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| School ofBiological Sciences | TERRESTRIAL FIELDWORK RISK ASSESSMENT FORM | Queen’s University Belfast |
| 20--/20-- |

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| **SECTION 1 – FIELDWORK DETAILS** |
| **1. Objective(s) of Fieldwork**  |  |
| 2. Personnel involved | Staff/Postgraduate/Undergraduate (delete where appropriate) Name:Mobile number:Email address: |
| **3. Duration:** **(Include dates)** |  | **4. Location: (Fieldwork Sites)** |  |
| **5. Description of Activities:**  |
| 6. Academic Supervisor |  |
| 7. Pre-fieldwork requirements | Health and safety questionnaire completed Yes 🞏 (Required)Health surveillance necessary Yes 🞏 No 🞏PPE required Yes 🞏 No 🞏Training/competence requirements Yes 🞏 No 🞏Permissions required Yes 🞏 No 🞏(permissions/permits attached)If “Yes” answered to any of these questions, please expand to include details(See guidance notes) |
| 8. Supervision during fieldwork |  |

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| **SECTION 2 - HAZARD IDENTIFICATION** |
| **9. Potential Hazards Identified** | **Possible Outcome** | **Control Measures** |
| **a) Location**  |
| Uneven/wet ground | Slips, trips, fallsSprains, strains, broken bones | Wear appropriate footwear and avoid working alone |
| Barbed wire and electric fences  | Cuts, scratches,lacerations or shocks | Do not attempt to climb barbed wire fences. Use gates to move between fieldsTreat wire fences with caution and look for signs along the length to determine whether it is electric. |
| Encountering livestock and farm dogs. | Injury from attacks, trampling injuries, bites or infection | Avoid livestock wherever possible and do not enter fields containing bullsAssess the situation carefully when approached by a farm dog and do not try to pet or stroke it. Park as close to the front door of the farm as possible when making enquiries and leave the car door unlocked incase you need to make a quick escape. |
| Working near tractors and farm machinery | Being run over, crushed, etc | Park in a safe place in farmyards out of the way of farm machinery and buildings used for storage, vehicles, or housing livestock. Do not obstruct gates or entrances/exitsTake extreme care when walking through farmyards and ensure that you are seen by people working in the area.Ensure that you are seen by farmers in tractors before approaching them, and only approach the cab once the vehicle is stationary or preferably once the ignition has been turned off. |
| Incurring the suspicions of home owners who overlook survey fields. | Aggressive encounters | Visit home owners where houses overlook survey fields and inform them of the survey.Phone landowners prior to surveys where requested.Ask landowners to relay survey details to tenant farmers and neighbours. |
| Disturbing hunters during the game shooting season. | Injury | Avoid disturbing shoots by obtaining shooting dates from local gun clubs or farmers. If a shoot is underway then do not carry out any survey, nor approach individuals with guns. |
| **b) Weather** |
| Strong winds, heavy rainfall or extreme low temperatures  | Exposure causing illness | Obtain weather forecasts. Wear appropriate all weather clothing. If hypothermia strikes, rest, replace wet clothing and lie victim in a horizontal position in a survival bag |
| Strong sun  | Sunburn/dehydration | Apply a high factor sun cream. Wear a hat with a brim or peak, sunglasses and cover skin from sun where possible. Drink water regularly |
| Getting lost in mist / fog | Getting lost or disorientated | Wear high visibility clothing. Carry maps, mobile phone, compass, torch and whistle |

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| **c) Transport/Vehicles Any person using the University vehicles must be registered with the School** |
| Accidents may occur travelling to and from field sites | Accident/ injury | Ensure driver and passengers are wearing a seatbelt and care is taken traveling between sites. |
| Car/truck being un-roadworthy | Accident/ injury | Check vehicle is roadworthy before commencing on the fieldwork each day – lights, water, windscreen wipers and washer, oil, fuel, tyres.Appropriate insurance, road tax and MOT |
| Off road driving | Accident/ injury | Off road driving **only** by staff licensed and registered with School for such activities |
| **d) Health and Fitness**  |
| Fatigue/ exhaustion | Unable to continue with fieldwork or return to base | Understand what fieldwork will involve. Do not work in the field for extended periods of time without sufficient breaks.Carry water and food.Do not drive when excessively tired and stop regularly for a break when travelling long distances. |
| Disease | COVID-19 may result from transmission of the virus from infected individuals or contaminated surfaces | All measures outlined in the “Fieldwork during the COVID-19 Pandemic” must be followed, in particular there will be an increase in personal hygiene (handwashing/hand sanitizing), use of appropriate PPE and maintaining social distancing, to comply with Government recommendations. |
| Tetanus may result from the infection of even minor wounds and scratches | Immunisation. Act with due care, wearing protective clothing if appropriate |
| Weil’s disease (leptospirosis). This is carried by rats and excreted in their urine, and persists in water such as puddles and slow-moving rivers in rat-infested places. | All open cuts and sores should be covered with a waterproof plaster and gloves worn, if necessary. Anti-bacterial/ microbial hand wash to be carried and used before eating, drinking or smoking. |

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| Disease (contd) | Lyme disease, a bacterial disease transmitted by animal ticks associated with rank vegetation. Sheep, deer and pheasants may act as hosts | Remove ticks from skin as soon as possible using tweezers, wear light-coloured clothing so that ticks are visible. Tuck trouser bottoms into socks so that ticks cannot attach or climb up the leg, and make regular checks of skin and hair |
| Insect bites – possible allergic reaction | Use insect repellant, cover as much body surface as possible with clothing. |
| To be considered:TetanusRabiesMalaria CholeraTropical diseases that may require prior inoculation or course of treatment. |  | <https://www.gov.uk/government/publications/immunisation-against-infectious-disease-the-green-book-front-cover-and-contents-page>Seek medical advice before undertaking field work to ensure that any necessary immunizations are in place. |
| Pre-existing medical conditions, for example: diabetes, epilepsy, asthma, allergies… | Injury, illness, fatality | School H&S Questionnaire to be completed and assessed by Supervisor. Ensure fieldwork will not increase risk to individuals to an unacceptable level and implement additional precautionary measures as required. Where necessary advice will be sought from the University Health Team. |
| Disabilities | Inaccessibility, injury | Where reasonably practicable, additional measures will be taken to ensure that individuals with declared disabilities have access to fieldwork activities and are able to fully participate. |

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| **e) Lone working:** Please delete as appropriate – Yes/NoLone field working should only be undertaken if unavoidable.The following must be completed:1. A “Permission to Work Alone” form, authorised by the academic supervisor
2. A Health & Safety Questionnaire which will be held by the supervisor in compliance with the University's Data Protection Policy.

If working alone, take the following into account; |
| You may find yourself in a situation you cannot handle alone | Difficulties in summoning help when required | Where possible work, as a minimum, in pairsWhere possible carry a radio, mobile phone or GPS Personal Locator BeaconLeave details of the field site and a work plan (include contact name and address) with colleagues in the department or at home prior to any tripSpecify dates and times of departure and return. If your plans change, inform someone as soon as possibleInstigate a “check-in” system with a colleague or supervisor – Phone in at regular intervals. If you do not phone in at a certain time arrange for suitable action to be taken |
| Meeting members of the public or tenant farmers. | Risk of abuse/ attack | Do not carry valuables or large sums of money unless you need toCarry a personal alarmEnsure landowners and their employees know who you are and what you are doing  |

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| Meeting members of the public or tenant farmers. | Aggressive behaviour | Talk yourself out of problems; placate rather than provokeDo not turn your back on someone who is behaving aggressivelyStay calm, speak gently and slowlyBe civil and courteous at all times and follow the Countryside code.Remove yourself from the situation as quickly as possibleCarry Queen’s University Belfast identification card  |
|  **SECTION 3 – PERSONS AT RISK** |
| **10. Additional Persons at Risk**  |  |

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| **SECTION 4 – ENVIRONMENTAL PROTECTION** |
| **11. Measures to Protect Environment** | Do not disturb any plants or animals unless it is absolutely unavoidableAny material that must be removed should be replaced if possibleDo not leave rubbish or other material at the site |

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| **SECTION 5 – EMERGENCY PROCEDURES** |
| **12. First Aid Arrangements**  Carry a first aid kit kept in vehicle or backpack.  Carry a fire extinguisher in the vehicle Carry a **fully charged** mobile phone and switch it on |
| **13. Emergency Contact Arrangements**  **NAME: TEL NO:** **CHECKING IN ARRANGEMENTS/TIMES:** |

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| **Contact Details** | University Security (24 hours): 028 9097 5099University Occupational Health Adviser (working hours): 028 9097 5520Supervisor: ICE contact:Emergency services/ Coastguard: 999 or 112 |

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| **SECTION 6 – COVID 19 PROCEDURES** |
| **14.** **Fieldwork in both Northern Ireland and the Republic of Ireland*** That the activity can be carried out within 8 hours, including travel and reasonable rest periods
* Where an overnight stay is required this can be demonstrated to be in COVID secure accommodation
* There are adequate hygiene facilities available
* Any samples collected can be stored and processed safely (e.g. not in a fridge containing food)
* No sample analysis / processing is carried out in a home setting
* Travel must not be via public transport or in shared vehicles
* Consideration should be given to lone working with suitable social distancing
* That the activity follows any local or regional government advice and restrictions, this would include any local lockdowns that may be put in place. This must be considered for the travel to and from as well as the site of the activity.
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| **15. Before carrying out fieldwork*** Only Staff and PGR students with approved fieldwork risk assessments will be permitted to carry out fieldwork.
* Inform your line manager / academic supervisor of any personal circumstances (e.g. clinically vulnerable) that need to be considered before carrying out any fieldwork, these should also be considered within the fieldwork risk assessment.
* If you, or a member of your household displays any symptoms of COVID-19, you must follow existing government guidelines for self-isolating and immediately inform your line manager/ academic supervisor. In these circumstances you must not complete any fieldwork.
* Use your own vehicle not public transport, this will require business insurance cover. You will be expected to observe social distancing –maintaining 2 metres distance from others, this includes journeys to and from the site.
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| **16. During fieldwork*** If you become unwell while in the field, inform your line manager/ academic supervisor as soon as possible; if you have coronavirus symptoms, you must return home, self-isolate and not continue the fieldwork.
* Any activities that require close contact will be risk assessed separately and should it be deemed that a necessary control is for any member of staff to wear a face covering / mask.
* Personal hygiene measures, appropriate to the location you are working in must be implemented. Where possible the use of welfare provision is preferable. However, it is recognised that in remote locations these may not be available. Hand sanitiser use will be a minimum expectation to be carried and used while undertaking any activity in the field.
* Where working with others in the field, you must observe social distancing – maintain 2 metres distance from others, this includes journeys to and from the site.
* You must take adequate provision of food, drinks etc and not rely on local amenities.
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**The risk assessment for this work requires an immediate reviewed after each update to travel restrictions within Ireland both Northern Ireland and Republic of Ireland before work continues.**

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| **SECTION 7 – INSURANCE DETAILS** |
| **17. Staff & Students** | Liability insurance - covered by university policyTravel insurance - covered by university policy |
| **SECTION 7 – ACCEPTANCE OF RISK ASSESSMENT** |
| Signed............................................................................(Student)Signed............................................................................(Academic Supervisor)Signed............................................................................(Environmental/Fieldwork Safety Advisor: Mrs Gillian Riddell)Signed............................................................................(School Safety Advisor: Dr Julie-Anne Hanna) | Date: Date:Date:Date: |

**Notes on Completion of Field Work risk assessments**

**School of Biological Sciences**

**All risk assessments should be completed electronically in the first instance and submitted to the School Environmental/Fieldwork Safety Advisor, Gillian Riddell, (****g.riddell@qub.ac.uk****) for approval.** A copy of the approved risk assessment should then be printed and signed by those carrying out the field work and their supervisor(s), illustrating they have read and understood the assessment, consider it correct and will abide by its recommendation. The assessment should finally be signed by the Environmental/Fieldwork Safety Advisor,Gillian Riddell and School Safety Officer, Dr Rosaleen Hynes. The students involved, their supervisor(s) and the Environmental Safety Advisor should each hold a copy of the assessment.

**Section 1:**

1. This should be a short title/ description of the fieldwork, outlining objectives.
2. Self explanatory
3. The dates of the fieldwork should be given in this section. If an exact completion date is not known, give an estimation of the end date for completion of fieldwork.
4. The location of the fieldwork should be given in this section. There must be as much detail as possible (eg. Post code or Ordnance Survey Grid Reference of GPS location). Maps or further details can be attached to the back of the risk assessment. If locations change or new locations are introduced this section must be amended.
5. This should give a detailed account of the fieldwork to be undertaken. This should include aims and activities included in the work, providing enough information for the appreciation of the academic value and risks involved.
6. Self explanatory
7. Check whether you need written **permissions or agreements** from Local Authorities, Official or Governing bodies. Do you require permission to carry out the work e.g. from the owner of the land. Include details of any permissions that you have obtained and any restrictions on activities placed within them. Evidence of permissions/permit must be attached to the risk assessment.

 Include any **training/competence requirements** for this type of fieldwork and any qualifications that have been attained.

 List any required **immunisations** and state that they have been attained before fieldwork commences.

 Include any **PPE** necessary for the fieldwork.

 Confirm that a **Health and safety questionnaire** has been completed and given to the supervisor(s) before fieldwork commences.

Confirm and describe if there is any need for **Health Surveillance.**

**Supervisors must check if health surveillance is required in relation to the proposed fieldwork.**

 **Health surveillance is required** if there is a risk of exposure to asthmagens and zoonoses, eg. working with poultry. It is also required if there is exposure to substances known to cause severe dermatitis.

* A list of asthmagens is available at <http://www.hse.gov.uk/asthma/substances.htm>.
* The asthmagens and respiratory risks in agriculture are listed at <http://www.hse.gov.uk/asthma/agriculture.htm> .
* The zoonoses related to agriculture / rural exposures are listed at <http://www.hse.gov.uk/agriculture/topics/zoonoses.htm> .

General guidance is in the health surveillance recommendations under COSHH at <http://www.hse.gov.uk/health-surveillance/resources.htm>

Substances to be aware of include:

* Specified biological agents (human or transmissible animal pathogens “zoonotics”).
* Carcinogens.
* Toxic chemicals (with both short term acute and long term “chronic” effects).
* Allergenic substances (some wood dusts, paint vapours, lubricants and animal fur).

If the risk assessment indicates that health surveillance is required then advice on the nature of the health surveillance should be obtained from Dr D Todd, Occupational Health Physician (02890975520, occhealth@qub.ac.uk) and appended to the risk assessment.

**8** Includes levels of supervision required for the activities, this should be appropriate to the

experience of the individual participants.

Who will be accompanying person(s) on fieldwork?

Describe arrangements (“safe system of work”) for supervision of students during fieldwork

**Section 2:**

All significant foreseeable hazards associated with the fieldwork are itemized in this section. Against each hazard are details of possible risks, and control measures which will be put in place to minimize the risks to an acceptable low level.

This section should be amended by the student/staff undertaking the fieldwork to tailor it to their particular needs. This should be done by having a preliminary site visit to ensure all hazards and risks have been addressed.

**Section 3:**

List all of those who may be affected by this work. This may not only be those directly involved in the work but also those working in the vicinity.

**Section 4:**

 Completed

**Section 5:**

 **12** Completed

**13** Name and contact information for the named emergency contact for the fieldworker. This person is used as point of contact for the student to “check in” at the beginning, middle and end of the fieldwork day/period. If there are any issues arising this person must contact the supervisor, University Security or Emergency Services to inform them of the situation.

All participants must be aware of the contact details listed and who to contact in case of emergency.

**Section 6:**

Completed

**Section 7:**

If the supervisor(s), Environmental/Fieldwork Safety Advisor and the School Safety Officer are satisfied that the risk assessment has been completed correctly they can sign off this section and the intended field work will be given approval and can begin.