**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 project activities, including risks associated with COVID-19. Depending on the complexity of the work, it can supplement other risk assessments (such as individual institutional risk assessments) or may be used as a stand-alone document, if all relevant risks can be covered.

This document is intended to be a tool to ensure appropriate discussions happen within a project team about the potential risks associated with project work and to ensure that team members undertaking work as part of a project led by the University of Glasgow understand and acknowledge both the risks involved and their responsibilities with respect to risk reduction.

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 |
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| 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.* |  | | |

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| **SECTION B – COVID RISK AND CONTINGENCY PLANNING** | |
| General COVID-19 Risk  *Please describe the current level of risk of COVID-19 in the country and specific location where the activity will take place. You may wish to refer to FCO travel advice or national/local COVID information. Please be sure to note any travel restrictions in place, either locally or nationally.* |  |
| Local COVID-19 Policies and Provision of PPE  *Please describe the national/local policy in the activity location on use of PPE face masks or non-PPE face coverings. Please also provide details of how any required PPE will be provided to the participants and safely maintained and/or disposed of.* |  |
| Potential for the activity to increase risk of COVID-19 Transmission  *Is it likely that the planned activity will increase COVID-19 transmission risk to either the participants in the activity or to others (e.g. community members or study participants)? If so, you MUST ensure you fully describe your risk reduction strategies in Section C). If not, please provide a justification as to why it is unlikely the activity will result in increased risk.* |  |
| Healthcare Provision  *Please describe the healthcare support that will be available should the participants in the activity become ill through COVID-19 or other causes during the activity. Please describe how any costs associated with treatment are covered via the insurance or other means.* |  |
| Contingency Planning  *Please describe what arrangements are in place to cover additional accommodation or travel costs should additional local restrictions prevent participants from returning home as scheduled.* |  |
| Self-Isolation in case of Infection  *Please describe what plans you have made in the event that one of the participants displays symptoms of COVID-19 and must therefore self-isolate.* |  |

**SECTION C – COVID-19 RISK ASSESSMENT**

**NOTE:** This section is intended to help you identify specific COVID-19 risks associated with the various aspects of your particular activity. The Hazards, Potential consequences and Risk Control Measures listed here are examples of common COVID-19 risks and possible control measures you may wish to implement. They may not all be relevant for your specific activity or may not include all of the risks associated with your activity. You should modify the template (add or delete rows as appropriate) and edit the exemplar entries as appropriate to ensure all aspects of your activity are appropriately reflected in this assessment. Risk Control Measures should clearly outline the responsibilities of team members to reduce their own risk and that of the team.

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 *Inherent Risk* and the *Residual Risk* sections. The *Residual Risk* should reflect the risk remaining after your Risk Control measures have been implemented and should be lower than the *Inherent Risk*. Risk Control measures should be specific and actionable and should either reduce the *likelihood* or *impact* of an event – or both! Including *Inherent Risk* ensures all the participants understand the risk before control measures in place and the *Residual Risk* helps participants understand their risk if they proceed with participation in the activity and apply **all** control measures. You should also note any additional information or SOPs that should be consulted in relation to specific risks in the Additional control measures/comments section.

**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)** |
| **2** | **Unlikely** | **2** | **Minor (minor injury requiring first aid only)** |
| **3** | **Fairly likely** | **3** | **Moderate (Up to three days absence)** |
| **4** | **Likely** | **4** | **Major (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. |
| **8 – 12** | **Moderate Risk** | **Action** | Moderate risks may be tolerated for short periods while further control measures to reduce the risk are being planned and implemented. Improvements should be made within the specified timescale, if these are possible. |
| **3 – 6** | **Low Risk** | **Monitor** | Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required. |
| **1 – 2** | **Very Low Risk** | **No Action** | No further action is usually required but ensure that existing controls are maintained and reviewed regularly. |

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| Risk identification | | Risk assessment | | | | Risk management | | | |
| Hazard | Potential consequences | Inherent risk | | | Risk Control measures  *(Users should use this column to indicate any specific local arrangements they will put in place to deal with the identified hazards within their area/activity)* | Residual risk | | | Additional comments |
| **Likelihood** | **Impact** | **Risk rating** | **Likelihood** | **Impact** | **Risk rating** |  |
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| Individual participants may be in a high-risk category | Potential higher risk of serious harm to those in clinically vulnerable categories should they contract Covid-19. |  |  |  | * Those who are in *“clinically extremely vulnerable”* category should not undertake risky activities until their GP or medical adviser agrees that this is acceptable. * Those who are in the *“clinically vulnerable”* category should be requested to self-identify to allow their individual risk to be considered by the line manager and the project lead. It may be agreed that they cannot undertake the planned activity at this stage or that additional precautions are needed. (They need not state why they fall into a vulnerable category.) |  |  |  |  |
| Infection during travel (e.g. on public or shared transport) | Sharing most modes of transport with others creates an increased risk of COVID-19 spread from any infected users. |  |  |  | * The likelihood of an infected user being present is related to the population incidence at the time. This should form part of the overall assessment of risk. * Face coverings are currently mandatory on public transport in the UK, lowering the risk. * Follow all transport operator guidance on infection control. |  |  |  |  |
| Spreading of infection due to international or local travel (e.g. spreading infection from Glasgow to rural communities where fieldwork is taking place) | Contact with others during activities such as travel, use of accommodation and use do local service may create both increased risk of COVID-19 spread and increased risk to individuals. There may also be reputational damage to the University if such risk is perceived by the local community. |  |  |  | * Governance advice on travel MUST be heeded both for any UK and International travel. Group travel against such advice is strongly discouraged and should not normally take place other than in very exceptional circumstances. Travel against such advice creates both health risks and reputational damage. * Local infection incidence should be considered to avoid taking infection into a clear area or bringing it back from an area with high infection. * When travel is considered reasonable, lone or small group activity is preferable to large groups (subject to suitable lone working procedures) Fixed partnering can be helpful where group work is needed. * Close contact with members of the local community should be avoided, or minimised. Where physical distancing is difficult face coverings should be worn as a reassurance to the community of good practice. |  |  |  |  |
| Infection spread during specific tasks or activities (e.g., interviewing people, mixing with crowds) |  |  |  |  | * Close contact with members of the local community should be avoided, or minimised. * Where physical distancing is difficult face coverings should be worn as a reassurance to the community of good practice. * Working practices should be designed to maintain physical distancing. * Avoid visiting crowded areas, even if these are open in the locality. |  |  |  |  |
| Infection spread to others due to lack/misuse of face coverings (or PPE if appropriate) | Face coverings and PPE may create a risk of contamination of the wearer and others if it is incorrectly fitted, worn, removed or disposed. |  |  |  | * Identify appropriate protective items and ensure that these are made available together with appropriate storage arrangements. * Ensure that face coverings are used where required or where they will provide reassurance to others. Note that use of these may be a stronger cultural norm in some areas than in the UK. * Train users in how to use face coverings and PPE correctly to avoid contamination during use, removal or disposal. |  |  |  |  |
| Infection or infection spread in accommodation | There is a risk of close contact with others within accommodation and of contact with items and equipment touched by others resulting in possible Covid spread. |  |  |  | * Follow all accommodation provider rules on infection control. * Try to maintain physical distancing in communal areas. * Avoid touching surfaces and avoid hand to face contact unless one’s hands have been thoroughly washed immediately before contact. * Wash hands frequent if moving around communal areas and before eating or drinking. |  |  |  |  |
| Other identified hazards (add as required) |  |  |  |  |  |  |  |  |  |
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**SECTION D – GENERAL RISK ASSESSMENT**

**NOTE:** This section is intended to help you identify general risks associated with the various aspects of your particular activity. The Hazards listed here are example of common hazards you may wish to consider but you should carefully consider the risks that are relevant for your particular activity and edit the exemplar entries, add in additional hazards and remove those that are not relevant for you. Risk Control Measures should clearly outline the responsibilities of team members to reduce their own risk and that of the team.

Please see Instructions for Section C for a description of Inherent and Residual Risk.

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

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| **Working at height** | **Noise** | **Lighting (including strobe lighting)** | **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 | Inherent risk | | | Risk Control measures  *(Users should use this column to indicate any specific local arrangements they will put in place to deal with the identified hazards within their area/activity)* | Residual risk | | Additional 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 |  |  |  |  |  |  |  |  |  |
| 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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| **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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| **Approval and Sign-Off** | |
| I have reviewed this proposal together with the attached fieldwork risk assessments. I am satisfied that this trip is essential fieldwork/travel and that reasonable control measures are in place to manage foreseeable risks. Appropriate approval should be sought from all institutions employing participants in the activity. | |
| **Signed (Principal Investigator/Group Head or equivalent)**: | **Date:** |
| **Print Name:** | |
| **Signed (Head of School/Director of Institute/Head of Service or above):** | **Date:** |
| **Print Name:** | |