

Offsite and Travel (Emergency Plan and Risk Assessment)

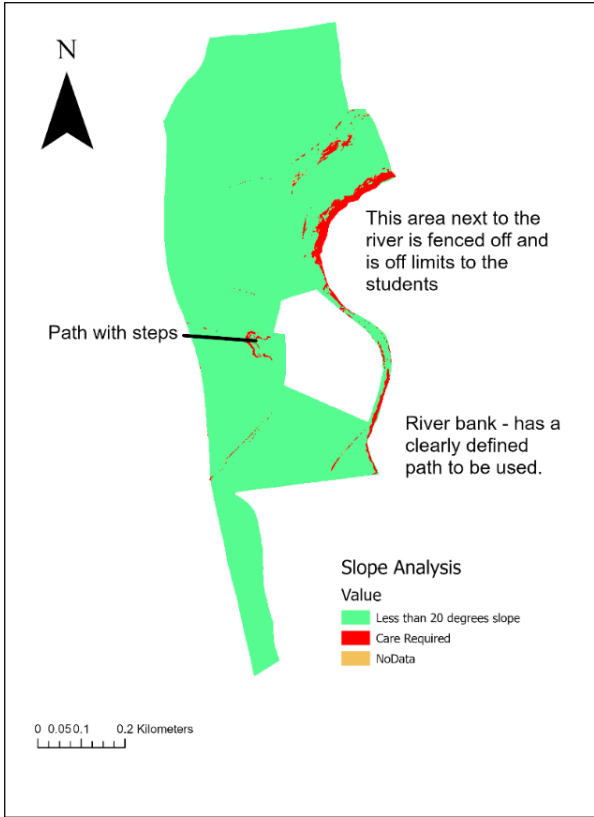
Emergency Plan

The information entered here should be kept at hand at all times				
Name	Staff/Student Number	Department/College	Destination Landline Contact Number	Traveller's Mobile Number
Fred Worrall	70020144	Earth Sciences	0191 334 2300	
Ken McCaffrey	70004578	Earth Sciences	0191 334 2300	
Gary Wilkinson	3500357	Earth Sciences	0191 33402300	
Stefan Nielsen	70042607	Earth Sciences	0191 334 2300	
Email Address	fred.worrall@durham.ac.uk			
Primary address at destination (host or accommodation)	No overnight stays away from normal accommodation			
Destination emergency contact one (include name, job title, and all contact information)	Destination is in Durham Janice Oakes, Dept. of Earth Sciences, University of Durham, South Road, Durham, DH1 3LE, +44 (0191) 334 2300 janice.oakes@durham.ac.uk		Destination emergency contact two (include name, job title, and all contact information)	Bob Holdsworth, Professor at Durham University Department of Earth Sciences +44 (0)191 33 42299 r.e.holdsworth@durham.ac.uk
Overseas Emergency Services	Fire	999	Home Nation Embassy (address, tel. and email)	N/A
	Ambulance	999		
	Police	999		
Insurance details (telephone number, policy number)	Tel: +44 (0)2920 662425 E-mail: UMAL@global-response.co.uk Reference: UMAL/050		University Single Point of Contact	University Emergency (24 hours): +44 (0) 191 334 3333 University Security Office (24 hours): +44 (0) 191 334 2222
Nearest Medical Help at Destination (medical centre or hospital address)	University Hospital Of North Durham North Road, Durham, County Durham, DH1 5TW 0800 783 5774		Other University Contacts (supervisor or line manager)	Mark Allen – earthsci.hod@durham.ac.uk Tel. (<i>working and out of working hours</i>)
Next of kin/Who to inform contact one (name, home and mobile numbers)			Next of kin/ Who to inform contact two (name, home and mobile numbers)	

Agreed supervision arrangements (direct/indirect, agreed contact frequency and method)

Contact HoD via email when and where necessary – for example in the event of incident. Update provided via Janice Oakes where necessary.

Risk Assessment

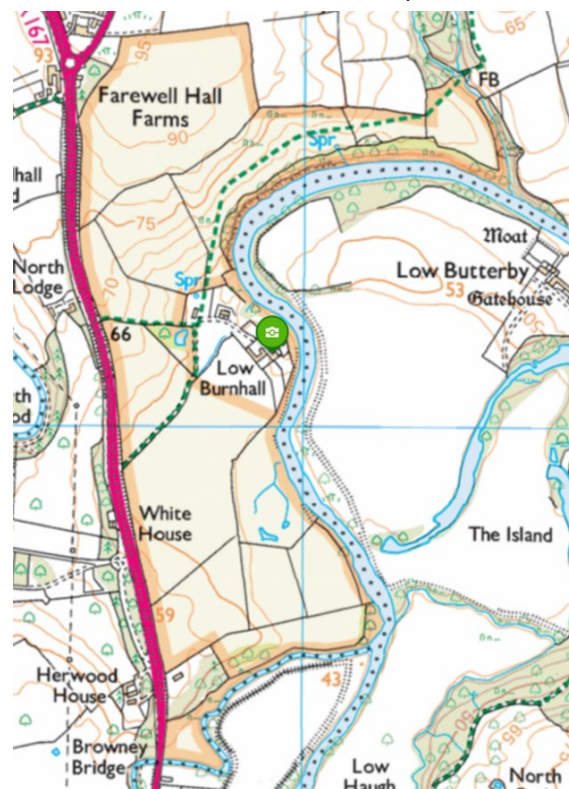
Location(s): <i>(where will the activity or task take place?)</i>	Description of task or Activity: <i>(to include enough information to establish the foreseeable hazards)</i>
<p>Low Burnhall Woodland Trust estate, South Rd, Durham DH1 3TX Detail of locations shown on attached maps</p>	<p>GEOL50215 & GEOL50130 – 2 Days will be spent in the field, 30th April and 1st May. Trip includes four staff. There are 11 students.</p> <div data-bbox="927 328 1518 1149">  <p>N</p> <p>Path with steps</p> <p>This area next to the river is fenced off and is off limits to the students</p> <p>River bank - has a clearly defined path to be used.</p> <p>Slope Analysis Value Less than 20 degrees slope Care Required NoData</p> <p>0 0.05 0.1 0.2 Kilometers</p> </div> <p>Slope analysis using 20 degrees for avoiding steep inclines.</p> <p>Students will make their own way to meet at car park marked on attached map each morning at 9am. Support vehicle will be parked at the marked car park.</p> <p>Students will be in maximum groups of 4 with a staff accompanying them at all times.</p> <p>Students will collect spatial surveys of the Low Burnhall site in the orange/green area of attached map. Surveys include: drone flights, resistivity, and DEM.</p>

Students will not work near rivers or on slopes above 20 degrees and will only work within the access land shown on attached map.

30th April – meet at Low Burnhall – students gather data

1st May – group exercise – students gather data

Detail of area shown on attached map



Hazards (<i>things with the potential to cause harm</i>)	Those at risk (<i>people who could</i>	How could they be harmed? (<i>nature of injuries, damage that could result</i>)	Uncontrolled risk level (<i>level of risk without control</i>)	Required controls (<i>how the risk can be removed or reduced by for example engineered methods, safe systems of work, training and/ or personal protective equipment</i>)	Controlled risk level (<i>level of risk remaining when</i>
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Refer to the Risk Identification Tool	be harmed)				controls are in place)
Transport and Travel					
Traffic accident (passenger)	Staff	Death, broken bones, bruises, physical injury	High Risk 5 x 4	<p>Support vehicle drivers (Fred Worrall and Stefan Nielsen) have full clean driving license. Driving laws to be followed at all times. Seatbelts to be worn at all times.</p> <p>Carry mobile phones in case of an emergency and carry power bank for mobile phone.</p> <p>Park in safe, legal position relative to other road users, and in designated off-road parking (see map above). Care taken when exiting and moving around the vehicle on foot and when working near or crossing roads.</p>	Medium Risk 5 x 2
Traffic accident (pedestrian)	Staff Students	Broken bones, cuts, bruises, physical injury	Medium Risk 4 x 3	<p>Hi-vis jackets to be worn at all times.</p> <p>Participants to be aware of their surroundings and any other vehicles in the vicinity.</p>	Low Risk 3 x 2
Health & Safety / Emergency / Medical					
Contagious illness (chicken pox, flu, measles, mumps etc.)	Staff Students	Sickness, fatigue, pain, nausea, dizziness, itching etc. Spreading the illness around	Medium Risk 3 x 4	If you have contracted any sort of infectious illness immediately prior to the fieldwork trip, you must stay home and not attend the fieldwork trip. To do so will put the entire cohort at risk of serious illness.	Low Risk 3 x 2
Personal physical health issues	Staff Students	Sickness, fatigue, nausea, pain, dizziness etc.	Medium Risk 3 x 4	<p>All participants complete a health declaration form in advance of the fieldwork trip so any reasonable adjustments can be made to accommodate any physical health issues participants may have.</p> <p>Bring any medication you may need to take while on the trip, and make sure it's with you at all times.</p> <p>Staff members hold an up-to-date first aid qualification (either the 3 day first aid course, or the fieldwork first aid course). There will be a first aid kit available in case of emergency.</p>	Low Risk 3 x 2
Personal mental health conditions e.g. anxiety, borderline personality disorder, eating disorder etc.	Staff Students	Emotional and mental distress following a triggering event	Medium Risk 3 x 4	<p>All participants complete a health declaration form well in advance of the fieldwork trip so any reasonable adjustments can be made to accommodate any mental health issues participants may have.</p> <p>Bring any medication you may need to take while on the trip, and make sure it's with you at all times.</p>	Low Risk 3 x 2

				Staff have completed the mental health training modules on Oracle Learn in order to better support anyone experiencing mental and / or emotional distress.	
Communications Infrastructure					
Unable to contact emergency services	Staff Students	<i>Worsening medical situation</i>	Medium Risk 3 x 4	<p>Hire car on site at all times so that one member of staff can use it to evacuate injured parties to nearby medical aid if necessary.</p> <p>All field staff have up to date first aid qualifications and will carry a university first aid kit.</p> <p>Students advised to carry personal first aid kits to attend to any minor scrapes or injuries they may pick up while on the trip</p> <p>Emergency plan has listed the nearest medical facility and this will be carried on the trip at all times.</p>	Low Risk 3 x 2
Terrain / Location					
Uneven ground	Staff Students	<i>Slips, trips, falls, sprained ankle, broken bones, cuts, bruises etc.</i>	Medium Risk 3 x 4	<p>Walking boots and socks to be worn, which have been worn in prior to the trip. Pay attention to the ground you're walking on and avoid areas that may be particularly hazardous or difficult to navigate.</p> <p>All work will start after sunrise and cease before sunset</p>	Low Risk 3 x 2
Water	Staff Students	<i>Drowning</i>	High Risk 4 x 4	No work will be conducted along rivers – no sampling to be taken near rivers	Low Risk 2 x 2
Climate					
High temperatures	Staff Students	<i>Dehydration, sunburn, sunstroke etc.</i>	Medium Risk 3 x 4	<p>Make sure all students carry a water bottle and extra water is carried by staff during day long activities.</p> <p>Support vehicle also to have extra water and be within easy reach of the group at all times</p> <p>Participants to consider the weather each day and carry appropriate items e.g. sunscreen, hat, etc. Dress appropriately for the weather and activity.</p>	Low Risk 3 x 2
Exposure to inclement weather	Staff Students	<i>Feeling cold, shivering, hypothermia etc.</i>	Medium Risk 3 x 4	<p>Participants to consider the weather each day and carry appropriate items e.g. gloves, hat, etc.</p> <p>Dress appropriately for the weather and activity. Wear layers and a waterproof.</p>	Low Risk 3 x 2
Accommodation					

n/a					
Welfare / Fieldwork Facilities (those away from accommodation)					
Limited access to facilities	Staff Students	<i>Emotional distress</i>	Medium Risk 3 x 4	Rough timing of toilet breaks will be communicated with the students – this will be lunchtime unless required and toilets in Dept of Earth Sciences will be used. A vehicle is available to facilitate this.	Low Risk 3 x 2
Limited access to facilities	Staff Students	<i>Toxic shock syndrome</i>	High Risk 4 x 4	Rough timing of toilet breaks will be communicated with the students – this will be lunchtime unless required and toilets in Dept of Earth Sciences will be used. A vehicle is available to facilitate this.	Medium Risk 4 x 2
Food / Water					
Allergies	Staff Students	<i>Anaphylaxis / death</i>	High Risk 5 x 4	Avoid consuming food you are allergic to. If you have a known allergy, carry medication with you at all times (antihistamines and at least two epi pens). All participants will have completed a health declaration form well in advance of the fieldwork trip so any food allergies have been declared and arrangements can be made to ensure these foods are absent.	Medium Risk 5 x 2
Allergies	Staff Students	<i>Itching, tingling mouth, skin rash etc.</i>	Medium Risk 3 x 4	Avoid consuming food you are allergic to. If you have a known allergy, carry medication with you at all times e.g. antihistamines. All participants will have completed a health declaration form well in advance of the fieldwork trip so any food allergies have been declared and arrangements can be made to ensure these foods are absent.	Low Risk 3 x 2
Poor food hygiene	Staff Students	<i>Food poisoning</i>	Medium Risk 4 x 3	Make sure to wash your hands or use hand sanitiser before consuming food.	Low Risk 3 x 2
Work Procedures					
Drone / UAV use	Staff Students Non involved persons	<i>Physical injury, bruises etc.</i>	Medium Risk 3 x 3	Conduct pre-flight survey to identify areas of no-go/no flight and lines of sight. Ensure minimum separation distance as laid down by UAV guidelines. Suspend operations if member of the public encroaches into operational area. Each drone has an operator ID and each flyer has flyer-ID in line with <u>The Drone and Model Aircraft Code UK Civil Aviation Authority (caa.co.uk)</u> Only those with a flyer-ID will be allowed to operate the drones and	Low Risk 2 x 2

				no students will be allowed to fly the drone.	
Terrestrial Lidar Equipment	Staff Students	<i>Physical injury, bruises, etc.</i>	Medium Risk 2 x 4	<p>Make sure lidar box is carried by two persons (this will be a member of a staff and a student) at all times</p> <p>Trained staff will supervise student use at all times. Students warned during operation to stand 3 m back from lidar on tripod during data collection</p> <p>Students told not to look directly at the laser source during operation</p>	Low Risk 2 x 2
Flora / Fauna / Fungi					
Bees, wasps etc.	Staff Students	<i>Anaphylaxis</i>	High Risk 5 x 4	<p>If you have a severe allergy, carry medication with you at all times (antihistamines and at least two epi pens).</p> <p>Remove the sting if still embedded in the skin by scraping it sideways with something hard, such as your fingernails. Avoid pinching as this could spread the venom.</p> <p>Wash the affected area and apply a cold compress to the area for 10 minutes to reduce swelling. Apply a hydrocortisone based cream to reduce itching.</p>	Medium Risk 5 x 2
Bees, wasps etc.	Staff Students	<i>Stings, pain, redness, swelling</i>	Medium Risk 2 x 4	<p>If you have a non-lethal allergy carry medication with you at all times (antihistamines).</p> <p>Remove the sting if still embedded in the skin by scraping it sideways with something hard, such as your fingernails. Avoid pinching as this could spread the venom.</p> <p>Wash the affected area and apply a cold compress to the area for 10 minutes to reduce swelling. Apply a hydrocortisone based cream to reduce itching.</p>	Low Risk 2 x 2
Cattle	Staff Students	<i>Trampling, broken bones, bruises, cuts etc.</i>	Medium Risk 4 x 3	<p>Give livestock room and ensure they do not feel threatened by your behaviour, never venture through the middle of a herd or walk between mother and young.</p>	Low Risk 3 x 2
Ticks	Staff Students	<i>Lyme disease</i>	High Risk 4 x 4	<p>Long trousers and long-sleeved shirts will be worn. We will check for ticks at the end of each day and treat as required.</p>	Medium Risk 4 x 2
Biological					
Leptospirosis (Weil's disease)	Staff	<i>High temperature, body</i>		Keep away from potentially unhygienic areas in the field (e.g.	



	Students	<i>aches, stomach pain, headache, nausea, diarrhea, yellowing of skin</i>	Medium Risk 3 x 4	contaminated dirty streams or rubbish dumps) Maintain good hygiene throughout. Wash or disinfect hands before eating and drinking, particularly important when working on or contaminated land/ waterways. Wash hands thoroughly at the end of the session.	Low Risk 3 x 2
<i>Mechanical</i>					
n/a					
<i>Recreation</i>					
n/a					

FCO and Drum Cussac Location Rating	High		Medium		Low	X
Date FCO information accessed	21/02/2024					

Overall risk rating for the work (as below) (tick one) (this is the risk rating which should be entered on Viator)	High		Medium		Low	X
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If the Overall risk rating is 'high', additional approval from the Faculty Executive Dean or Pro Vice Chancellor will be required prior to submission of a Viator Travel Request.

High	If the FCO advice is against all travel or all but essential travel, or the University rating derived from Drum Cussac is high, <i>or</i> any single risk associated with the activity cannot be mitigated to an acceptable level
Medium	If the FCO advice is follow FCO advice, or the University rating derived from Drum Cussac is medium, <i>or</i> any single risk associated with the activity is above that which may exist in the UK, but controls can be anticipated which will sufficiently mitigate the risk
Low	If the FCO advice is no specific travel restrictions, or the University rating derived from Drum Cussac is low, <i>and</i> all risks can be controlled or eliminated to a level equivalent to that existing in the UK

Internal Guidance/Linked Documents:			
Competence Requirements:			
Supervisor/Manager Review and Comment:			
Assessment Prepared by		Supervisor/Manager Acceptance	
Name:	Fred Worrall	Name:	Bob Holdsworth
Signature:		Signature:	
Date:	21/2/24	Date:	21/02.2024

This risk assessment should be read by those performing and supervising the work in conjunction with all relevant documentation including method statements and safe systems of work

Health and Safety Risk Matrix

			Probability/ likelihood of risk realisation				
			Almost Impossible (1)	Not Likely to occur (2)	Could occur (3)	Known to occur (4)	Common occurrence (5)
			A freak combination of factors would be required for risk to be realised	A rare combination of factors would be required for risk to be realised	Could happen when additional factors are present otherwise unlikely to occur	Not certain to happen but an additional factor may result in risk being realised	Almost inevitable that risk will be realised
Potential Consequences	Severe (5)	One or more fatalities. Irreversible health problems	5	10	15	20	25
	Major (4)	Partial or medium term, disabilities or major health problems	4	8	12	16	20
	Moderate (3)	Lost-time injuries or potential medium-term health problems	3	6	9	12	15
	Minor (2)	Minor, very short-term health concerns on recordable injury cases.	2	4	6	8	10
	Insignificant (1)	Inherently safe, unlikely to cause health problems or injuries	1	2	3	4	5

Extreme risk	High risk	Medium risk	Low risk