**Health, Safety and Wellbeing (HSW) Risk Assessment – Field Activity Assessment**

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| **Document No:** |  | **Assessment Date:** |  |
| **Faculty/ Service Division:** |  | **School/Department :** |  |
| **Overall Risk Score:***After controls are in-place* | **Low / Medium / High / Extreme** *[Delete those that are not applicable]* |
| **Form completed by:** |  | **Field Activity Leader:** |  |

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| **Signed:** |  | **Signed:** |  |
| **Dated:** |  | **Dated:** |  |

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| **Other Risk Assessments which might also be required:** |  |  |  |

**Description of field activity and/or location:**

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| **Identify Hazards and Control the Risks:** |
| 1. An activity may be divided into activities or themes. For each activity or theme identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer’s instructions etc.
3. List existing risk controls (take credit for what you do)
4. Rate the overall risk once all controls are in place
5. List any additional controls that need to be implemented and take action
6. Communicate the findings

The boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows |
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| **Individual aspect/hazard identified: Nature of the site***University, urban, rural or remote area, laboratory, office, workshop, construction site, marine environment, etc.* |
| **Key Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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| **Individual aspect/hazard identified: Environmental conditions***Extremes of temperature, altitude, exposure to sunlight, potential weather conditions, tidal conditions etc.* |
| **Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
| **Inclement weather**,i.e. cold, rain, and individual fieldworkers not wearing appropriate clothing, e.g. warm, waterproof. | *[Field Activity Leader**20 Fieldworkers for one week[* | Weather forecast checked in preparation of fieldwork activity to determine whether appropriate to postpone or cancel.Fieldworkers made aware beforehand of appropriate clothing and footwear given the time |  |  |  |  |

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| **Exposure to UV** radiation from sun rays and fieldworkers not protecting the skin.**Unsuitable footwear** if fieldwork activity involves a significant amount of walking around. |  | of year and weather forecast and extent of walking involved.Individual not permitted to be involved in fieldwork activity if intended clothing, footwear not appropriate.Fieldworkers advised on safe practices regarding sun exposure. |  |  |  |  |
| **Individual aspect/hazard identified: Site-specific conditions***For example: cliffs, mountains, rivers, lakes, beaches, dense bush, local endemic infectious diseases etc.* |
| **Risks to health and safety** | **People at risk***(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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| **Individual aspect/hazard identified (please state): Transport***Mode of transport while on site, to and from site, carriage of dangerous goods etc.* |
| **Risks to health and safety** | **People at risk***(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
| Road traffic accidentarising from: -* Driver’s lack of competence for vehicle being used,

e.g. minibus, towing a trailer;* Driver fatigue, distraction or loss of concentration;

Vehicle not in road- worthy condition. |  | University’s specific policy for the management of work-related road safety risks adhered to.Driver is legally entitled to drive intended vehicle and is familiar with the vehicle type. Additional training may be deemed necessary for particular vehicles, e.g. minibuses, or situations, e.g. towing a trailer.Any hired vehicle is through the University’s recognised hirer.For self-drive vehicles, basic checks of lights, indicators, screen wash etc. carried out prior to the start of each journey. Any defect reported |  |  |  |  |

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|  |  | and repaired/rectified or replacement vehicle obtained.Journey planned beforehand to allow for adequate rest breaks and avoiding times when driver at increased risk of fatigue.Drivers mindful of road condition changes for seasonal changes and vehicles suitably equipped.E.g. chains for icy roadsHand-held or hands-free mobile phones not to be used by the driver whilst driving or engine running.Passengers aware of their conduct during the journey must not result in driver distraction, e.g. loud, disruptive behaviour |  |  |  |  |
| **Individual aspect/hazard identified (please state): Equipment**Manual handling risks, operation of machinery, tools, use of specialist equipment, deployment of structures etc. |
| **Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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| **Individual aspect/hazard identified (please state): Personal security**Potential for violence in location, political and social unrest, crime etc. |
| **Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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| **Individual aspect/hazard identified (please state): Cultural considerations**Codes of conduct and ethics, potential to cause offence, etc. |
| **Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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| **Individual aspect/hazard identified (please state): Skills/capabilities/fitness**Medical condition(s), age/gender, capabilities, disabilities etc. |
| **Risks to health and safety** | **People at risk** *(including numbers)* | **Measures to prevent or control the risks to health and safety** | **Any further actions or information** | **Action by:** |
| **Who** | **When** | **Done** |
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# Additional Notes:

This risk assessment must be held by the overall supervisor of the fieldwork activity whilst it is being carried. A copy must also be retained locally within the faculty/school.

**Overall Risk Score:**

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| **Action Plan** |
| **Management agreed additional control measures to be implemented** | **Resources Required** | **Action By:** | **Action Complete: Responsible Person** |
| **Responsible Person** | **Target Date** | **Completion Date** | **Signature** | **Date** |

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| **Review** |
| **Review Details** | **Comments** |
| Scheduled Review Date |  |
| Are all control measures in place? |  |
| Are controls eliminating or minimising the risk? |  |
| Are there any new problems with the risk? |  |
| Are the supervisory arrangements adequate? |  |
| Are the levels of skills, capabilities and training adequate? |  |
| **Review By: (name)** |  |

**Review Date:**

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| **Communication** |
|  | **Method** | **Yes** | **Date** | **Comments** |
| Reference of formal communication to staff and students | Copy of risk assessment issued to staff |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Other |  |  |  |
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| How they were consulted on the risk |  |  |  |  |
| Additional Methods of Communication | Initial briefing |  |  |  |
| Activity planning |  |  |  |
| Pre-departure briefing |  |  |  |
| Email circulation |  |  |  |
| Other |  |  |  |