

CHECKLISTS

These checklists are meant as an aid to planning rather than the sole means of planning.

Because of the wide range of work that takes place there will be a variety of hazards and risks and it is up to those leading (or otherwise responsible for) the fieldwork to make appropriate plans and risk assessments. The lists are not comprehensive and not all points will be applicable to all fieldwork.

Checklist 1: Project planning		y, n, n/a	Comments
Access	travel arrangements made		
	FCO advice taken into account		
	local advice/information available		
	permission obtained to work on site		
	assistance available (rescue, medical, consular)		
	safe accommodation arranged		
	insurance cover arranged		
Staffing	appropriate staff/student ratios		
	deputising arrangements made and understood		
	competence of all leaders checked (for hazardous or specialist activities)		
Training	first aid		
	navigation		
	languages		
	interpersonal skills		
	hygiene/health education		
	specific skills (e.g. for diving, climbing)		
Health	relevant health issues identified		
	medical/dental check-up		
	vaccinations (especially tetanus) given		
	medication (e.g. malaria prophylaxis) prescribed		
	first aid kits		
	sterile packs needed		
Fitness	fitness training needed		

Checklist 2: Site - related risks		y, n, n/a	Comments
Physical hazards	extremes of weather		
	mountains, cliffs, glaciers, crevasses, ice falls		
	caves, mines, quarries		
	heaths and forests (possible fire hazards)		
	lakes and rivers		
	sea and seashore (tides, currents)		
	marshes and quicksands		
	roadside (traffic)		
Biological hazards	dangerous animals (venomous, aggressive or lively)		
	harmful insects (e.g. mosquitoes)		
	harmful plants		
	pathogenic micro-organisms (especially tetanus, leptospirosis)		
Chemical hazards	agrochemicals		
	other chemicals used or likely to be present on site		
	harmful dusts		
Other hazards	machinery and vehicles		
	power lines and pipelines		
	electrical equipment		
	unstable buildings or other structures		
	slurry and silage pits		
	military activity		
	attacks on persons or property		
Hazards to the environment	waste disposal arrangements		

Checklist 3: Work - related risks		y, n, n/a	Notes
Training	participants adequately briefed		
	navigation (e.g. map and compass work, use of GPS)		
	survival/rescue techniques		
	first aid		
	specialist training (e.g. use of chainsaws or other tools)		
	conduct on boats		
	swimming/lifesaving		
	use of machinery or vehicles		
	defensive/advanced driving		
	diving		
	electric fishing		
	firearms and flares		
	excavations		
	ladders and scaffolding		
	tree climbing		
Chemical hazards	COSHH assessment for the work on site, including any foreseeable incidental hazards		
Biological hazards	COSHH (as above)		
	dangerous animals		
	hazardous plants		
Personal safety	risk of attack		
	communication – routine arrangements		
	communication – emergency arrangements		
	secure accommodation		

Checklist 4 - Organisation of fieldwork		y, n, n/a	Notes
Pre-planning	travel documents		
	next of kin and GP noted by department		
	relevant health issues noted		
	appropriate authorities informed (police, mountain rescue, coastguard, Senior British Authority)		
Catering	adequate food provided		
	potable water available		
	food preparation and storage arrangements		
	fuel for cooking		
Waste disposal/sanitation	adequate hygiene arrangements		
The group	leader (experience, qualifications, competence)		
	deputising arrangements made and understood		
	responsibilities and chain of command clarified		
	staff/student ratios adequate		
	personal relationships within the group considered		
	size of working groups (maximum, minimum)		
	safe and secure accommodation		
The individual	lone working avoided		
	adequate clothing		
	PPE provided		
	trained and fit for task		
Equipment	fit for purpose		
	well maintained		
	repairable on site		
	need to duplicate		
	properly stored		
	suitable instructions provided		

Checklist 5 - Conduct of fieldwork		y, n, n/a	Notes
Local conditions	weather forecast		
	local knowledge available		
	itinerary and return times established		
	appropriate permission obtained for access to site		
Transport	appropriate vehicles for terrain/climate		
	appropriately licensed drivers(s) and reserve(s) if necessary		
	correctly maintained and loaded vehicles		
	essential spares carried		
	seat belts/restraints fitted		
	sufficient fuel and water		
	pre-use checks made		
	maps and navigational aids		
The group	correctly equipped but not overloaded		
	first aid kits and emergency equipment carried		
	survival aids carried		
	appropriate group size/supervision		
	properly identified leaders		
Working practices	lone working necessary		
	communication systems		
	"buddy" system or lookouts		
	provision of shelter (on site, or bothy bags, tents etc)		
	safety lines, harnesses etc		
	safe working systems		
	permit to work needed		
	workers trained and fit		
	limitation on working/driving time		
	appropriate breaks planned		
Emergencies	chain of command established		
	means of communication available		
	protection of remaining party		
	recovery of casualties		
	escape/evacuation routes planned		