

Research project hazard checklist

General travel related:

Hazard	Suggested precautions
Communications Poor mobile coverage, intermittent power supplies, lack of battery charge	Ensure mobile will work at destination (advice from ITS/network operator/in country contacts). Ensure chargers, travel adaptors etc taken & that phones are kept charged. Key numbers should be stored in phone.
Logistics Transport - Collision/traffic accident Transport - Breakdown Accommodation	Road safety awareness – especially in unfamiliar areas, use of local drivers where possible. Plan trips in advance. Appropriate insurance & license when driving, awareness of local laws/penalties, experience in driving vehicle type Use reputable public/private transport, contingency plans for breakdown/failed connections Pre-booked accommodation & confirm shortly before travel. Seek local advice/reviews or use reputable booking agent. Contingency plan if booking falls through.
Health Medical emergency Pre-existing conditions Food/water borne illness Lack of availability for dietary requirements	First aid kits &/or medical (sterile) kits taken if necessary. Seek advice, vaccinations and medications from own GP prior to travel. Check if conditions affect travel insurance. Avoid high risk food (ready to eat, milk, ice, unwashed salad, shellfish) and use bottled/safe to drink water or purification tablets Check local contacts/hotel regarding food provision for persons with special dietary requirements
Personal Safety Cultural issues (differing customs & practices, sexual harassment) Verbal abuse / physical assault Loss/theft of travel documents, visa/ passports, money or belongings	Local knowledge, use of guides, considerate behaviour. Check FCO or the insurer's Red24 country guides, or contact International Office for advice. Ensure suitable clothing for climate, area and local customs is worn. Follow personal safety travel advice from Red24 for the location. See advice on staff portal . Copies of documents kept (in the field & in the Faculty). Contact University for support (02476 888555) &/or Embassy. Travel insurance details (policy number & phone helpline) taken into the field.
Security Civil unrest, armed conflict, terrorism, landmines	Avoid areas of potential civil unrest/former war zones if possible. Travel against FCO/Red24 advice must be approved by Head of Department. Ensure travel insurance is valid (contact Finance). Request tailored report from Red24. Local knowledge, advance arrangements for guides/security, exit arrangements for emergencies. If not possible to avoid high risk regions contact CPRS for advice – follow CPRS Code of Practice.

Fieldwork related:

Hazard	Suggested precautions
Assault/ Verbal Abuse	<p>Knowledge of local area/guides and avoid problem areas esp. at quiet times. Plan travel in advance. Avoid travelling alone, especially at night.</p> <p>Ensure someone knows where you are; consider using ‘buddy system’ or other Formal Contact Arrangement.</p> <p>Carry out dynamic risk assessment on arrival; see more guidance on personal safety . Consider attending personal safety training, especially if working alone or inexperienced researcher.</p>
Communications	<p>Ensure you have working mobile phone. Consider requirement for backup systems (satellite phone, radios), share itinerary and arrange check-in with local contact, work within sight/hearing distance of group. Itinerary & expected return time shared with relevant party (e.g. colleagues, accommodation staff, family etc).</p>
Navigation - Getting lost, inaccurate maps	<p>Local confirmation of map accuracy before departure, GPS, use of local guides</p>
Terrain / Location Uplands Below ground Work at height/edges Inland / Coastal waters Woodlands / Forests / Heathland Hazardous man made env. (e.g. sewer, landfill, quarry, sewage plant, former war zones, near moving traffic)	<p>Knowledge of local conditions, guides and permissions. Ensure effective communications (check mobile coverage).</p> <p>Appropriate clothing (e.g. boots, hard hat) and equipment (e.g. life jacket, climbing gear, breathing gear, gas detection). Consider need for hi-visibility clothing</p> <p>Experienced group leader/competent expert (e.g. boating/diving/climbing etc)</p> <p>Avoid risky areas (e.g. risk of mud/landslides, riptides, steep slope edges, quicksand etc.) Use tidal tables.</p> <p>No lone working near water, confined spaces, climbing, diving or other high risk areas/activities.</p> <p>Watercourses; awareness of Weil’s disease symptoms. Cover open wounds.</p> <p>High altitudes; acclimatisation, knowledge of symptoms of oxygen deprivation</p> <p>Woodlands/heathlands; awareness of Lyme disease symptoms. Cover body with clothing & tuck trousers into socks/boots</p>
Weather / Climate Sudden inclement weather; storms etc. Heat – sunstroke/heat exhaustion, sunburn Cold – hypothermia, frostbite	<p>Check weather reports before departure, take shelter/shade from weather where necessary</p> <p>Suitable clothing worn/carried; e.g. sun block, hat, waterproofs, boots, additional warm clothing etc.</p> <p>Ensure adequate water supplies, electrolyte supplements</p> <p>Awareness of symptoms of hypothermia/heatstroke & first aid actions</p>

Other hazards:

Hazard	Suggested precautions
Laboratory / Workshop	
Fumes, dusts etc	Extraction; fixed or portable LEV, fume cupboard, biosafety cabinet, RPE; correct type, well fitting
Machinery	Pre-use checks, maintenance inspections, spares, guarding, emergency stops and training in correct use
Manual Handling	Loads within capability, team lifting, handling aids, transport of samples/equipment
Electricity - fire, shocks	Use of low voltage/battery powered kit/ compatible voltage for country of use, PAT test if relevant.
Biological / Chemical	COSHH assessment, use PPE, follow good lab practice, training, legal notification (HTA, Home Office), inoculations
Laser / Radiation / EMF	Risk assessment, training, must consult Laser/Radiation Safety Officers
Psychological	
Emotionally disturbing work, psychological stress	Debrief with friends & colleagues (as far as confidentiality permits). Discuss concerns with line manager /PI. There is an independent 24/7 confidential counselling line (0117 934 2121) and face to face counselling can be arranged.

This list is not exhaustive. It is intended as a prompt when completing risk assessments but there may be other hazards to be considered.

If further advice is needed contact the Safety Office (karen.lawrence@coventry.ac.uk or 02476 65 7341)