# RISK ASSESSMENT/PLAN (FIELDWORK)

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| Field Trip ReferenceDatesMethod of contact | Location(s):Number of Students:(attached student list)Number of Staff: | Assessment completed by: |
| **Additional Information:** | **EMERGENCY RESPONSE INFO:Main contact person:****Contact Details:****Dept Contact:** |
| **Communications:**Key Contact Person and Details:Method and frequency of contact:Expected return date and time:**Return contact completed:** Date: Time:Signed:**Failure to return:**Police/SAR notified:Date: Time:Signed: | **Record of communications:** |
| **Activities/Environmental Conditions** | **Hazards** | **Controls/Risk minimisation** |
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| Plant/Equipment: | Maintenance checks current: |
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| First Aid provision | First Aid Kits/Epi Pen |
| Hazardous Substances or materials:Safety data sheet on site: | Personal Protective Equipment required: |
| **Staff Name:** | **Duties/Role/Responsibilities:** |
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Signed: Position:

## Approval

**Position: Date:**

**Signature:**

**Additional Requirements:**

Prompts:

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| **Field work site hazards** |  |  |
| Physical Hazards:* Extreme Weather/weather forecasts
* Remoteness
* Mountains and cliffs
* Glaciers, crevasses, ice falls, etc.
* Caves, mines, quarries
* Forests, including fire risk
* Freshwater
* Sea and seashore (tides, currents, etc.)
* Marshes, quicksand
 | Biological Hazards:* Aggressive animals
* Plants
* Pathogenic micro-organisms
 | Chemical hazards:* Agrochemicals, pesticides
* Dusts
* Chemicals on site
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| Hazards to environment:* Pollution
* Disturbance of ecosystems
* Waste minimisation
* Ecotoxic substances/chemical waste
 | Man-made hazards:* Road and rail traffic
* Machinery, vehicles
* Power lines, pipelines
* Electrical equipment
* Insecure buildings
* Slurry and silage pits
* Attack on property or person
 | Others:* Alcohol
* Visitors on site
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| **Work hazards:** | **Equipment:** | **Training** |
| * Driving – transport to and from/4WD
* Navigation
* Survival and rescue
* First aid
* Working alone
* Boating
* Diving
* Climbing
* Caving
* Firearms
* Using machinery
 | * Safety clothing
* First aid kit
* Survival kits
* Emergency food and drink
* Navigation aids, maps, GPS, compass
* Communication system
* Special gear
 | * Navigation
* First aid
* Languages
* Health education
* Specific skills – boats, climbing, etc.
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| **Access**  |  | **Health and Fitness** |
| * Travel arrangements
* Permission to access sites
* Hazard information
* Local information
 | * Accommodation
* Insurance
* Food and catering
* Availability of assistance
 | * Medical information
* Vaccinations
* Pre-expedition fitness training
* Next of kin, documents
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(This example is based on one used by the University of Otago, with their permission, and induction areas can be adjusted as needed for your organisation)