**Fieldwork/Project Risk Assessment Template**

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| **Project Title** |  |
| **Principal Investigator** |  |
| **Partner Institutions** |  |

**NOTE:** This template is provided to allow project teams to plan, assess and record control measures that may be needed to mitigate risk during proposed fieldwork or project activities. For trips, involving both significant field activity and higher risk travel you will usually need to complete both a Trip-specific Travel Risk Assessment and a Fieldwork Risk Assessment. However, where fieldwork risks are minimal, you may consider whether a travel risk assessment on its own would be sufficient. The key consideration is whether you can adequately describe the range of hazards and control measures proposed clearly by the assessment route chosen. (See guidance here on [fieldwork/travel](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/fieldwork/)). Your line manager or supervisor will usually have to agree the trip and should be consulted about the most appropriate risk assessment route.

Note: The template provides only an outline of some typical hazards that will need to be considered but is not necessarily a comprehensive list. It is for the assessor to identify foreseeable and significant hazards associated with the proposed work. If it is necessary to modify parts of this template to accurately capture the risks associated with your project, please do so – the most important part of risk assessment is a frank discussion of the risks involved in your project, a discussion about how those risks will be addressed and that all team members are made aware of the processes and procedures they should be following to reduce risk. This document is a tool to capture/demonstrate that those discussions occurred and that all team members acknowledge being briefed on those discussions.

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| **SECTION A – DETAILS OF THE ACTIVITY** | | | |
| **Date(s) and location(s) of the planned activity** |  | | |
| **Description of the planned activity**  *This section should describe the nature of the activity (meeting, fieldwork, training course, etc) in sufficient detail that someone not familiar with the project can understand what the activity is.* |  | | |
| **Participant details**  *This section should provide the name, e-mail address and employer for each participant.* | Name | E-mail Address | Employer |
|  |  |  |
| **Transport Plan**  *Please describe how all participants listed above will travel from their home or office to the location of the planned activity. This may include flights, local transport (please provide details), trains, etc.* |  | | |
| **Accommodation**  *Please indicate whether participants will require overnight accommodation as part of their participation. If accommodation is involved, please provide details (accommodation type(s), no. of participants per room etc.)* |  | | |
| **Booking Processes**  *Please indicate how travel will be booked and indicate the nature of the insurance cover for the bookings being made. Please note that all University of Glasgow staff and students must complete an application for UofG travel insurance cover if the activity involves an overnight stay.* |  | | |

**NOTE THAT YOU MAY NEED TO REGISTER YOUR TRIP WITHIN THE** [**UNIVERSITY TRICAP TRAVEL PORTAL**](https://frontdoor.spa.gla.ac.uk/tins/index.html)**.**

**SECTION B – RISK ASSESSMENT GUIDANCE**

To calculate the Inherent risk, please use the Risk Rating Calculator provided below. Assign the appropriate number for the Likelihood and Impact columns (see definitions below) and then **multiply those numbers to determine the overall Risk Rating** number for both the *‘Without Risk Control Measures’* and the *‘With Risk Control Measures’* columns. Risk control measures should be specific and actionable and should either reduce the *likelihood* or *impact* of an event, or both.

You should note any additional relevant information in the Additional control measures/comments section.

**YOU SHOULD RISK ASSESS BASED ON THE MOST LIKELY FORSEEABLE OUTCOME ASSOCIATED WITH THE IDENTIFIED HAZARD, NOT THE WORST POSSIBLE OUTCOME.**

**Risk Rating Calculator**

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| --- | --- | --- | --- |
| **Likelihood that hazardous event will occur** | | **Impact/Consequence of hazardous event** | |
| **1** | **Very unlikely** | **1** | **Insignificant (no injury or very minor injury only)** |
| **2** | **Unlikely** | **2** | **Minor (minor injury requiring first aid only)** |
| **3** | **Possible** | **3** | **Moderate (More severe injury or up to three days absence)** |
| **4** | **Likely** | **4** | **Major (Significant injury or more than seven days absence)** |
| **5** | **Very likely** | **5** | **Catastrophic (Permanent injury or death)** |

**Action Level Table**

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| --- | --- | --- | --- |
| **Risk Rating** | **Risk Level** | **Actions to be taken** | |
| **20 – 25** | **Very High Risk** | **STOP!** | Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan. |
| **15 – 16** | **High Risk** | **Urgent Action!** | Take immediate action and stop the activity, if necessary. Maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically. Seek additional controls to reduce the risk. |
| **8 – 12** | **Moderate Risk** | **Action** | Moderate risks may be tolerated while further control measures to reduce the risk are being planned and implemented or if no risk reduction is possible. Where practicable, improvements should be made. |
| **3 – 6** | **Low Risk** | **Monitor** | If possible, try to reduce risk, otherwise monitor the situation to ensure that risk remains low. |
| **1 – 2** | **Very Low Risk** | **No Action** | No further action is usually required but ensure that existing controls are maintained and reviewed regularly. |

**SECTION C – GENERAL RISK ASSESSMENT**

**NOTE:** This section is intended to help you identify and manage the risks associated with the various aspects of your planned activity. The form is pre-populated with some of the most common hazards that you should consider during fieldwork, but you should try to identify other significant hazards that are relevant for your activity and may amend the form to include only those hazards relevant to your fieldwork in the first column of the form. Some additional example hazards are listed in the table below. The other columns should be used to describe the nature of the risk, to assess the level of risk and to explain how you plan to control the risk to an acceptable degree.

Please see the instructions in Section B above for a description of how to complete the Risk Rating columns.

**Some example hazards that may apply to the activity (not exhaustive)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Working at height** | **Noise** | **Travel** | **Fire and explosion** |
| **Falling objects** | **Vibration** | **Compressed air** | **Hazardous chemicals** |
| **Slippery, uneven or worn floors** | **Hand tools** | **Magnetic fields** | **Biological risks / disease** |
| **Obstructions and projections** | **Repetitive hand / arm movement** | **Pressure systems** | **Animals** |
| **Confined spaces** | **Machine operation** | **Needles and sharps** | **Compressed Air** |
| **Mechanical Lifting** | **Manual Handling** | **Lasers** | **Hydraulic systems** |
| **Poor housekeeping** | **Vehicle movements** | **Ionising and non-ionising radiation** | **Other (please specify on assessment)** |

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| Risk identification | | Risk assessment | | | | Risk management | | | |
| Hazard | Potential consequences | Without risk control measures | | | Risk control measures  *(Indicate any specific arrangements to be put in place to deal with the identified hazards.)* | With risk control measures | | | Additional control measures/Comments |
| **Likelihood** | **Impact** | **Risk rating** | **Likelihood** | **Impact** | **Risk rating** |  |
| General hazards associated with travel to/from field location |  |  |  |  |  |  |  |  |  |
| Travelling around your field location |  |  |  |  |  |  |  |  |  |
| Specific activities carried out during fieldwork |  |  |  |  |  |  |  |  |  |
| Threat to personal security (crime, aggression, etc.) |  |  |  |  |  |  |  |  |  |
| Lone working or potential communications issues |  |  |  |  |  |  |  |  |  |
| Endemic disease risks in the area. **This should include consideration of Covid risk and any local precautions required, if relevant.** |  |  |  |  |  |  |  |  |  |
| Equipment (manual handling, failure) |  |  |  |  |  |  |  |  |  |
| Extreme of weather (hypothermia, sun strokes) |  |  |  |  |  |  |  |  |  |
| Rural location (rough terrain, tides, low support infrastructures, difficulty in summoning assistance etc) |  |  |  |  |  |  |  |  |  |
| Working in pits/trenches |  |  |  |  |  |  |  |  |  |
| Work on or near water |  |  |  |  |  |  |  |  |  |
| Work at height |  |  |  |  |  |  |  |  |  |
| Working with hazardous flora and/or fauna (bears, eels, ticks) |  |  |  |  |  |  |  |  |  |
| A city environment (traffic) |  |  |  |  |  |  |  |  |  |
| Unsafe accommodation (fire, carbon dioxide, electricity) |  |  |  |  |  |  |  |  |  |
| Hiring a vehicle |  |  |  |  |  |  |  |  |  |

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| **OVERALL RISK RATING\*** | **Low/ Moderate / High / Very High** (delete as applicable) |
| **\* The most appropriate Overall Risk Rating should be judged from the risk assessments carried out within SECTION C above.** |

**NOTE: The signatures below indicate managerial authorisation for the fieldwork. They are not intended to place any personal liabilities on those providing such authorisation, beyond any existing legal duty of care that may apply.**

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| **Line manager / supervisor authorisation – Required for all fieldwork.** | |
| I have reviewed this proposal together with the associated risk assessment at Sections C. I am satisfied that suitable control measures are in place to manage foreseeable risks and I agree to the fieldwork being undertaken. | |
| **Signed (Line Manager or Group Leader)**: | **Date:** |
| **Print Name:** | |

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| **Additional Sign offs: Head of School (or authorised depute) sign off is required only for risk assessments attracting a MODERATE, HIGH or VERY HIGH risk rating.**  **An additional Head of College level sign off is required for any fieldwork judged to be in the higher risk categories.** | | |
| I have reviewed this proposal together with the fieldwork assessment at Sections C. I am satisfied that suitable control measures are in place to manage foreseeable risks and I agree to the fieldwork being undertaken. | | |
| **Head of School/Director of Institute/Head of Service. (Or authorised depute)** | | **Date:** |
| **Signed:** | **Print Name:** | |
| **The additional sign off below is required only where fieldwork is assessed as HIGH risk, or VERY HIGH risk.** | | |
| **Head of College/Chief Operating Officer. (Or authorised depute)** | | **Date:** |
| **Signed:** | **Print Name:** | |

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| **Participant Acknowledgement** | | | | |
| This section should be completed by each participant in the activity to confirm that they have been provided with a copy of this risk assessment and acknowledge the risks identified therein and their own responsibilities in mitigating those risks. Add additional rows as appropriate. | | | | |
| **Name** | **Employer** | **Contact Information  (phone number or e-mail)** | **Signature** | **Date** |
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