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| DATE of Assessment:  | dd / mm / yyyy | RD ETHICS APPLICATION REFERENCE No: | [Enter the RD ethics application reference ] | **RESEARCH****HEALTH AND SAFETY - RISK ASSESSMENT** |
| Assessed by :  | [Enter name of author] | SCHOOL/DEPARTMENT: | [name of School/Department] |
| NATURE OF ACTIVITY:  | [Enter a brief description of the research activity/fieldwork/equipment/workplace covered by this risk assessment]. | DATE OF ACTIVITY: [add if relevant for activity being assessed i.e. start and end dates of research activity/fieldwork] |
| LOCATION:  | [location of the research activity/fieldwork/equipment/workplace] | NEXT H&S RISK REVIEW DATE: | [maximum 3 years after date of assessment] |
| REVIEWED BY\*:(for students only) | [Academic Supervisor, print name & signature] | REVIEW DATE\*:(for students only) | [Date risk assessment reviewed] |
| APPROVED BY\*\*: | [Head of School/Department OR nominated member of staff, print name & signature] | APPROVAL DATE: | [Date risk assessment approved] |

\*For students: Your Academic Supervisor should review this form with you before it is sent for approval

\*\*Heads of School/Departments are ultimately responsible for Health and Safety Risk Assessments within their area, however, they may nominate senior members of staff (such as a manager or senior lecturer) who have undertaken the University Health & Safety Risk Assessment training to support them by approving risk assessments under their control.

| Hazard/Risk  | Personsat Risk & Nature of harm | Current Control Measures | Risk Rating(High /Medium /Low) | Additional Control Measures Required | Revised Risk Rating (High/ Medium/Low) | Action by who | Action by when | Date action complete |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A hazard is anything that **may** cause physical or mental harm, e.g. lone working, travel (domestic and international), sensitive research topic etc. | State here who is at risk – this could be an individual or a group of people and the type of harm they are at risk of. | Describe the measure(s) that you have in place to reduce or remove the risk of the hazard occurring. | See table below. | Describe any other measure(s) that could be applied to further reduce or remove the risk of the hazard occurring. Additional measures are mandatory should the risk outcome be rated as medium or high.  | See table below. | Who is responsible for the management of this risk | Date control measures need to be implemented by. | This should be completed once the risk has been managed. |
| ***For example:*** *Lone travel in unfamiliar area* |  *Researcher personal safety* | * *Pre plan the route to be taken and print off a local map*
* *Inform a colleague and/or supervisor of planned travel itinerary*
* *Inform a colleague and/or supervisor 1) when arrive at planned destination and 2) when the days activities have been safely completed*
* *Arrange the activities to avoid travelling in the dark*
 | *Low* | * *Arrange a travel companion*
 | *Low* | *Researcher* | *Date(s) of research activity involving lone travel* | *After completion of lone travel* |
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**All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.**

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| **NAME** | **SIGNATURE** | **DATE** |
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 **GUIDANCE NOTES:**

1. This risk assessment form is designed to capture health and safety risks **only**.
2. Research projects will potentially carry certain risks to the physical or mental health and safety of the researcher(s), participants and the general public. Your risk assessment should consider what in your project might cause harm, how it may cause harm and the people who might be affected. It should take into account any control measures which are already in place and identify what, if any, further controls are required.
3. The potential health and safety hazards in research are many and varied. Each research project is different but included in the list below are suggestions for some things that you may wish to consider. Please note that this is by no means an exhaustive list and you should review the available guidance materials (refer to point 6 below) and consider your own project carefully to determine the risks and appropriate control measures:

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| **Risk area** | **Potential hazards to consider** |
| International travel | * Researcher safety due to lone travel in an unfamiliar location
* Loss of travel documents/money
* Potential of extreme weather due to season e.g. monsoon/cyclones
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| Domestic travel | * Lone travel on public transport
* Driving long distances
 |
| Lone working | * Potential emotional/physical harm to researcher from participants
* Researcher fatigue due to intense research schedule over multiple locations
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| Research location/Fieldwork | * Site specific safety
* Access to emergency services/health care due to remote location
 |
| Mental overload/Stress | * Harm to researcher wellbeing from overworking due to intense research schedule
 |
| Emotional harm/hurt | * Distress to participants due sensitive research topic
* Distress to researcher due to participant/general public negative reactions
 |

1. You should be able to show from your risk assessment that:
* a proper check was made
* all people who might be affected were considered
* all significant risks have been assessed
* the precautions/control measures are reasonable
* the remaining risk is low
1. You **do not** need to include insignificant risks. You **do not** need to include risks from everyday life unless your research activities increase the risk.
2. For staff: Further guidance on Health and Safety Risk assessments can be found at the links below:
	1. [University web pages](https://cccu.canterbury.ac.uk/health-and-safety/risk-assessment.aspx) - these include example risk assessment forms e.g. Travel
	2. [Responsible research - Managing health and safety in research: guidance for the not-for-profit sector](https://cccu.canterbury.ac.uk/health-and-safety/docs/Managing-HS-in-Research.pdf) – this explores all aspects of Health & Safety within a range of research projects and includes case studies – for example ‘Case Study 1 – A risk assessment of a social science research project’ (p.18-19).
3. For students: Please seek further advice from your supervisor who will be able to access the guidance above.