

**Fieldwork Risk Assessment Form**

**Examples of Potential Hazards**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | Physical and personal safety (e.g. personal attack, abuse, assault, getting lost) | **2.** | Wildlife attacks (e.g. bears, monkeys, boars, etc.) | **3.** | Exposure (e.g. weather leading to injury or illness) | **4.** | Methods-related (e.g. lone working, interviews in private spaces) | **5.** | Security (e.g. theft) |
| **6.** | Accommodation (e.g. security, emergency procedures/fire risk) | **7.** | Local customs (e.g. religious practices, dress codes) | **8.** | Security of data and prevention of harm to participants | **9.** | Economic (e.g. loss of bank card, theft of cash) | **10.** | Legal (e.g. specific local laws and customs, alcohol prohibition) |
| **11.** | Political stability & Terrorism (protests, civil unrest, terrorist activities) | **12.** | Transport and vehicular (e.g. local driving conditions, excessive driving hours, road-worthiness of vehicles, remote or hazardous terrain, check validity of licence & insurance) | **13.** | Food and drink (e.g. safety of local water, allergic reactions from air or food, food poisoning) | **14.** | Illness, Disease (e.g. malaria, rabies, other infectious diseases) | **15.** | Climate, natural disaster (e.g. earthquakes, tsunami) |
| **16.** | Naturally occurring poisons (e.g. snakes, spiders, plants etc.) | **17.** | Working in an isolated area (problem in summoning help when in difficulty) | **18.** | Terrain (slips, trips and falls) | **19.** | Allergies (allergic reactions causing discomfort and in severe cases anaphylactic shock |  |  |

**Instructions for assessing the risks**

1. Complete column 1 by listing specific hazards foreseen for your activity. The above examples should be considered, but please note, this is not an exhaustive list and there could be other risks that are more relevant to your planned work or location which need to be considered.
2. List the potential outcomes of the hazards you have identified in column 1.
3. Using the risk matrix below, give each identified hazard a score between 0 – 3.
4. Add up your initial risk level and discuss this with your Supervisor
5. If the risk has been identified as ‘high’, complete column 4 detailing the control measures you will put in place to reduce the risk to an acceptable level
6. Complete column 5 giving each activity a score of 0 – 3 taking into consideration the control measures you have put in place
7. Again discuss this with your Supervisor

|  |  |
| --- | --- |
| **Date of planned fieldwork:** | **Start: Finish:** |
| **Name of supervisor:** |  |
| **Short summary of fieldwork:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column one: Hazard**  (Detail specific hazards foreseen for this activity) | **Column two:**  **Potential consequences**  (Detail potential outcomes of hazards) | **Column three**  **Initial Risk Level**  (insert numerical value 0-3) | **Column four**  **Minimise risk by:**  (What control measures will you take to reduce the level of risk?) | **Column five**  **Residual risk** |
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|  | | **Initial risk level:** |  | **Residual risk level:** |

**Declaration**

**In submitting this form, I acknowledge that I:**

1. Have completed the risk assessment to the best of my knowledge.
2. Have been provided with appropriate safety information and instruction for the fieldwork by my first supervisor.
3. Have read and will take account of the guidance above and in ‘The Management of Health and Safety on Fieldwork and Other Off-campus Activities Policy and Guidance.’

(<https://hs.shef.ac.uk/attachments/333?updated=1476266384>)

Student Name: ………………………………………………………………..Signed:……………………………………………………………………………………………..

Supervisor Name: ……………………………………………………………… Signed:……………………………………………………………………………………………

Date:

\*Immunization/Vaccination.

Immunization against tetanus is recommended for all persons working in rural environments and is particularly important for those performing manual tasks in contact with soil, animals or if the fieldwork or other off-campus activities could result in exposure to certain pathogenic organisms. The University’s Occupational Health Service can offer advice and provide a vaccination programme for staff.

Students should make similar immunisation arrangements through their GP.

**Appendix**

**Risk Matrix**

**Guide to Risk Level Rating**

For each risk identified in your initial risk assessment (each row in the table on page 10) plot a score using the matrix below, which multiplies severity by probability. Any score of 3 or more must entail further control measures to be put in place or even cancellation of the activity as per the final risk rating chart below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Score  = S x P | | SEVERITY OF HARM (S) | | | |
| Very Minor = 0 | Minor = 1 | Serious = 2 | Fatal = 3 |
| PROBABILITY (P) | Very Unlikely  = 0 | 0 | 0 | 0 | 0 |
| Unlikely  = 1 | 0 | 1 | 2 | 3 |
| Possible = 2 | 0 | 2 | 4 | 6 |
| Likely = 3 | 0 | 3 | 6 | 9 |

|  |  |  |  |
| --- | --- | --- | --- |
| Final Risk Rating | High (H) | 6-9 | Activities that are High must not start (or will need to be suspended), without appropriate controls in place to reduce the risk to an acceptable level. |
| Medium (M) | 3-5 | Lesser priority risk should be assessed to see if further control measures can be applied to reduce to low risk. |
| Low (L) | 0-2 | No further action is required. |