

NOC Fieldwork H&S Risk Assessment Form

This form must be used in conjunction with the Risk Assessment Guidance Notes. Overseas Travel H&S Risk Assessment may also be required for projects outside the UK (see H&S Connect website).

Person conducting assessment	Status (i.e. undergraduate, academic)	Email	Mobile No.	Address
Name of Supervisor:		Name of others on trip (use separate sheet if necessary):		
Email:				
Phone no:				
Please provide details of any medical conditions or any medication which may affect safety in the field. <i>All information will be treated in the strictest confidence.</i>		N/A		
DATES OF TRIP	FIELDWORK AREA/PURPOSE OF WORK			ADDRESS/PHONE IN FIELD
2 PEOPLE IN UK TO BE CONTACTED IN EMERGENCY				
Name:	Address:	Phone numbers:	Email:	
Name:	Address:	Phone numbers:	Email:	
CONTACT DETAILS IN HOST COUNTRY (for projects outside UK)				
Name of Host:	Address:	Phone number:	Email:	
EMERGENCY / INSURANCE DETAILS				
Emergency services number for your country of work: Greenland's country code is +299 International calling prefix is 00 All emergencies on Greenland: call 112		Trip Insurance Policy No: Insurer: Chubb Policy Number: UK#####		Insurance phone: +44 (0)203 538 #####

What are the significant hazards? Something with the potential to cause harm. Refer to hazard checklist for guidance	Who or what is at risk of injury or loss and how will this occur? Where a group of people may be affected differently, for example young people or expectant mothers, assess this separately	Initial Severity	Initial Likelihood	Initial Risk Rating	Specify the current control measures which are already in place and state any other additional control measures which may be required to reduce the risk to an acceptable level Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. Additional control measures must be given a target date and a lead to complete them. (Use the Risk Hierarchy)	Revised Severity	Revised Likelihood	Revised Risk Rating
Vehicles and driving	All participants travelling within Greenland Road traffic accidents – injuries to driver, passengers or third parties.	Minor (1)	Unlikely (1)	Very Low (1)	Public transport will be used. Taxis are available in Greenland, +299 64 11 11 and +299 64 44 44.	Minor (1)	Unlikely (1)	Very Low (1)
Temperature Work outdoors Thermal	Staff working aboard a small boat south-west of Greenland Hypothermia Frostbite Seasickness	Major (3)	Unlikely (1)	Medium (3)	The boat and crew have been recommended by project partner. Work during daylight hours, or well lit night conditions. All participants will use life jackets. Wear appropriate warm and waterproof clothing for the task and duration. Take breaks to warm up. All participants have completed the Personal Survival Techniques (PST) course. Sea sickness tablets Monitor weather conditions and use local knowledge. Verify availability of suitable life vests for work on the boat.	Serious (2)	Unlikely (1)	Low (2)
Manual handling	All staff Moving equipment. Injuries to staff during deploying the autonomous vehicles from the boat.	Minor (1)	Probable (2)	Low (2)	Correct PPE will be worn for moving equipment during mobilisation and deployment. Staff have completed basic manual handling course. Heavy items will be lifted in pairs or using machine aid. Talk about details of work plan prior to mobilisation and before deployment.	Minor (1)	Unlikely (1)	Very Low (1)

Weather/climate	All staff Changeable weather conditions making sea state dangerous	Serious (2)	Probable (2)	Medium (3)	Monitor weather forecast. Use local experts to predict weather windows.	Serious (2)	Probable (2)	Very Low (1)
Field trips and field work	All staff Getting help in case of accident Delay in rescue or treating illness or injury, long distance to the nearest hospital (Qaqortoq hospital)	Serious (2)	Unlikely (1)	Low (2)	Iridium phone allows for a communication in the field work area VHF's which will be aboard small boat offshore may be also used Staff training in first aid (Frajka-Williams, Mazlan) Pre programme contact numbers into the Iridium phone system before fieldwork commences. Helicopters can be used in case of emergency to reach the hospital (covered by insurance)	Minor (1)	Unlikely (1)	Very Low (1)
Slips, trips and falls	All staff Working on a moving boat Icely conditions on land	Minor (1)	Unlikely (1)	Very Low (1)	Correct PPE to be worn. Suitable boots (with grip on soles) for snow and ice Suitable shoes or grip-aids for snow/ice on the ground. If conditions are slippery, travel in pairs.			

COPY AND PASTE PREVIOUS ROW TO INSERT NEW ONES

DECLARATION SIGNING AND AUTHORISATION			
The assessment must not be approved until the overall risk is reduced to an acceptable level and all additional controls measures have been assigned a lead to complete them prior to any commencement of the work activity.			
Assessor(s)		Date of assessment	
Assessment approved by (Usually by a line manager/supervisor)		Date of approval	
Review by (Formally every 2 years or sooner if circumstances changes)			

All personnel working on the task: I have read and understood the information contained in this Risk Assessment and agree to abide with all safety controls.					
Name	Signature	Date	Name	Signature	Date

Severity → Likelihood ↓	Slight (1)	Serious (2)	Major (3)	
Unlikely (1)	Very Low (1)	Low (2)	Medium (3)	Very Low (1): No action is required, though the assessment must be recorded. Low (2): No additional controls are required. Monitoring is required to ensure that the controls are maintained. Medium (3&4): Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. High (6): Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. Very High (9): <i>Work should not be started or continued</i> until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.
Probable (2)	Low (2)	Medium (4)	High (6)	
Likely (3)	Medium (3)	High (6)	Very High (9)	

Appendix 1

Hazards	Possible Control Measures to Consider
Travelling	Scheduled flights, trains, coaches Use professional drivers or maintain safe driving (driver training where appropriate) Use high viz vests and markers for road cut exposures Exercise on long haul flights to avoid deep vein thrombosis
Weather/climate	Suitable clothing and sufficient water/carry thermal blanket Wear hat and sunscreen Carry waterproofs, extra warm layers, survival bag Know compass direction and terrain to ensure follow route out Leave mountain ridges immediately
Wildlife and vegetation	Maintain vigilance; wear long trousers and long sleeved shirts. Check for ticks and remove immediately. Rabies inoculations before travel increases time available for follow-up treatment.
Local factors	Immunisation, suitable medicines Ensure personal hygiene and always wash hands before eating. Use of anti-bacterial wash if limited clean water available Familiarise yourself with customs so you can behave and dress appropriately.
Accommodation	Familiarise yourself with the fire drill and escape route Keep valuables out of sight. Do not use or refuel stove inside tent.
Remote areas	Buddy system or contact arrangements. Use route cards. Mobile phone. Consider walkie-talkies Consider taking a First Aid training course or 2-day Fieldwork Safety and First Aid Course.
Personal safety and First Aid provision	Obtain basic first aid competence and carry first aid kits Maintenance of buddy system. Tell others of medical conditions and symptoms. Ensure tetanus injection is in date.
Lone Working	Carry a whistle Buddy system – details of mobile phone contact at regular time intervals if outside sight and sound of rest of field party.
Terrain	Hard hats Do not climb unless you are sure it is safe. Take extra care when crossing streams. Be particularly careful when going to the assistance of someone who has fallen in. Maintain vigilance (do not camp) in wadis or areas liable to flooding
Coastal conditions	Throw lines may be a useful addition to safety equipment. Ensure knowledge of correct use Do not swim unless you have separate risk assessment covering the adequate life saving facilities present.
Hammering rock samples	Wear goggles, warn people nearby before hammering.
Carrying heavy samples	Make more than one journey if necessary
Environmental impact	"Carry it in, carry it out." Do not make fire unless you are sure it will be safe, and is allowed. Leave any rock shards tidied up inconspicuously.