



Fieldwork Risk Assessment

Fieldwork Project Details

Faculty School/Service Educational Engagement

Location of Fieldwork Schools and Colleges across England

Brief description of Fieldwork activity and purpose
Leeds Loves Ambassadors, Education Outreach Fellows and Interns (referred to in this document as 'student workers') travelling independently to schools and colleges across England to deliver subject-specific presentations and workshops to KS3-5. The aim being, to inspire and enthuse young people to study at university-level.

Organiser Details	Contact details <i>Name, email, telephone</i>
Course Leader	Arts & Humanities: Richard Kemp; STEM: Steven Gledhall; Health Sciences: Matthew Elliott; Social Sciences: Rebecca Sykes.
Departmental Co-ordinator	Richard Kemp r.m.kemp@adm.leeds.ac.uk 0113 3437672 <i>Size of Group, lone working, staff, postgraduate, undergraduate</i>
Nature of visit	Lone working or in small groups. Student workers travel to schools/colleges mostly in office hours to deliver talks and workshops to groups of young people.

Hazard Identification

Identify all hazards specific to fieldwork trip and activities, describe existing control measures and identify any further measures required.

HAZARD(S)

Nature of the site

School, college, university, remote area, laboratory, office, workshop, construction site, farm, etc

Process

Operating machinery, electrical equipment, driving vehicles, handling or working with animals etc

Transport

Mode of transport

Equipment

manual handling risks, operation of machinery, tools, use of specialist equipment etc

Violence

potential for violence (previous incidents etc)

CONTROL MEASURES

(e.g. alternative work methods, training, supervision, protective equipment)

Schools and colleges. Interaction with under 18s. Student workers are instructed to report to reception upon arrival and ask for a designated staff member. Teachers are informed prior to the visit that they must meet and then accompany student workers at all times during their visit.

N/A

By train, bus, taxi (by prior arrangement) or on foot. Travel plans are confirmed between student workers and EE staff prior to the visit. Tickets can be purchased in advance for the student worker, if necessary.

N/A

Highly unlikely. No history of any such incident on this project. Student workers are informed during training to be mindful of their own safety when travelling to and from schools/colleges. Taxis can be taken to and from their home, bus/train station etc. when travelling during the early morning/late evening (prior agreement with the project coordinator must be sought first). Taxis may be taken if the student worker feels unsafe. Workers advised to notify a friend/family member if travelling in a taxi.



<p>Individual(s) <i>medical condition(s), young, inexperienced, disabilities etc</i></p>	<p>Inexperienced student workers will, where possible, be accompanied by an experienced student worker for their first few visits. Thereafter, if completely comfortable, they will be allowed to visit schools/colleges alone. Student workers will, where appropriate, inform the project coordinator of any medical conditions, disabilities or issues that may affect their ability to work prior to going out on a visit. Student workers will have received DBS checks and safeguarding training. Schools have been informed not to leave student workers unsupervised at any point and all schools will have their own safeguarding policy in place. Student workers are provided with forms to report any accidents or near misses.</p>
<p>Work Pattern <i>time and location e.g. shift work, work at night</i></p>	<p>Ad-hoc hours, usually during the day. These are in accordance with school/college opening times. However, in rare cases, student workers may be required to work in the early evening for HE fairs or marketplace-style events (full briefing/training will be provided). Taxis in the early morning or at night can be taken to and from bus/train station by prior agreement with the project coordinator.</p>
<p>Other <i>e.g. temperature, humidity, confined spaces</i></p>	<p>N/A</p>

<p>Additional Control Measures</p>	
<p>Training <i>Identify level and extent of information; instruction and training required consider experience of workers</i></p> <p>A compulsory training session will be delivered before student workers conduct their first school/college visit. This will include activities on; classroom and behaviour management, safeguarding and child protection, lone working, and public speaking. Prior to visits, staff will meet with inexperienced student workers to run through their presentation/workshop. All student workers will be briefed and given the opportunity to clarify what is expected before going out to a school.</p>	
<p>Supervision <i>Identify level of supervision required e.g. full time, Periodic telephone/radio contact</i></p>	<p>Student workers should at no time be left alone with a class of students. A teacher or member of school staff must supervise at all times. Teachers are informed of this from the point of booking. Student workers are given the contact details of EE staff in case of emergencies for use during normal working hours. If students work / travel outside of normal working hours they are advised to let someone (e.g. friend/family) know where they are going and when they expect to return.</p>
<p>Other Controls <i>e.g. background checks for site visits</i></p>	<p>EE staff check in with student workers and schools/colleges for feedback after the visit.</p>



Identify Persons at Risk

This may include more individuals than the fieldwork participants e.g. other employees of partner organisations

Student workers
Young people in schools and colleges.

Control Measure: All in school activities will be supervised by a teacher or member of school / college staff at all times. Schools are instructed not to leave student workers unsupervised.

All student workers must attend compulsory training before being allowed to go out on school / college visits.

This is not necessary as we visit many schools / colleges throughout the year, all of whom will have their own comprehensive risk assessments, visitor policies and safeguarding policies.

Copy of other Organisation's risk assessment attached?

Additional Information

relevant to the one working activity including existing control measures; information instruction and training received, supervision, security, increased lighting, emergency procedures, first aid provision etc.

Assessment carried out by	Name:	Sarah Harvey Richardson
	Signature:	
	Date:	22/08/19
Names of person(s) involved in Fieldwork <i>N.B: This can take the form of a class register when large group work</i>	Name:	Student worker details held by relevant Cluster.
	Signature:	
	Date:	
Name of responsible officer <i>e.g. PI, etc</i>	Name:	
	Signature:	
	Date:	