

4.13b General Fieldwork Risk Assessment

15 June 2010

This form must be used by anyone seeking approval for Fieldwork. If it is a group trip, then the organiser or Person in Control must complete this form.

Part A: Overview

This form provides details of the trip, group membership and transportation arrangements. It provides a means to ensure that risks have been assessed and strategies put in place to minimise those risks. It also provides the only official approval mechanism for the trip to proceed. The Head of School/Cost Centre will retain the original form. The file number will be determined by the faculty or department. A copy of the form must be carried by the Person in Control.

Part B: Person in Control of research or project

| | | | |
|--------------|--|-----------------------|--|
| Name | | | |
| Position | | Staff number (If any) | |
| Contact work | | After hours | |
| Supervisor | | Cost Centre | |

Part C: Fieldwork description

This should include location of fieldwork/excursion (include a map or Grid Coordinates), the purpose of the trip and the justification for inclusion of fieldwork activity, the type of work being undertaken and role of participants.

Fieldwork Details: Research **Yes / No** Teaching activities **Yes / No** Other: _____

This box will expand as you type.

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Part D: Fieldtrip Itinerary

| | | | | | |
|---------------------|--|------|--|------|--|
| Point of Departure: | | Date | | Time | |
| Point of Return: | | Date | | Time | |

| | | | | | |
|------------------------|--|------|--|------|--|
| Location of Stopovers: | | Date | | Time | |
|------------------------|--|------|--|------|--|

Part E: Transportation Details *(more than one may be applicable)*

Yes / No University vehicle **Yes / No** Public transport **Yes / No** Private transport

Type of vehicle: **Yes / No** Car **Yes / No** Bus **Yes / No** Aeroplane **Yes / No** Train

Other _____

| Drivers name | License number | Type of licence | Comment eg 4WD |
|--------------|----------------|-----------------|----------------|
| | | | |
| | | | |

Add additional rows as required

| | | | |
|---|--|--------------------------------|--|
| University Vehicle/s (Make & Model): | | Registration Number (if known) | |
| Private Vehicle/s (Make & Model): | | Registration Number: | |

Part F: Fieldtrip / Excursion Members

Include every person on the trip and their status e.g. Staff, Undergraduate, Postgraduate etc.

| | | | |
|-----------------------|--|-----------------------------|--|
| Name: Name Name | | Status: Status Status | |
|-----------------------|--|-----------------------------|--|

Add additional names as required

Total number of participants: _____

First aid qualified participants

| | | | |
|---------------|--|--------------------------------|--|
| Name: Name | | Qualification Qualification | |
|---------------|--|--------------------------------|--|

Part G: Risk Management

KNOWRISK RISK ASSESSMENT MATRIX

| | Likelihood | | | | |
|---------------|------------|------------|-----------|-----------|----------------|
| Consequence | Rare | Unlikely | Possible | Likely | Almost Certain |
| Insignificant | Negligible | Negligible | Low | Low | Tolerable |
| Minor | Negligible | Low | Tolerable | Tolerable | Tolerable |
| Moderate | Low | Tolerable | Tolerable | High | Extreme |
| Major | Tolerable | Tolerable | Extreme | Extreme | Extreme |
| Catastrophe | High | High | Extreme | Extreme | Extreme |

Boxes will expand as you type.

Summary of **high** or **extreme** risks¹ identified en route and at Fieldwork site. Tolerable risks may also be included.

(Details of risk assessment to be inserted into this sheet, provided electronically or as a hard copy or referenced in **Know Risk** data base)

| Risks | Type or specific control to | Residual ² risks |
|-------|-----------------------------|-----------------------------|
|-------|-----------------------------|-----------------------------|

¹ Inherent , foreseeable or identified risks

² Residual risk - Risk remaining after controls have been implemented

| | be implemented to reduce exposure to risk? Type e.g. elimination, substitution, isolation, engineering or redesign, administrative, protective equipment. | Likelihood (rare, unlikely, possible, likely, almost certain) | Consequence (insignificant, minor, moderate, major, catastrophic) | Rating |
|----------------------------|--|--|--|--------|
| Cut on sharp edges of trap | | | | |
| Needlestick injury | | | | |
| Kicked by wallaby | | | | |
| Exposure to used sharps | | | | |
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It is expected best practice that ALL risks will be identified at the planning stage. Use *Fieldwork Planning Checklist* (Form 4.13a) to ensure all types of risk have been identified eg. environment, energy, manual tasks, substances, biological and equipment.

Part H: Communication & Emergency plans

Please attach or complete below - *This box will expand as you type.*

| | | |
|----------------------------------|--|--|
| | | |
| Name of emergency contact person | Number or call sign of person or authority to be notified in an emergency. | |

Part I: Safety equipment and/or funding required

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Part J: Accountability

As Person in Control of Fieldwork I have ensured that this assessment complies with the requirements outlined in UNE Fieldwork Policy (4.13), School or Cost Centre procedures and AS/NZS 4360 Risk Management.

I will ensure that the relevant Person in Control Declaration's (Form 4.13b) are completed.

I will ensure that all fieldworkers (including students) who are not UNE staff members complete a Fieldwork Participation Declaration (Form 4.13d).

| | | | |
|--|--|------|--|
| Person in Control | | Date | |
| Supervisor (if any) | | Date | |
| Approved (Head of School/Cost Centre): | | Date | |

Attached forms / Booking numbers

| | | | | |
|---|-------------------------------|-----|----|--|
| 1 | Travel Booking Tool completed | Yes | No | |
| 2 | Motor Vehicle requisition | Yes | No | |
| 3 | | | | |

Associated documents

- 4.13 Fieldwork Policy
- 4.13a Fieldwork A-Z Planning Checklist
- 4.13b General Fieldwork Risk Assessment

4.13c Fieldwork Trip Form

4.13d Fieldwork Participation Declaration

4.13e Person in Control Declaration

4.18 Children in the Workplace Policy

4.06 First Aid Policy

UNE Motor Vehicle requirements

Travel booking tool - Requisition for approval to Travel on Official University Business

Requisition for use of a University Motor Vehicle

TRIM Document D08/31015 amended