

# Generic Fieldwork Risk Assessment Form

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| **1.Fieldwork Project Details*****For detailed guidance, see Appendix 4; “Step by Step guide to generic fieldwork risk assessment*** |
| School / Department |  |
|  |
| Location of fieldwork |  |
|  |
| Brief description of fieldwork activity and purpose*(To include address, area, map grid reference / co-ordinates (attach map or plan where applicable)* |  |
|  |
| Fieldwork itinerary*e.g. flight details, hotel address* |  |
|  |
| **Organizer details** | **Contact details** |
| Fieldwork activity organizer / Course leader / Supervisor |  |
|  |
| Departmental fieldwork Co- ordinator |  |
|  |
| Nature of visit*Size of group, lone working, staff, PG, UG*  |  |
| **Participant details** | **Contact details** |

*Attach information as separate list if required*

*(including next of kin details)*

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| **2. Hazard identification*****Identify all significant hazards specific to the fieldwork trip and associated activities, describe existing control measures and identify any further measures required. For detailed guidance, see Appendix 4; “Step by Step guide to generic fieldwork risk assessment******For detailed guidance, see Appendix 4; “Step by Step guide to generic fieldwork risk assessment*** |
| **HAZARD(S) IDENTIFIED** |  | **RISK IDENTIFIED & RISK CONTROL MEASURES*****(e.g. Risk of exposure to falling from height – provide fall arrest equipment, alternative work methods, training, supervision, personal protective equipment (PPE) etc)*** |
|  |
| **2.1 Nature of the site***Where are fieldworkers going. Is it a School, University, urban or remote area, laboratory, office, workshop, construction site, farm, etc?* |  |  |
|  |
| **2.2 Environmental conditions***Extremes of temperature, altitude, exposure to sunlight, potential weather conditions, tidal condition etc* |  |  |
|  |
| **2.3 Site specific conditions***e.g. cliffs, screes, bogs, featureless landscapes, local endemic infectious diseases, zoonoses etc* |  |  |
|  |
| **2.4 Process***Lone working, use of dangerous substances, lifting operations, driving vehicles, handling or working with animals etc* |  |  |
|  |
| **2.5 Transport***Mode of transport while on site, to and from site, carriage of dangerous goods etc* |  |  |
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| **2.6 Mechanical equipment***Operation of machinery, tools, use of specialist work equipment etc* |  |  |
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| **2.7 Violence***Potential for violence, muggings, social unrest etc)* |  |  |
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| **2.8 Individual(s)***Age, experience, abilities, training, skills, knowledge? (Competence)* |  |  |
|  |
| **2.9 Work patterns***Length of shifts, unsocial hours rest periods e.g. shift work leading to lack of sleep* |  |  |
|  |
| **2.10 Approval / permissions required***Permissions to enter sites, land, any restrictions on access, details of permissions* |  |  |
|  |
| **2.11 Other specific risk assessments***e.g. COSHH, Manual Handling, Lone Working etc.*  |  |  |
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| **2.12 Have any underlying health issues that may impact on a fieldworker’s participation been declared and addressed?** |  | **Yes / No (if not, re-assess activity – see section 2.12 “Health” of Appendix 4)** |
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| **2.13 First aid provision***Risk assessment of provision done? Requirement for trained first aiders or specialist first aid equipment, access to medical equipment and emergency facilities* |  |  |

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| **3. Additional supporting information*****For detailed guidance, see Appendix 4; “Step by Step guide to generic fieldwork risk assessment*** |
| **3.1 Pre-departure briefing***Details of when this was carried out and were attendees names recorded?*YES / NO - Details |
| **3.2 Personal Protective Equipment (PPE)***Have PPE requirements been risk assessed? Selection and provision of correct PPE considered?* YES / NO - Details |
| **3.3 Training & supervision***Identify level and extent of training and supervision required* |
| **3.4 Information on travel abroad****To logon to the portal to get up to date information on travel security log on to; “**[**www.drum-cussac.net/login**](http://www.drum-cussac.net/login)**”.** * **Type in your Loughborough University email address;** **\*\*\*\*\*\*\*\*\*@lboro.ac.uk****.**
* **Click “Register”.**
* **Retype your Loughborough University email and click “Submit”.**
* **You will be sent a verification email.**
* **Click on the link in the email to complete the registration.**
* **Create a password (type it twice) and click “Submit”.**
* **You can then access travel and generic medical information about different parts of the world you may be interested in, by going to;** [**www.drum-cussac.com**](http://www.drum-cussac.com)**. Login by clicking on “RISKMONITOR LOGIN”, enter your Loughborough University email address, click “Continue” and then enter the password that you just created.**

 Details worthy of note for the intended destination  |
|  **3.5 Global Response – Emergency Advice and Assistance** **In the event of an emergency whilst travelling, call Global Response for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are:** * **Tel: +44 (0)2920 662425**
* **E-mail: UMAL@global-response.co.uk**
* **Reference: UMAL/T092**
* **Contact Global Response before incurring any substantial medical expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Global Response.**
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| * 1. **Insurance and other controls**

*e.g. Is appropriate insurance cover in place? Have Insurance limitations been considered? Have background checks for site visit’s been done. Embassy registration?* |
| **3.7 Accident / dangerous occurrence / near miss reporting***How to report and to whom? Records kept?* |
| **3.8 Identify persons at risk and how they might be harmed***This may include not only fieldworkers but others such as employees of partner organizations, passers-by etc* |
| **3.9 Environmental considerations** *Consider the impact on the environment of your activities, proper safe disposal of waste, spill response procedures etc* |
| **3.10 Accommodation***Details of shelter against elements, welfare provision, security etc* |
| **3.11 Risk Rating** |
|  | **Likelihood** | **Y/N** | **Severity** | **Y/N** |  |
| **5** | **Very likely – risk will occur repeatedly** |  | **5** | **Fatality** |  |
| **4** | **Likely – will occur several times** |  | **4** | **Major injury – permanent disability** |  |
| **3** | **Possible – may occur sometimes** |  | **3** | **Over 7 day injury – employee unavailable for normal work for over 7 days** |  |
| **2** | **Unlikely – but may occur** |  | **2** | **Minor injury – less than 7 days lost time** |  |
| **1** | **Very unlikely** |  | **1** | **No injury – no lost time** |  |
| **Likelihood x Severity = Risk rating score** **x =**  |

|  |  |  |
| --- | --- | --- |
|  | **(LOW RISK 1-8 / MEDIUM RISK 9-15 / HIGH RISK 16-25)** |  |
|  |
| **3.12 Residual risk***Are risks controlled to an acceptable level? If not, what additional measures are needed to reduce the risks to such a level?* |  | *Yes / No (If not, review risk assessment and introduce additional controls)* |

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| **4. Sign off** |
| **Assessment carried out by:** | **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Fieldwork activity organizer / course leader / supervisor** | **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Deans and Heads of Professional Services (or their delegated representative)** | **Name:** |  |
| **Signature:** |  |
| **Date:** |  |
|  |

**Appendix 4; Step by Step guide to fieldwork risk assessment** **Introduction**

This step by step guide takes you through the University generic fieldwork risk assessment form and provides guidance on how to complete it.

It should be noted that this guidance is in no way a comprehensive guide on every aspect of all fieldwork activities undertaken by the University. If there are any concerns or questions that relate to an activity it is important that you seek further guidance and specialist advice and support from the University Health and Safety Service, the University Occupational Health Advisor, or experts in the relevant School, Department or Professional Service.

**Risk assessment**

This guidance is divided into various sections and reflects the Generic fieldwork risk assessment form, (see Appendix 3).

# Fieldwork project details (self-explanatory)

* School / Department, location of fieldwork etc.

# Hazard identification

* 1. **Nature of the site**
* Include all locations to be visited during the trip; these could be logged as part of the itinerary. Any changes during the trip should be recorded on the itinerary and be approved by the activity leader, supervisor etc. and recorded on or off the site.
* Site information must include:
	+ Nearest local contact point(s) (such as a hospital, police station or hotel).
	+ System for contact appropriate to the location (e.g. mobile phones or a 2-way radio).
	+ Prearranged contact times if appropriate.
	+ Grid references and maps for rural and remote areas.
	+ Tide-times where appropriate e.g. for coastal trips.
	1. **Environmental conditions**
* Climate

Assess the local climate and weather conditions to identify suitable equipment and clothing and ensure this is suitable and readily available to the user. Consider:

* + Extremes of temperature.
	+ Humidity.
	+ Exposure to sunlight, e.g. exposure to UV.
	+ Mist, fog, low cloud.
	+ Storms, lightening, rain, sleet or snow.
	+ Altitude.
	+ Wind
	+ Tidal conditions etc.

Determine whether a period of acclimatization is needed for the participants when visiting and returning from climates with extremes of temperature. Also consider hazards associated with specific climates such as:

* Alpine and Sub-Alpine
	+ Purity of water.
	+ Exposure to sunlight.
	+ Altitude sickness.
	+ Access and evacuation in case of emergency.
	+ A place for safe refuge.
	+ Supply of food and water.
	+ Sudden weather changes.
	+ Lack of local infrastructure
	+ Skiing.
* Desert and arid
	+ Dehydration.
	+ Wild animals such as predators, venomous snakes and insects.
	+ Prevalence of disease.
	+ Water purity.
	+ Extreme sunlight e.g. sunburn and temperature, heat exhaustion.
	+ Political instability and hostile local people.
	+ Lack of local infrastructure.
	+ Other consideration should be given to transport, food and water supplies.
* High mountains and Polar
	+ Altitude sickness.
	+ Lack of local infrastructure.
	+ Lack of rescue services.
	+ Extreme weather conditions, e.g. high winds.
	+ Dehydration.
	+ Extreme cold, e.g. Hypothermia, frost bite.
	+ Wild animals, e.g. Polar bears, venomous snakes.
* Tropical and Subtropical
	+ Water purity.
	+ Flooding due to heavy rainfall.
	+ Prevalence of tropical disease associated with the area.
	+ Wild animals, e.g. reptiles and insects.
	+ Political instability and hostile local people.
	+ Lack of local infrastructure.

Consider site access and evacuation in the event of an emergency, and the supply of food and drinking water.

* 1. **Site specific conditions**

It is vital that knowledge of the site is gained prior to the trip. Where possible an assessment of the site should be undertaken before fieldwork starts, to assess any hazards and the suitability for the activities to be undertaken.

This may take the form of a pre-trip visit or contact with local people who can pass on any relevant information. There may also be hazards inherent in the site itself that will need to be considered. Some specific examples include:

* Biological
	+ Farm stock, e.g. Bulls, Pigs, Sheep
	+ Flora and fauna, e.g. Poisonous / irritant plants, fungi, reptiles, arthropods
	+ Microbiological
		- Water borne infections, e.g. Weil’s disease, wound infections
		- Tetanus
		- Cholera
		- Typhoid
		- Ebola
		- Lyme Disease
		- Algal toxins
		- Food borne illness
		- Water borne / faecal infections
* Commercial and industrial
	+ Traffic including commercial vehicles such as forklift trucks or industrial plant.
	+ Chemical, biological and radiological hazards as a result of the processes being undertaken.
	+ Physical violence or abuse.
	+ Domestic and feral animals.
	+ Collapsing structures or falling objects particularly in demolition or building sites.
	+ Trenches / storage tanks / grain silos / old mine shafts / quarry etc.
* Excavations, boreholes, mine, quarries Excavations, boreholes etc must be;
	+ carefully planned and constructed by competent persons.
	+ protected against collapse and inspected regularly.
	+ protected against toxic and flammable gases and oxygen depletion,
	+ sited so as to avoid underground services and spoil heaps.
	+ adequately cordoned off.
	+ provided with appropriate warning signs.
	+ provided with adequate safety information and protective clothing - for the use of visitors.

Hazards to be considered in association with mines, quarries and confined spaces are;

* + vehicles
	+ explosive, toxic gases
	+ use of explosives
	+ flooding
	+ roof collapse
* Farmland

Any access to farmland must be agreed with the landowner and/or farmer, to prevent damage to crops and harm to animals, as well as highlighting any hazards that may be encountered by participants. Examples of specific hazards associated with farmland are:

* + Aggression from domestic animals that have been disturbed. If large domestic animals may be encountered, participants should be aware of what to do if a large domestic animal becomes aggressive.
	+ Mechanical hazards from farm machinery. It is crucial to be aware of the types of machinery that may be encountered. Remember that noise levels associated with machinery may reduce the operators awareness of approaching people or (verbal) warnings.
	+ Chemicals such as pesticides and herbicides. The presence of these will vary depending on the time of year.
	+ Wild animals.
	+ Domestic/wild animals with young.
	+ Knowledge of open shooting season (usually October to January).
* Hills and mountains
	+ Climbing, e.g. falls from height
	+ Rock falls
	+ Unstable conditions underfoot
	+ Mud slides
	+ Exposure, weather conditions and temperature may be very different at the summit compared to the base.
	+ Sudden changes in weather such as fog or snow.
	+ Exhaustion.
	+ Remoteness of the location, e.g. where small injuries can have far more serious consequences.
	+ Hypothermia and hyperthermia - body temperature falling dangerously low or climbing dangerously high.
* Inland waters, lagoons, rivers
	+ Tides
	+ Flotsam and jetsam
	+ Drowning
	+ Underwater obstacles
	+ Mud, sludge
* Inner city / suburban / residential
	+ Vehicular traffic.
	+ Physical violence or abuse as a result of the fieldwork activity or due to becoming a victim of a crime.
	+ Domestic animals.
* Marine: including inshore, coastal and shorelines

The scope of fieldwork in marine environments will often lend itself to using specialist equipment and / or working with a 3rd party. Therefore, many of the considerations relate to the 3rd party partner organization and their ability and competency to carry out the tasks. Hazards to consider include:

* + Diving
	+ Drowning.
	+ Pollution.
	+ Infection from ingesting polluted waters, e.g. Weil’s disease.
	+ Falling rocks from cliffs.
	+ Landslips.
	+ Getting cut off by tidal changes or rapidly changing water levels.
	+ Quick sands and mudflats.
	+ Potentially dangerous wildlife e.g. stinging jellyfish.
	+ Hypothermia and hyperthermia - body temperature falling dangerously low or climbing dangerously high.
	+ Boats, e.g. capsize, sinking.
* Military activities
	+ Explosion
	+ Ammunition
* Moorland

Moorland poses similar hazards to those associated with hills or mountains. Also consider the potential for becoming lost due to the lack of landmarks or as a result of poor visibility during bad weather. Consider the previous and current use of moorland,

e.g. artillery firing ranges. Some areas have been used for military training and so there may be unexploded ammunition present.

Other risks to consider include:

* + Fire.
	+ Wild animals with young.
	+ Knowledge of open shooting season (usually October to January).
* Railways and major roads
	+ Vehicles
	+ Trains
	+ Electricity

Work alongside railways and major roads, requires permission. The hazards

associated with these types of environment are high, so work must be planned in conjunction with the controlling authority. Their advice must be sought and followed on the procedures required.

* Woodland and forests

Seek permission for access to woodland and forests from the relevant landowners and give consideration to the risks associated with woodland. These risks include:

* + Fire.
	+ Getting lost due to the lack of landmarks.
	+ Forestry operations such as tree felling.
	+ Potentially dangerous animals (usually abroad), such as wild bears.
	+ Wild animals with young.
	+ Knowledge of open shooting season (usually October to January).
	1. **Process**

Consider what processes are involved – does it include:

* + - Using dangerous substances
		- Interviewing groups or individuals, (potential for lone working).
		- Taking sample, e.g. splinters from rock
		- Manual Handling.
		- Driving off road or driving specialist vehicles, e.g. collision, overturning, moving loads
		- Handling or working with animals, e.g. farming, riding horses
		- Cooking /catering e.g. burns, Carbon Monoxide poisoning
	1. **Transport**

Travel is one of the areas where most incidents happen during fieldwork. Consider;

* + - Transport to and from the site. Where appropriate, record the mode of transport used, itinerary, including flight times and numbers.
		- Transport on site.
		- Also consider whether you are carrying any dangerous goods.
	1. **Mechanical equipment**

What equipment is needed for the activities to be undertaken? Consider:

* + - Plant and machinery.
		- Specialist tools and equipment e.g. climbing, sailing, forestry etc.
		- Electrical equipment, e.g. generators, extensions, portable mains powered tools.
	1. **Violence**

Consider the potential for violence, political or civil unrest. Violence can be encountered anywhere, but the chances are increased in urban environments. Violence can take the form of:

* + - Violent crime e.g. mugging.
		- Being caught up in local unrest such as political demonstrations.

Violence could result from people misinterpreting why activities such as questionnaires are being carried out. This is more likely when working alone, dealing with particular high risk individuals and groups, or working in areas with high crime rates.

* 1. **Individual(s)**

Consider peoples levels of skill, knowledge, physical abilities and experience within the group to ensure that these are catered for as far as possible and that individuals have the opportunity to take part. Other factors to consider are;

* + - Competence
		- Ability to communicate
		- Training
		- Age
		- Attitude
		- Behavior
		- Gender
		- Lone working, e.g. isolation
	1. **Work patterns**

Consider the pattern of work while undertaking the activity. Will people be working shifts, working at night, long hours? Also consider the possibility of a lack of sleep, exhaustion etc.

* 1. **Approval / permissions required**

Do you require permission to carry out the work, e.g. from the owner of the land or to gain entry into restricted parts of the country? Include details of any permissions that you need to obtain and any restrictions on activities placed on them. Permission should be sought prior to the fieldwork. Please seek further advice from the [Drum](https://www.drum-cussac.net/login?next=/) Cussac or [Foreign and Commonwealth office website](https://www.gov.uk/foreign-travel-advice)The Embassy or Consulate of the country to be visited will be able to advise as to any specific approvals or permissions required.

* 1. **Other specific risk assessments**

If significant hazards, such as the use of hazardous substances, manual handling, lone working etc, are identified, then more specific, separate risk assessments, dealing with those risks, will be required. These risk assessments must be submitted with the generic risk assessment.

* 1. **Health**

**2.121** You must consider all the health risks to the group from the activity, including pre-existing medical conditions which will not be covered by the travel insurance policy, it is strongly recommended that traveler with a pre-existing condition should visit their doctor prior to each trip, making sure there are no problems and obtain either a letter for travel or have the confirmation put in their medical notes. In particular to those individuals who you know to have underlying health conditions and/ or disabilities that may be affected by the activity.

Any individuals with such problems should have a confidential discussion with the fieldwork leader to agree actions and any adjustments needed, in line with the Equality Act 2010.

Further advice on this can be obtained from the University Occupational Health Advisor (OHA). If all health risks have not been considered, re-assess.

Organizers of fieldwork trips must give careful consideration to the maintenance of the general health of participants and, where necessary, the advice of the OHA should be sought.

For trips of an extended time period and particularly for overseas trips, information on any issues that could compromise participant’s health should be gathered and assessed e.g. diabetes, asthma, epilepsy, vertigo etc. using the health questionnaire.

Activities may be much more strenuous than the normal work of the participants and organizers should ensure, so far as is reasonably practicable, that fitness levels are appropriate for the tasks. Some specialist activities e.g. sub-aqua, will require specific health checks that must be part of the risk assessment. It is possible that fitness / health problems could exclude some potential participants in fieldwork activities. Other health issues to consider include;

 Contact with pathogens or microbiological contamination. E.g. diseases associated with untreated waste water,

 Epidemic diseases. E.g. Ebola,

 Risks from participants running out of medicines they may be taking for pre-existing conditions,

 Allergic reactions. E.g. insect stings or bites, food intolerance

 Diarrhoea, food poisoning, headaches,

 Stress, mental health, psychological effects. E.g. tiredness, harassment, solitude, home sickness, depression, relationship problems etc

 Dental health

**2.122** Individuals should be encouraged to declare information (in confidence) to the School / Department using a health questionnaire. In some cases, evidence of fitness to undertake the trip or specific activities may also be required from a General Practitioner.

Where people indicate they are currently taking medication, they must ensure that they have sufficient for the duration of the trip, including enough to allow for any delays, e.g. flight cancellations. They should also know the correct name of the medication, not just the trade name. It is not always easy to obtain medication abroad and there may be issues for instance, regarding differing compositions of drugs from those available in the UK.

**2.123** The possibility of exposure to certain hazardous substances may require a more extensive level of health surveillance and monitoring. Health surveillance may be required under COSHH for instance. (Detailed advice can be sought from the UHSS and OHA).

Also give consideration to whether the site might contain any potentially hazardous substances. These may occur naturally, as a result of previous activity or as the result of pollution. Pre-existing medical conditions may make an individual more vulnerable to the adverse effects of some substances and in some cases, pathogens, if they have reduced immunity.

Substances to be aware of include:

* Specified biological agents (human or transmissible animal pathogens, “zoonoses”).
* Carcinogens.
* Toxic substances.
* Allergenic substances (e.g. some wood dusts, paint vapors, lubricants and animal fur).
* Radioactive material.

For more information on these substances, consult the University Health and Safety Manager, University Radiation Protection Officer or OHA.

* 1. **First aid provision**

A risk assessment must be made, considering all the significant hazards associated with the fieldwork. The risks, likelihood and severity of injury, illness etc must be assessed and quantified and suitable and appropriate provision made for first aid. It could be that a trained first aider is required on the trip. Alternatively, it may suffice for an appointed person, who would do no more than monitor first aid provision and take charge of any situation that may arise. (E.g. contact emergency services) is appointed. A basic first aid kit should always be provided and should contain certain basic types of equipment; e.g. bandages, dressings, plasters etc, in sufficient quantities appropriate to the number of participants, the duration of fieldwork and the risks associated with the planned activities.

Consideration should also be given to any specialist equipment not normally required in a basic First Aid Kit (e.g. hypodermic needles, syringes, sterile saline). All participants must be informed of the arrangements for first aid, the location of facilities when on fieldwork, who the first aider(s) is / are and the reporting mechanism following an accident.

When visiting some areas of the world consideration of emergency provision for injury or ill- health must be made. It may be necessary to include some medications, sterile solutions such as water and sterile hypodermic needles and syringes in the emergency kit. It is

Recommended that this is only done when absolutely necessary and following advice from the Occupational Health Advisor; (Tel; 01509 222851).

# Additional supporting information

* 1. **Pre-departure briefing**

The briefings should cover the organization and arrangements for health and safety during the fieldwork. All attendees must sign a register to record that they attended and received the briefing.

* 1. **Personal Protective Equipment (PPE)**

A suitable and sufficient risk assessment of the hazards presented to staff and students by their activities should ensure that exposure to hazards are prevented so far as reasonably practicable. If not prevented, exposure should be controlled and where appropriate these controls can include PPE.

Select PPE based on a formal assessment of the need to ensure that the PPE;

* provides adequate protection from the hazard e.g. Respiratory Protective Equipment is face fit tested,
* is compatible with other items of PPE,
* complies with European Standards (CE mark), and,
* is adjustable (or made to measure) and comfortable to wear.

Training may also be necessary to ensure people know what checks they need to make, how to store it and maintain it etc.

* 1. **Training & supervision**

During the planning and risk assessment process additional training requirements should be identified. Include details of these and whether the training has been provided.

The levels of supervision required for the activities should be appropriate to the experience of the individual participants and the activities themselves. When on a group fieldwork

activity for instance, the ratio of Staff to Students or experienced to novice participants, should be determined by taking into account the type of activity, size of the group and their experience.

When undertaking specialist activities such as diving, which are being run by, or in conjunction with a partner organization, their advice must be sought regarding supervision levels. Note that when a 3rd party partner organization is used they must provide appropriate health and safety documentation any other requirements (e.g. specific personal protective equipment (PPE)) for the activities.

Supervisors must be named in the risk assessment and plan, and any specialist responsibility, qualifications, training, and previous experience must also be included; e.g. trained in first aid, or a specialist instructor in rock climbing or sailing etc.

* 1. **Information on travel abroad**

When researching the security of countries to which travel is required as part of fieldwork, the first recommended source of information, which details the risks that country’s around the world represent is; [Drum](https://www.drum-cussac.net/login?next=/) Cussac *(Enter your institutional e-mail address (ending: lboro.ac.uk), click register and follow the instructions online. A verification email will be sent. Click the link, create your password and you’re good to go!).*

[Drum](https://www.drum-cussac.net/login?next=/) Cussac is an online travel information service designed to inform business traveller’s about the security situation in individual countries around the globe, help them plan more effectively and stay safe whilst abroad. It has a risk assessment matrix for ease of reference when assessing the risks associated with travelling abroad – see below:

*Risk Category*

1. - Insignificant
2. - Low
3. - Medium
4. - High
5. - Extreme

For risk categories 1 and 2, you will be insured once you have completed a suitable risk assessment for the fieldwork and have approval from your line manager / supervisor for this and the trip. Before date of travel, please consult the [Drum](https://www.drum-cussac.net/login?next=/) Cussac website in case there have been travel advice restrictions imposed to the country / location you are travelling to. Travel insurance may be invalidated this process is not followed.

For risk category 3, please see the [Drum](https://www.drum-cussac.net/login?next=/) Cussac website first and check for any travel advice restrictions for the country / location you are travelling. If there are no restrictions then please proceed as for categories 1 and 2 but with the inclusion of location specific issues in the risk assessment. The [Drum](https://www.drum-cussac.net/login?next=/) Cussac portal will provide useful information and help in the risk assessment process. Please note that it is unlikely that approval and insurance for travel will be given if there are travel advice restrictions in place. If you have any queries please contact the University's Insurance Support Team (01509 222026 / insurance.support@lboro.ac.uk). Insurance cover may be invalidated if these actions are not taken.

For risk categories 4 and 5, travel to the areas stated should be avoided and you should consider whether your travel can be cancelled or deferred. If you still wish to travel you must also contact “Control Risk” on +44 (0)20 7939 8658 for specific pre-travel advice based on your planned itinerary **AND** also complete a Travel Risk Assessment form. This must be signed off within your School or Service in line with your local risk assessment approval process; otherwise you will not be insured for travel. In some case’s there will not be any action that can mitigate the risk, or the advised action will not be affordable, in which case you should not travel as you will not be insured to do so.

**3.5 Global Response – Emergency Advice and Assistance**

In the event of an emergency whilst travelling, call Global Response for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are:

* **Tel: +44 (0)2920 662425**
* **E-mail: UMAL@global-response.co.uk**
* **Reference: UMAL/T092**
* **Contact Global Response before incurring any substantial medical expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Global Response.**

**The services available from Global Response include:**

• Medical assistance

o Medical monitoring

o Guarantees of payment

o Transfers and evacuations to a place of refuge or home

o Arranging for up to two relatives or friends to travel out to you - if this is considered medically necessary

• Repatriation services following curtailment, medical assistance, or death

• Pre-trip advice

o Visas

o Inoculations

o Medical advice

• Overseas support with lost luggage

• Message relay services following an incident, accident or admission

• Referrals to foreign & commonwealth office or embassies

• Legal referrals

• Provision of information to assist with a problem

• Security advice

To ensure that the assistance service operates smoothly when you need them most, in the event of an emergency or if you require repatriation you must:

• Telephone Global Response in the UK using the number shown above and remembering to use the correct international dialling code from the country in which you are calling

• Quote your Reference (see above), the title of your Institution and your name

• Give the telephone number where you can be contacted

• Give details of anyone you would like to be contacted - relative, friend, employer

* 1. **Insurance and other controls**

Check with the University Insurance office as to what insurance cover is required and whether it is in place. Some locations, activities and/or circumstances require special consideration before the fieldwork proceeds. There may be cover in place but not in the format or of a type expected in the UK. This is a medium risk and requires further assessment and enquiries with the University Insurance office.

Consider any further controls such as registration with the British Embassy or relevant local authorities when entering a country.

**3.61 Health Insurance**

Adequate health insurance should be in place for participants in the fieldwork activity. Within the European economic area, a European Health Insurance Card (EHIC) should be obtained if you are eligible for this. This is available through the following NHS website; https://[www.ehic.org.uk/Internet/startApplication.do.](http://www.ehic.org.uk/Internet/startApplication.do)

All enquiries concerning Employers, Public, Product liability and cover for travelling abroad, should be directed to Insurance Office via the following link; the University Insurance office website: <http://www.lboro.ac.uk/services/finance-office/>.

* 1. **Accident / dangerous occurrence / near miss reporting**

All accidents, dangerous occurrences, near misses and cases of ill-health associated or linked to the fieldwork must be reported to the School / Department / UHSS at the earliest opportunity through the University accident reporting system. When these incidents include fatalities, serious (major) injuries e.g. broken bones, hospitalization, absence from work by staff for more than seven days, these injuries must be reported immediately or at least, at the earliest opportunity by the quickest practicable means, (e.g. telephone or email), to the UHSS via the fieldwork organizer, Leader / Supervisor or School / Departmental Safety Officer.

* 1. **Identify persons at risk and how they might be harmed**

Identify anyone else who may be at potential risk from the work being carried out. This may include employees of partner organizations, institutions or the general public. Indeed, anyone who might be affected by the undertaking.

* 1. **Environmental considerations**

Consider;

* the protection of Biodiversity
* the safe delivery, storage and disposal of any chemicals
* preventing accidental emissions to air and discharges to water
* emergency spill response procedures for chemicals, fuels and oils.
* general waste management – recycling, hazardous wastes (batteries and chemicals)

Further advice can be found on the Universities Sustainability website at; [http://www.lboro.ac.uk/services/corporate/sustainability](http://www.lboro.ac.uk/services/corporate/sustainability/)/ by contacting a member of the sustainability team.

* 1. **Accommodation** Consider the factors that will need considering in determining thetypeof accommodation requiredfor the fieldtrip. This may vary considerably from a well-known hotel chain to camping in remote areas. As a minimum, familiarization with accommodation emergency escape routes and welfare provision will be required.

* 1. **Risk Rating**

Quantify the risk relating to the hazards arising from the proposed activity using the risk assessment matrix in the Generic fieldwork risk assessment form, (Appendix 3). If the risk is acceptable, proceed with the fieldwork. If it is not, put more risk controls in place to reduce the risk rating further, so that it becomes acceptable.

* 1. **Residual risk**

Are the risks controlled to a tolerable / acceptable level by the existing controls? If not, review the risk assessment and decide upon additional control measures that can be put in place to reduce the risk level further, so that it is tolerable / acceptable.

# Sign off

Risk assessment to specify name of, and be signed by;

* The risk assessor
* Fieldwork organizer / leader / supervisor
* Deans and Heads of Professional Services (or their delegated representative)

## For further advice and guidance please contact the University Health, Safety and Risk Manager. (Tel; 01509 222181 or email; hse@lboro.ac.uk)