

# RISK ASSESSMENT FORM

The purpose of this form is to ensure that students involved in fieldwork undertake an appropriate assessment of the hazards they might encounter; the risks associated with them; the likelihood of a risk arising; and the risk minimisation and avoidance strategies they intend to adopt. All students undertaking fieldwork – no matter the duration - must complete this form.

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| **Part 1: Personal Data and Details of Project** |
| Surname: Forename(s): |
| **Your contact details**:  Tel no:  Mobile no *(for emergencies)*:  Email address:  **Emergency contact details**:  Name:  Tel no:  Mobile no:  Email address: |
| **Course**: |
| **Supervisor**: |
| **Destination(s)**: *(Please include Address, telephone no, email address where possible)* |
| **Travel Arrangements/Itinerary/Schedule:** |
| **Insurance Arrangements:**  **If you have applied for Leave to Work Away from the Student Registry, once this is granted you will be eligible for free University of Cambridge Travel Insurance:**  [**http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html**](http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html)  **Personal Travel and Medical Insurance:**  Provider:  Policy Number: |
| **Start date of Project: End date of Project:** |
| **Project title:** |
| **Brief Description of Project:** |

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| Please provide details of the consulate with which you will be registering, including their contact details. *Where possible, please register before you leave Cambridge:* |
| Please state the date you checked the Foreign & Commonwealth Office travel advice website and the level of warning given to your fieldwork location: |
| Are there any potential physical or psychological problems that might arise due to the nature of your research? |
| Do you have the appropriate permission to access libraries, archives, museums, and do you have the necessary letters of introduction? |
| Are you prepared for any potential medical issues? Do you have the correct vaccinations and documentation of vaccinations? Do you have the details of your medical insurer? |
| Are you aware of the Visa requirements for your visit and any other documentation required? |
| Please describe your plans for immediate evacuation, should it be necessary. |

Useful Links

University Safety Office: <http://www.admin.cam.ac.uk/offices/safety/>

University Insurance Office: <http://www.admin.cam.ac.uk/offices/insurance/>

Foreign and Commonwealth Office: <https://www.gov.uk/government/organisations/foreign-commonwealth-office>

**Please now complete Part 2 with as much detail as possible.**

| **Part 2: Risk Assessment** | | | | |
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| List the significant hazard(s).[[1]](#footnote-1) | Describe what could go wrong – that is, say who might be hurt and how.[[2]](#footnote-2) | Is the risk high, medium or low?[[3]](#footnote-3) | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening.[[4]](#footnote-4) | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
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| **Part 3: Declaration** | |
| This risk assessment form sets out the nature of the risks involved in your proposed fieldwork. This must be completed and signed indicating that you have full understood the nature of the risks. Your personal safety is a matter of paramount concern, and you should do everything to minimise risk. However, in the end, risk is a matter of personal responsibility, and therefore completing this form is part of taking responsibility. | |
| To: the Student  You are now required to sign this form to confirm that, to the best of your knowledge, you have endeavoured to anticipate the likely risks and to seek to minimise them. | To: the Supervisor  Your signature confirms that, to the best of your knowledge, both you and the student have endeavoured to anticipate the likely risks and to seek to minimise them. |
| Signature of student: | Signature of Supervisor: |
| Date: | Date: |

1. A list of hazards is provided to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask the University Safety Office for further advice. Hazards to consider: High or low temperatures; High pressures; Civil unrest **Chemical hazards; Biological hazards; Genetically Modified Organisms; Ionising radiations; Lasers;** Sharp objects; **Dusts;** Work at heights; **Animal houses;** Magnetic fields; Machinery hazards; Electricity; **Manual Handling;** Noise; Vibration; Falling objects; Collapsing structures; Flooding; Slips, trips and falls; Asphyxiant gases; **Flammable gases.** [↑](#footnote-ref-1)
2. Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*. [↑](#footnote-ref-2)
3. Please see the health and safety risk assessment handbook for further guidance on levels of risk, <http://www.admin.cam.ac.uk/offices/safety/risk/> [↑](#footnote-ref-3)
4. When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are ‘reasonably practicable’ to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved. [↑](#footnote-ref-4)