

APPENDIX 2:

STUDENT FIELDWORK RISK ASSESSMENT FORM

It is a condition of the granting of permission to participate in such work that this form be completed by all students engaged in any fieldwork activity, of whatever duration, which is independent of *group activities organised by leaders as part of a Departmental field class*. This includes independently executed fieldwork carried out during such a field class, as well as short or long-term fieldwork associated with preparation of a dissertation (undergraduate, M.Phil. or Ph.D.) The form should not be completed until the publication 'Advice to Students on Fieldwork Behaviour & Safety', to section of which it refers, has been read.

DEPARTMENT OF ARCHAEOLOGY UNIVERSITY OF CAMBRIDGE	HEALTH AND SAFETY RISK ASSESSMENT FORM (Management of Health and Safety at Work Regulations, 1992)
<p>1. NAME:..... 2. COLLEGE:</p> <p>3. COURSE COMPONENT:.....</p> <p>4. BRIEF DESCRIPTION OF ACTIVITY:.....</p> <p>5. DESTINATION(S):.....</p> <p>6. DATE(S) AND TIME(S) OF EXERCISE(S):.....</p> <p>7. LEADER/SUPERVISOR/DIRECTOR OF STUDIES:.....</p>	

8. Specify nature of individual hazards likely to be encountered; extent of risk associated with these; and the risk control measures to be put in place to minimise the risk associated with these hazards Continue on a separate sheet if necessary:

Hazard	Extent of Risk	Risk control measures
1.		
2.		
3.		
4.		

9. Should any authorities/landowners be notified, or asked for permission, prior to your visit(s)?

If yes, give details of contacts made:.....

10. With reference to section 2.1, have appropriate insurance arrangements been made? Give details:

.....

11. With reference to section 2.4, have you planned appropriate medical measures? Give details:

.....

12. Are weather or tidal conditions central to your planning:

If yes, from where will information be obtained?

13. Will there be a need to alert coastguard/mountain rescue services?

If yes, give details of contacts made:

14. Give an assessment of risks likely to be incurred by yourself, by others with whom you may be working, and by members of the public, as a consequence of the following:

- Movement to/from field sites:.....
- Adverse weather conditios/tides:.....
- Contractor’s plant/operations:.....
- Passing traffic:.....
- Other factors (please specify):.....

15. With reference to section 3, indicate main items of clothing to be worn for this exercise:

.....

16. With reference to section 4, indicate whether any of the following will be used:

• Hard Hats: YES/NO	• Field boots: YES/NO	• Goggles: YES/NO
• Reflective waistcosts: YES/NO	• Gloves (disposable): YES/NO	
• Mask: YES/NO	• Waterproofs: YES/NO	• Waders: YES/NO
• Other (specify):		

17. Is any instruction/training necessary in use of equipment or in establishing safe working limits prior to your visit?

If yes, indicate measures taken to secure this:.....

18. In the event of accident or serious injury, indicate contact numbers below:

- For local emergency/rescue services:.....
- For next of kin:.....

19. In event of accident or emergency, indicate where you would expect any casualties to be taken:

.....

You are now required to sign this form and to request the signature of an assessor - normally, field course leader, Director of Studies or supervisor - as confirmation that, to the best of the assessor’s knowledge, you have endeavoured to anticipate likely risks and to seek to minimise them. This signature does NOT absolve you of the responsibility to act in a safe and responsible fashion at all time; nor can it be taken as an admission of liability in any respect by the assessor in the event of your negligence.

Signature of student:	Date:
Signature of Assessor:	Date: