**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 ie Hire vehicles / car (business insurance needed)**  **Overseas (please include flight numbers, ports etc)** |  |
| **Locations of work**  **(please provide foreign advice for travel if abroad)** |  |
| **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 eg 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 eg via iPhone’s Find My Friends and Googlemaps. |  |
| Researcher to provide details of how they may be contacted whilst working off-site. Must also have phone numbers for UoB security and school office with them at all times. |  |
| 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 the safety office.  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 eg interviews, focus groups or participant observation** | | |
| **Are you gathering data from people or via observation?**  **Yes No** | How will contact with participants be made? ie do not give out personal mobile number, home number or home email, etc. |  |
| Will data gathering take place in a safe environment, eg another workplace? How will participants get here? |  |
| Is the data gathering process and location suitable for the participant? eg 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? |  |
| What support will be available? ie will anyone else be available to assist if you call for help? |  |
| How will you deal with aggressive/violent behaviour, what precautions will be taken to prevent this from happening? |  |
| **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 been arranged to discuss this risk assessment? | **YES** |  | **NO** |  | **N/A** |  |
| Are any of the participants under 18? If so has this been considered? | **YES** |  | **NO** |  | **N/A** |  |
| Have the necessary permissions been obtained? | **YES** |  | **NO** |  | **N/A** |  |
| Has adequate insurance cover been obtained (applies to overseas trips only)? *Please provide policy number:* | **YES** |  | **NO** |  | **N/A** |  |
| Is there adequate provision for participants with health problems or disabilities? | **YES** |  | **NO** |  | **N/A** |  |

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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** | | | |
|  | **PHONE NUMBER** | **ADDRESS (if necessary)** | |
| Local Emergency Services | 999 |  | |
| Nearest Hospital |  |  | |
| University of Bristol Security | 0117 331 1223 | University Safety and Health Services | 0117 928 8780 |

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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/secretary/documents/student-rules-and-regs/acceptable-behaviour-policy.pdf> for information on the University’s Policy on Acceptable Behaviour for Students. 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 that behaviour to any of the three people agreed and listed here. These individuals can include your personal tutor, supervisor, family member or a friend. | | |
| **Name** | **Email** | **Phone number** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |

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| 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 | |  |

**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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