

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: FIELDWORK RISK ASSESSMENT FORM
“Human Geography”

Name of Person Undertaking Assessment		Date Conducted	Field trip / Field work being undertaken					
#####		## / ### / ##	#####					
Ref No	Hazard under review [something which has the potential to cause harm] BE SPECIFIC!	No & Description of Staff/Students/ Others Involved	Existing Controls [which minimise the risk of harm from the identified hazard]	Assessed Level of Risk			Further Action Required [additional controls which may need implementing in advance of departure]	By (Date) + Review Date
				L	M	H		
Physical Hazards (e.g. extreme weather, mountains and cliffs, quarries, excavations, marshes and quicksand, fresh or seawater, etc)*								
1.	Weather conditions: <i>Please consider risk of:</i> <ul style="list-style-type: none"> - strong winds - thunderstorms - hurricane / tornado risk? - dusty conditions - seasonal weather conditions (specific to geographic regions) 		<p><i>- advise on precautions to take to minimise hazards:</i></p> <p>Local weather reports checked in advance of planned fieldwork</p>				Plan for rescheduling if needed, due to adverse weather conditions	<i>Insert pre-departur e date</i>
2.	<ul style="list-style-type: none"> - hot and sunny conditions 		<ul style="list-style-type: none"> - Appropriate sun protection hat and sun cream used especially when working in exposed areas with little shade. - Consider not working around 12pm-2pm to avoid sun/heat stroke. - Carry adequate drinking water required for working conditions 				<i>Consider whether you may need to acquire items from the list prior to departure- and specify that here</i>	<i>Insert pre-departur e date</i>

Biological Hazards (e.g. poisonous animals or plants, aggressive animals, soil (tetanus), freshwater where rats may be endemic (leptospirosis or Weil's disease), dense vegetation (where Lyme disease from sheep ticks could be endemic), insects, hygiene, etc)*								
3.	To be considered: Tetanus Rabies Malaria Cholera Tropical diseases that may require prior inoculation or course of treatment.		http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/				<i>If some still need to be arranged or are scheduled – mention this here</i>	<i>Insert pre-departure date</i>
4.	Poisonous animals Poisonous plants Dangerous animals		Seek advice from the foreign office.				<i>Are there any further actions required before departure?</i>	
5.	General hygiene		Washing and toilet facilities may be unsanitary – consider precautions (anti-bacterial gels, wipes etc.) Removal of food waste – to avoid attracting vermin or larger mammals Wash hands after working on site before eating, drinking and smoking.				<i>Consider whether you may need to acquire items prior to departure- and specify that here</i>	<i>Insert pre-departure date</i>
Chemical Hazards (e.g. pesticides, dusts, contaminated soils, chemicals brought on the site, biological fixatives, etc)*								
	<i>Consider those that may be specific to your destination or type of work.</i>							
Man-made Hazards (e.g. electrical equipment, machinery, transport and vehicles, insecure buildings, slurry and silage pits, power and pipelines, military property)*								

6.	To be considered: Transport - Air travel		You are expected to follow all safety procedures for the mode of transport being used. Flights: follow instructions given by airline. No excessive alcohol consumption before flying.			<i>Are there any further actions required before departure?</i>	
7.	- Road (should be quoted in the UK as well)		Only authorised college drivers or contracted drivers may drive any vehicles. Drive carefully and be aware of local traffic laws and regulations. Be aware of vehicles travelling on the other side of the road as a driver and a pedestrian. Sub-standard road maintenance and safety measures in some developing countries			<i>Consider checking in advance: Your eligibility to drive in destination country.</i>	
8.	- Coach travel		Seatbelts must be worn where provided.			<i>Are there any further actions required before departure?</i>	
9.	Public Transport		Check advice on the use of transport networks (foreign office) in different countries. Consider associated dangers in certain countries when using taxis or buses for example: ensure vehicles are roadworthy			<i>Consider obtaining in advance: Advice on the safety of certain modes of transport. Local contacts are often the most reliable for this info.</i> <i>Advice on travelling at night - if necessary and it cannot be avoided. See also Personal Safety</i>	

Personal Safety (e.g. lone working, night working, attack on person or property, cultural differences, poor communication/remoteness etc)*								
10.	<p>To be considered</p> <ul style="list-style-type: none"> - Lone working - Night working - Communication - Remoteness 		<p>Always state if lone or night working is planned (even in the UK). Try to avoid at all times and take appropriate precautions. [chaperone; check-in with nominated person at pre-agreed times] Risk maybe dependent on interaction with humans, animals or environment. Ensure precautions are in place e.g. mobile phone or travel log)</p>				<p><i>Are there any further actions required before departure?</i></p>	
11.	Cultural differences		<p>Seek advice from foreign office www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/</p>				<p><i>Are there any further actions required before departure?</i></p>	

<p>12. 13. 14.</p>	<p>High-crime rate Car hijack Gun crime</p>		<p>Seek advice from foreign office: www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/ Always avoid carrying valuables Do not attempt to resist mugging or car-jacking Keep car doors locked at all times Avoid driving after dark Carry mobile in case of emergencies</p>			<p><i>Are there any further actions required before departure?</i></p>	
<p>15.</p>	<p>Cyberstalking (in the event personal contact details need to be exchanged for research purposes)</p>		<p>Personal information should not be divulged electronically unless absolutely necessary in the public domain. Use RHUL e-mail addresses where possible so any problems can be documented easily. Contact supervisor immediately if such problems occur. Do not use personal mobile number for research - if possible – use alternative SIM or departmental mobile.</p>			<p><i>Are there any further actions required before departure?</i></p>	

16.	Potential conflict in <ul style="list-style-type: none"> - Focus groups - Interview situations 		In the event of conflict arising from opposing views or personal opinions leading to actual physical violence student should disengage and obtain help. Mobile phone should be carried at all times in such situations.				<i>Are there any further actions required before departure?</i>	
Environmental Hazards (e.g. pollution, rubbish, disturbance of eco-system, etc)*								
	<i>Consider those that may be specific to your destination or type of work.</i>							
Other Hazards (please specify)*								
	<i>Consider those that may be specific to your destination or type of work.</i>							