

ROYAL HOLLOWAY, UNIVERSITY OF LONDON
FIELD WORK RISK ASSESSMENT FORM

SECTION 1: GENERAL ARRANGEMENTS		
Proposed field trip by (group or individual): Techniques Module A at Coopers Hill		Status (undergraduate/postgraduate/staff): UG, supervised by staff
Department: Geography		Name of risk assessor: Elaine Turton
Named Course Leader/Supervisor (if different): Jay Mistry		Course and course code (if applicable): GG1011 Module A
Is this field trip for:		
a. Undergraduates	<input checked="" type="checkbox"/>	a. Teaching purposes
b. Postgraduates	<input type="checkbox"/>	b. Thesis
c. Staff	<input type="checkbox"/>	c. Dissertation
d. Other	<input type="checkbox"/>	d. Other research project
Location: Coopers Hill, Runnymede		
Dates:	From: 30 th September 2008	To: 9 th October 2008
SECTION 2: DETAILED ITINERARY		
Place of departure: RHUL Campus		Destination(s): Coopers Hill, Runnymede
Mode of transport/travel arrangements: N/A		Dates of stay at accommodation: N/A
Name, address and telephone number of accommodation: N/A		Name, address and telephone number of fieldwork base camp (if different): N/A
Summary of proposed activities: Surveying, vegetation survey, soil survey, soil and water collection, on site analysis of soils		
Equipment/techniques to be used: Basic hand-held surveying equipment (abney levels, staffs, measuring tapes), total stations, paqualab, soil augers		
SECTION 3: PRE-TRIP PREPARATION AND CHECKS		
Insurance (please specify personal, third party, travel, equipment) arranged with and date: Covered by standard college indemnity insurance		
Equipment inventory attached?		Yes
List of field workers attached? *		Yes
Ratio of staff to students identified to be necessary:		1:10
Health Checks & Vaccinations identified to be necessary (please specify): None specific to this site		
Specific health requirements for individuals available to Course leader?		Yes
Record of next of kin details for each individual available to Course leader? *		Yes
Record of Foreign Office advice (to be checked immediately prior to overseas trips): N/A		
SECTION 4: DECLARATION		
The above has been completed to the best of my/our knowledge and is an accurate identification of the known or foreseeable hazards and of the safety controls to be followed.		
Risk Assessor	Signature:	Date:
Worker or course leader	Signature:	Date:
Supervisor	Signature:	Date:
Health and Safety Co-ordinator	Signature:	Date:

* To be logged with Head of Department

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: FIELDWORK RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Field trip / Field work being undertaken					
Elaine Turton			GG1011 Techniques Module A fieldwork at Coopers Hill					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk			Further Action Required	By (Date) + Review Date
				L	M	H		
Physical Hazards (e.g. extreme weather, mountains and cliffs, quarries, excavations, marshes and quicksand, fresh or seawater, etc)*								
	Normal autumn weather, could be wet, cold and windy Hilly terrain, slippery in places	8 staff and 55 students per practical	Wear appropriate clothing: take waterproofs; wear sun screen if sunny Wear stout boots, walk with care	√			Students to be informed of control measures	Before of start of first session
Biological Hazards (e.g. poisonous animals or plants, aggressive animals, soil (tetanus), freshwater where rats may be endemic (leptospirosis or Weil's disease), dense vegetation (where Lyme disease from sheep ticks could be endemic), insects, hygiene, etc)*								

	Some risk of tetanus or Weil's disease	8 staff and 55 students per practical	People with cuts should cover them with waterproof covering before collecting soil or water. Gloves can be provided Anyone cut on site should seek doctor's advice if their tetanus immunisation is not up to date (i.e. within the last 10 years) or they are uncertain Hands must be washed before eating, drinking or smoking Wear appropriate clothing, walk with caution and be aware of potential skin contact points, ensure this is avoided by adequate clothing cover.	√			Students to be informed of control measures Anyone feeling ill shortly after the fieldwork (particularly if you were cut and if you get cold or flu like symptoms) should seek a doctor's advice, informing them about the field work.	Before of start of first session As needed
	Dense vegetation in places with bramble, nettles							
	Midges in forest		Bring insect repellent	√			Students to be informed of control measures	Before of start of first session
Chemical Hazards (e.g. pesticides, dusts, contaminated soils, chemicals brought on the site, biological fixatives, etc)*								
	Paqualab and pH test kit chemicals	8 staff and 55 students per practical	See CoSHH	√			Students to be informed of CoSHH assessments	Before of start of first session
Man-made Hazards (e.g. electrical equipment, machinery, transport and vehicles, insecure buildings, slurry and silage pits, power and pipelines, military property)*								
	N/A							
Personal Safety (e.g. lone working, night working, attack on person or property, cultural differences, poor communication/remoteness etc)*								
	N/A							

Environmental Hazards (e.g. pollution, rubbish, disturbance of eco-system, etc)*								
	N/A							
Other Hazards (please specify)*								
	N/A							

Fieldwork Risk Assessment Form
MP 10.3.04

* Specify precisely which apply