# RISK ASSESSMENT/PLAN (FIELDWORK)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Trip Reference  Dates  Method 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** | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
| Plant/Equipment: | | | | | Maintenance checks current: |
|  | | | | |  |
| 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:** | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |

Signed: Position:

## Approval

**Position: Date:**

**Signature:**

**Additional Requirements:**

Prompts:

|  |  |  |
| --- | --- | --- |
| **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 |
| 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 |
| **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. |
| **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 |

(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)