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| **Safe Work Practice Sheet****Trips / Field Work**  | **Ref:** *SWPS 019* | **Approved by:** *ISMC* |
| **Assessed by**: *CC/EH**June 2018* | **Issued by:** *C.Carlin/ E. Healy* |

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| **Hazards**Trips & Field work can present a range of hazards including but not limited to;* Unplanned or unorganised travel i.e. no itinerary
* Documentation – Insurance, Passports, Visa’s etc.
* Personal Safety – accidents, crime etc.
* Lone working
* Local Environment – Climate, political instability, pollution, hygiene & sanitation
* Health – food / water hygiene, virus, diseases, contaminated water supply etc.
* Means of travel – air; bus; car etc.
* Emergency procedures
* Working in hazardous terrain

**Person Exposed to Risk**🗹 Students 🗹 Employees 🞏 Public 🞏 Contractors 🞏 Visitors |
| **Work Description** Staff and students undertaking Trips & Field Work |
| **Controls*** The person in charge of the trip (Trip Co-ordinator) or individual person travelling must complete the check list and risk assessment form (attached) in advance of any trip or field work. The risk assessment must take into account the hazards associated with the location or venue in which the field work / trip will take place e.g. climate, environment, animals and plants, activities (past / present), political instabilities, local customs and laws, health issues, food & water hygiene, virus etc.
* The Trip Co-ordinator or individual person travelling must ensure that the location or venue is researched in advance of the trip to ascertain any potential hazards.
* The Trip Co-ordinator or individual person travelling must ensure that the appropriate travel documentation is in place prior to travel e.g. Insurance, passports, visa’s etc. (if applicable).
* A travel itinerary is to be arranged in advance of any travel. The itinerary including, emergency procedures and key personnel including contact details must be communicated and distributed to all trip participants in advance of travel. In addition to this, copies of the proposed itinerary, routes, timetables etc. must be left with a nominated member of staff, who is available on campus and can, if necessary, implement the emergency plan. The emergency procedures document should also include the details (including telephone numbers) of the relevant emergency services (e.g. Garda, Police, Mountain Rescue, Coast Guard) in that area.
* Personal data including contact details, next of kin contact details and any knowledge of any pre-existing medical conditions must be obtained from each trip participant in advance of travel.
* Adequate supervision to be maintained at all times. The level of supervision must reflect the trip location and risk assessment for that trip.
* A suitable means of travel to be used. A reputable and competent travel company with a safe and suitable means of transport to be provided e.g. airlines, bus, taxis etc.
* Persons travelling should be encouraged to use seat belts and any other safety devices provided and behave in such a manner as not to distract the vehicle/travel operator.
* The trip participants must abide by the safety rules and policies of the host venue/company/location at all times.
* Lone working in hazardous areas or in locations must be avoided. In certain circumstances lone working / travelling will be permitted following a risk assessment once adequate control measures have been identified and implemented e.g. when the risk is low; an adequate means of communication can be secured.

***Staff, post graduate or project fieldwork**** Staff and students are advised to ensure that they have the most appropriate health insurance cover in place in advance of the trip.
* Supervisors must obtain a risk assessment for potentially hazardous field work carried out by students. The risk assessment must identify potential hazards associated with the work and set out what precautions will be taken. The supervisor must approve the fieldwork plan before any fieldwork is undertaken. Approved fieldwork plans and risk assessments developed less than 12 months previous may be used for repeat fieldwork provided that:
	+ no significant changes to the fieldwork have been made and the existing plan and assessment remain entirely applicable; and
	+ Updated itinerary details are appended and submitted for each fieldwork trip.

**Guidelines for fieldwork*** If going to a remote place, then always leave notification of your whereabouts with a senior technician or other designated person. Information should include: date and time of departure, method of travel to and around the location, proposed itinerary, expected time of leaving the location and return to base, and vehicle identification details. The person to whom these details are given should be told who to contact if you do not return and at what time to raise the alarm.
* Carry some form of identification to confirm the activities you are undertaking. If you have any concerns about your personal safety, cease fieldwork immediately.
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| **Checks & Inspections*** Risk Assessment to ascertain risks and control measures to be completed in advance of any trip or field work
* Relevant travel documentation in place, where applicable e.g. Visas, passports, Insurances etc.
* Field work plan.
* Checklist & Risk Assessment Form attached to be completed.
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| **Information, Instruction & Training**Travel itinerary (where applicable) |
| ***Personal protective equipment required (last resort)***Not applicable |
| **Initial Risk Rating (without any control measures)**

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| **Probability :**  | **2** |  **x** | **Severity** | **2/3** |  **=** | **Risk Factor** | **4/6 Medium - High** |

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|   | **KEY** |   |
| **PROBABILITY** | **SEVERITY** |  **RISK FACTOR** |
| Probable 3 | Critical 3 |  1-3 Low Risk |
| Possible 2 | Serious 2 |  4 Medium Risk |
| Unlikely 1 | Minor 1 |  6-9 High Risk |
| Risk Factor = Probability x Severity |

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| **Risk Reduction Rating (after controls introduced)**

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| Probability :  |  **1** |  x | Severity | **2** |  = | Risk Factor | **2 LOW Risk** |

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| **Risk Assessment Review**As and when process changes or yearly |

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**TRIP /TRAVEL**

**CHECKLIST & RISK ASSESSMENT FORM**

1. ***This form is to be completed by the Trip Coordinator (where a group are travelling)***

***or the Individual Person travelling.***

1. ***The Trip Coordinator or the individual person travelling must ensure the information obtained in this form is deleted on return from the trip.***
2. ***Please complete all sections of the Checklist & Risk Assessment Form in advance of each trip (e.g. fieldwork, survey, excursion to visit sites,, conference, or expedition).***
3. ***Submit a copy of this completed form to the Head of School / Department / Functional Area for approval and sign off.***
4. ***Confirm that the trip is covered by our Insurance. Submit a copy of this form for approval to our Insurance brokers via Finance in advance of the trip.***
5. ***Copy of completed documents to filed in an agreed location within each School or FA for access in the event of an emergency situation.***

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|  | ***SECTION 1*** | ***DkIT INFORMATION*** |
| **1** | **School / Function** |  |
| **2** | **Trip Coordinator / Individual person travelling** |  |
| **3** | **Contact Details** |  |
|  | ***SECTION 2*** | ***TRIP INFORMATION*** |
| **4** | **Purpose of Trip (including programme name where applicable)** |  |
| **5** | **Date(s) of Trip** |  |
| **6** | **Duration of Trip (days)** |  |
| **7** | **Location(s) and Address(es) of Trip** |  |

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| **8** | **Participants**  | **Names:** |
|  | **Tick √** |  |
| Undergraduate students |  |
| Postgraduate students |  |
| Staff members |  |
| Other (specify) |  |
| **9** | **Description of trip activities including;*** Itinerary
* Date and time of travel & return
* Mode(‘s) of transportation – Flight details including number and time of flight
* Transfer details – bus / train details
* Name & contact details of all accommodation venues
* Host location and venue details
* Trip activities
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| ***SECTION 3*** | ***RISK ASSESSMENT*** |
| **DKIT - QUANTITATIVE RISK ASSESSMENT FORM**  | **DATE:-**  |
| **AREA:-**  | **Location:-**    | **Assessment Carried out by:-**  |
| **Activity/Task** | **Hazards** | **Probability 1 -3** | **Severity 1 - 3** | **Risk Factor L / M /H** | **Controls in Place** | **Additional Controls Required** |
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| ***RISK ASSESSMENT GUIDELINES*** |
| First of all the severity of the identified hazards shall be assessed, using the following criteria:-**PROBABILITY X SEVERITY = RISK FACTOR**  |
| **PROBABILITY:**Probable (3) = Certain or near deathPossible (2) = Reasonably likely to occurUnlikely (1) = Very seldom / never |
| **SEVERITY:**Critical (3) = Fatality / major injury or illness causing long term disabilitySerious (2) = Injury or illness causing short term disabilityMinor (1) = Other minor injury |
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