORKING** |
| **Transport Arrangements i.e. Hire vehicles / car** **NOTE: overseas fieldwork and overnight stays are currently restricted***Motor insurance for ‘business use including the carriage of passengers’ (where appropriate) needed for own vehicle/bike use.**University motor insurance only applies to hire vehicles booked through Procurement or departmental vehicles. Please ensure you have a copy of the UoB motor insurance certificate.* Wherever possible transport must be in separate vehicles. If research activities require close contact, then vehicle windows should be kept open to increase ventilation and contact time should be kept to a minimum. This must be separately risk assessed to determine if additional precautions are necessary. Consider whether a travel/working buddy could be found from within the same household (should also be a member of UoB staff/PGR). When considering travel time ensure that excessive driving time is not applied to meet the required day trip limit. |  |
| **Locations of work** |  |
| **If Applicable, Address of Residential Base/Hotel/Accommodation****Telephone and email**  |  |

**Fieldwork Activities & HAZARD MITIGATION:**

***If the answer is yes to any of the following questions you must read and respond to the ‘Considerations’ in the ‘Hazards & Mitigating Actions’ box***

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| **ACTIVITY** | **CONSIDERATIONS** | **HAZARDS & MITIGATING ACTIONS** |
| **Offsite Working e.g. an external archive, interviewing subjects or participant observation** |
| **Will you be working anywhere off campus?** **Yes/ No**  | Researchers should have at least one external contact who is aware of movements during the working day. Contact must know itinerary (including location) and must be telephoned once researcher is back at a safe location. Contact must know what action to take if they do not receive a telephone call.  |  |
| If chance is built into the itinerary, the researcher should consider sharing access to their GPS on their phone e.g. via iPhone’s Find My Friends and Google maps. |  |
| Researcher to provide details of how they may be contacted whilst working off-site. Must also have phone numbers for UoB Security and a School contact with them always.  |  |
| How will the researcher get to and from the locations? |  |
| Researcher must have emergency procedures in place i.e. phone contacts, know nearest hospital/ medical centre and ensure that accidents /incidents are reported to Safety and Health.If travelling abroad researcher(s) must ensure all necessary vaccinations have been taken before travelling. |  |
| Researchers should consider their physical safety and if they will be using equipment when off-site. For example, manual handling risks, operation of machinery, tools, use of specialist equipment etc. School equipment must have passed safety check prior to use. |  |
| **Data Gathering via Face-to-Face Contact/Observation e.g. interviews, focus groups or participant observation** |
| **Are you gathering data from people or via observation?****Yes/ No** | How will contact with participants be made? i.e. do not give out personal mobile number, home number or home email, etc. |  |
| Will data gathering take place in a safe environment, e.g. another workplace, public space? How will participants get there? |  |
| Is the data gathering process and location suitable for the participant? e.g. vulnerable/elderly/ infirm/ disabled? Do you need any extra provisions or procedures? |  |
| Will participant need a chaperone or translator if they have limited English or are from a different culture? Are there other cultural/political factors that need to be considered so as not to cause offence?  |  |
| What support will be available? i.e. will anyone else be available to assist if you call for help? |  |
| How will you deal with aggressive/violent behaviour? Advice is to leave the situation immediately. What precautions will be taken to prevent this from happening? |  |
| **COVID-19 considerations** |
| **Can 2m social distancing be maintained?** **Are all participants aware face coverings are mandatory on campus?****Are there appropriate hygiene measures in place throughout e.g. hand sanitiser and cleaning?** |  |  |
| **Alcohol Consumption/Drug Use** |
| Excessive consumption of alcohol or drugs could result in dangerous behaviour and accidents/incidents. Note assessment may include a mark for professionalism, which includes attitude, behaviour, attendance, and participation. Drunken and disorderly behaviour will not be tolerated. |

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| **CHECKLIST FOR FIELDTRIPS** | **PLEASE TICK BOXES** |
| Has pre-fieldwork meeting with supervisor/students been arranged to discuss this risk assessment? | **YES** |  | **NO** |  | **N/A** |  |
| If any of the participants are under 18, has a specific risk assessment been completed? | **YES** |  | **NO** |  | **N/A** |  |
| Have the necessary permissions been obtained? | **YES** |  | **NO** |  | **N/A** |  |
| Has adequate insurance cover (for all students and staff) been obtained? Staff must complete the UoB online application system to be eligible for travel insurance cover: <http://www.bristol.ac.uk/secretary/insurance/travel-insurance/>   | **YES** |  | **NO** |  | **N/A** |  |
| Have you checked FCO guidance for your destination (applies to overseas fieldwork only)?  | **YES** |  | **NO** |  | **N/A** |  |
| Are contingency plans in place in case of an emergency?  | **YES** |  | **NO** |  | **N/A** |  |
| Is there adequate provision for participants concerning health problems, disabilities, and gender?  | **YES** |  | **NO** |  | **N/A** |  |
| Has the Signature section been completed? | **YES** |  | **NO** |  |  |  |

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| **PLEASE REPORT ALL ACCIDENTS AND NEAR MISSES USING THE SAFETY AND HEALTH SERVICES REPORTING TOOL: http://www.bristol.ac.uk/safety/** |

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| **EMERGENCY PLAN**  |
| Location of nearest defibrillator if known |   |
| Satellite phone number (if in remote location)  |   |
|   | **PHONE NUMBER**  | **ADDRESS (if necessary)**  |
| Local Emergency Services  | 999/112 |   |
| Nearest Hospital  |   |   |
| University of Bristol Security  | 0117 331 1223 (24/7)  | University Safety and Health Services   | 0117 928 8780 (M-F, 9-5)  |
| Student Wellbeing Service  | 0117 428 4300 (M-F, 9-5)  |   |   |
| [SafeZone](http://www.bristol.ac.uk/safety/safezone/) is a free-to-use safety app that is available to staff and students when they travel overseas. The app allows you to alert the University's Security Services via your mobile phone if you ever need urgent assistance, or if you want to let Security Officers know where you are. If you are travelling overseas on University business or as part of your studies, use of SafeZone is mandatory.   |

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| **ACCEPTABLE BEHAVIOUR** |
| Everyone deserves to be treated with courtesy, respect and consideration. Unacceptable behaviour may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person’s distress or discomfort. Unacceptable behaviour does not necessarily have to be face-to-face, and may take many forms such as written, telephone or e-mail communications or social media.See <http://www.bristol.ac.uk/media-library/sites/equality/documents/Acceptable-Behaviour-Policy.pdf> for information on the University’s Policy on Acceptable Behaviour. Further information for students regards this policy and allegations of unacceptable behaviour can be found at: www.bristol.ac.uk/secretary/student-rules-regs/ Students must follow the instructions and advice issued by all staff and remember that acceptable behaviour applies not only to fellow students and staff members, but to members of the public and accommodation staff. If you feel that you are not being treated acceptably, you should report this behaviour to your personal tutor, supervisor or another staff member. If you do not feel comfortable doing so, then report to any of the three people you have chosen below.These individuals can include your partner, family member or a friend. |
| **Name** | **Email** | **Phone number** |
| **1.**  |  |  |
| **2.** |  |  |
| **3.** |  |  |

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| **SIGNATURES**  |
| Name of Supervisor  |   |
| Signature of Supervisor Typing your name here will be accepted instead of a signature if you are submitting this form via email  |   | Date  |   |
| Name of person completing assessment (if different)  |   |   |   |
| Signature (if different) Typing your name here will be accepted instead of a signature if you are submitting this form via email  |   | Date  |   |
| Name of person checking  |   |
| Signature of person checking Typing your name here will be accepted instead of a signature if you are submitting this form via email  |   | Date  |   |
| Head of School name  |   |
| Head of School signature Typing your name here will be accepted instead of a signature if you are submitting this form via email  |   | Date  |   |

**Emergency Procedures**

**1 Central University Emergency Plan**

The University has a standard procedure in the event of any incident resulting in death or serious injury to a member of staff or student, or to any other person on University premises;

* Member of the public or the University community reports incident to Emergency Services (usually including the Police) and also may inform Security Services.
* Depending on the situation the Police or appropriate member of emergency services should notify the next of kin.
* Police or member of University community informs Security Services who informs Registrar/Nominee and the Director of Health and Safety.

The following persons should be contacted by the Registrar/Nominee:

1. Vice-Chancellor
2. Personnel Director (staff) / Academic Registrar (student)
3. Director of Communications and Marketing
4. Bursar
5. Director of Health and Safety
6. Head of Department / Warden of Hall
7. International Students’ Advisory Service
8. Staff/Student Counseling Service
9. Student Finance Office
10. Chaplaincy
11. Accommodation Office
12. Students Union

The Personnel Director/Academic Registrar/Registrar Nominee should:

* Ensure that the next of kin have been notified
* Quickly inform the next of kin of their main contact point, if needed, at the University
* Ensure appropriate arrangements for collection of the deceased’s belongings
* Ensure that colleagues/friends of the deceased are informed in an appropriate manner.  The friends of deceased students may be identified through the department, residence, and Students’ Union clubs and societies
* Ensure appropriate arrangements are made if the next of kin visit the University
* Take responsibility for strategic decisions, overall co-ordination and University’s general response
* Ensure that friends/colleagues are aware of the help and support which is available e.g.  staff/student counseling, Students’ Health Service (if there are health concerns), Hall Wardens/Tutors, departmental personal tutor, Chaplaincy
* Inform friends/colleagues of funeral arrangements and attempt to ensure appropriate University attendance at the funeral
* Ensure Embassy or High Commission is informed, if appropriate
* Ensure wishes regarding treatment of body are ascertained and repatriation, financial and funeral arrangements are satisfactory, if appropriate\*
* Ensure Faculty Office is informed for record-keeping purposes – students only
* Ensure memorial service, collection/other financial support and messages of condolence are arranged as appropriate\*
* Arrange for letter from Vice-Chancellor to be sent to the family on behalf of the University.

Director of Communications and Marketing:

* Prepare and circulate a statement to all appropriate University staff, if the media are likely to be interested, and liaise with the media directly if required.

Director of Health and Safety:

* Assume tactical control of the event if involving serious injury or death, referring to Registrar for strategic decisions as necessary.  Represent the University in any official investigations, if these prove necessary.

**2. Procedure Following a Serious Accident or Incident**

1. Attend to anyone injured and withdraw remaining members of your group to a safe location.  Send for help (preferably at least two persons), or use a mobile phone to summon emergency services giving information on the exact position of the party and the nature of the injuries.  Take steps to warn other persons of any dangers that may remain, until local authorities etc take over.
2. Do not discuss the matter except with authorised personnel, (e.g.  Police or Fire Brigade).  Do not give opinions, even if you are competent to do so, and limit any discussion to a factual report.
3. In the case of a serious accident or incident, notify the University Safety Officer by telephone Bristol 44(0)117 928 8780 during office hours or Security on 44(0)117 928 7848 (out of office hours).  If a message has to be passed on indirectly, make sure that it includes a telephone number at which you may be reached.
4. A spokesman for the party, usually the Leader, must draw up a factual report for the Head of School as soon as practicable after the incident while memories are fresh.

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**3. Procedure to follow after a vehicle accident**

1. Call the police and/or an ambulance if required
2. Call Security Services on 0117 331 1223 if in Bristol and assistance is required
3. Give the University's and our insurer's name and address and vehicle registration number to those involved in the accident (our insurers are: Zurich Municipal - Policy number NHE-05CA06-0013-52, Motor Claims Centre, PO Box 3322 Interface Business Park, Swindon, SN4 8XW, tel 01489 882 110 zmmotorclaimsoffice@uk.zurich.com)
4. Give the name and address of the owner to those involved, if the vehicle is not ours, e.g; it is a hired or leased vehicle.
5. For each vehicle involved, take a note of the registration number, name and address of driver and owner (if different) and name and address of insurer.
6. Ask any witnesses for their names and addresses.
7. Make a note of the location details, damage to other cars and property and the number of any Police Officer attending the scene. Take a photograph of the scene if possible or do a sketch - a free accident sketching tool is available: <http://draw.accidentsketch.com/>
8. Show the police our motor insurance certificate if they need to see it. You are required by law to provide details of your motor insurance, when requested to, at the scene of an accident. If you cannot comply with this, you must report the accident to the police within 24 hours.  In fact, all University vehicles should be logged on the central MIB database.
9. Never admit liability or offer payment.
10. Report the accident to the Insurance Office as soon as you can.

Reporting the claim when you get back to the University:

Please contact the Insurance Office on 0117 39 41828 or insurance-enquiries@bristol.ac.uk to report the accident. We will provide you with a claim form to complete so that we can register the claim with the insurance company as soon as possible.

You will need the following details for the claim form: the registration number of the vehicle you were driving, the date and time of the incident, the location of the accident and details of any damage caused to your vehicle or any third party vehicle, as well as the registration number and name of any third party involved.