**Edinburgh Napier University**

Reference No.

**RISK ASSESSMENT FORM**

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| **SCHOOL/SERVICE:** | **LOCATION:** | **DATE:** |

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| **Description of event/activity:** |

| No. | Hazards identified | People at risk from hazards | Existing control | Risk | | | Further action / recommendations | Action  by whom | Action  by when | Completed |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **H** | **M** | **L** |
| 1 | Risk Physical threat or abuse | Researcher |  |  |  |  | Planning research to minimise risks  Effective means of communication  If deemed high risk researcher must not work alone  Dress appropriately  Emergency plan in place  Staff training in confrontation etc. |  |  |  |
| **2** | Risk of physiological trauma | Researcher |  |  |  |  | Planning research to minimise risks  Effective means of communication  University support mechanisms  Use of consent forms  Staff training etc. |  |  |  |
| **3** | **Driving** | **researcher** |  |  |  |  | Compliance with road traffic legislation  Adequate insurance for car business use |  |  |  |
|  | ***Lone Working-*Miscellaneous Hazards**  **Difficulties in summoning help when required**; risk of abuse/attack |  |  |  |  |  | * Where possible work, as a minimum, in pairs. * Where possible carry a mobile phone. * Leave details of the field site and a work plan (include contact name and address) with colleagues in the department or at home prior to any trip. * Specify dates and times of departure and return. If your plans change, inform someone as soon as possible. * Do not carry valuables or large sums of money unless you need to. * Carry a personal alarm (This advice is directed to males as well as females - all are equally vulnerable when alone!) * Instigate a "check-in" system with a colleague or supervisor - Phone in at regular intervals. If you do not phone or return at a certain time arrange for suitable action to be taken. * Trust your intuition - If you feel scared or uneasy, do not ignore it. |  |  |  |
|  | ***Lone Working-*Travelling alone**  **On foot** - risks of personal attack/abuse |  |  |  |  |  | * Whenever possible avoid walking alone at night. * Keep to busy, well lit roads. * Avoid poorly lit or rarely used underpasses. * Walk facing on-coming traffic to avoid kerb-crawlers. * Do not use a personal stereo - you will be unable to hear anyone approaching from behind. * Plan your journey in advance - tell someone which route you mean to take and estimated time of arrival at your destination. * Walk with confidence and purpose - try not to look as if you are not sure of where you are going. * Make sure wallets, cameras, jewellery and expensive watches and other valuables are not on display. * Dress appropriately - try to fit in without attracting attention. |  |  |  |
|  | ***Lone Working-*Travelling alone**  **By Car** |  |  |  |  |  | * Make sure the vehicle is in good working order before setting off. * Make sure you have change for a telephone in an emergency. * Plan your journey in advance - tell someone which route you mean to take and estimated time of arrival at your destination. * Do not leave valuables visible in the car - even when you are in it. Keep bags etc. out of reach of open windows. * When parking in daylight, consider what the area will be like after dark. * When returning to the vehicle, quickly look around it to make sure there is no one waiting for you. * If you are forced to stop by another car, stay in the car, lock the doors and speak through a slightly open window. * Make sure you know what to do if the car breaks down. (i.e. who to phone; where to phone from etc.) |  |  |  |
|  | ***Lone Working-***  **Staying in Hotels** |  |  |  |  |  | * At reception, try to avoid letting other people overhear your name and room number. * Do not go into other people's rooms unless you know it is absolutely safe. * Do not allow people into your room unless you know who they are. * If you hear a disturbance, stay in your room and phone for help. |  |  |  |
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|  | **Other people’s homes Risk of personal attack/abuse** |  |  |  |  |  | * Do not enter the house if the appropriate person is not available. * Wait to be invited in or at least ask to enter. * Acknowledge that it is their territory; let them lead the way. * If the person is drunk or aggressive, do not enter. * Ensure you can get out quickly if necessary. * If you feel threatened at any point, make an excuse to leave. |  |  |  |
|  | **Causing offence, leading to abuse/attack** |  |  |  |  |  | * Try not to react to dirty or smelly surroundings. * Do not spread your belongings around. * Take care with documents you may not want them to see, but avoid being "secretive". * Let them know how much of their time you will need. |  |  |  |
|  | **Other People's "Pets**" - risk of injury, allergy, etc. |  |  |  |  |  | * Be aware that not all pets are "friendly" * If entering a house with a dog or cat, ask that the animal be put in another room if you feel uncomfortable. * If you are "wary" of a dog, do not enter the house unless the owner is prepared to remove the animal from the room you are going to be in. (Be polite and tactful when asking!)   See also *allergies* |  |  |  |
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|  | **Aggressive Behaviour** |  |  |  |  |  | * Do not underestimate the importance of body language. * Talk yourself out of problems; placate rather than provoke. * Do not turn your back on someone who is behaving aggressively. * Stay Calm, speak gently and slowly. * Do not be enticed into an argument. * Avoid an aggressive stance. Crossed arms, hands on hips or raised hands will challenge and confront. * Keep your distance. * Never try to touch someone who is angry -this will not calm the situation. * Keep your eye on potential escape routes |  |  |  |
|  | **Physical attack** |  |  |  |  |  | * Try to get away as quickly as possible. Move towards a place where you know there will be other people. * Carry a personal alarm - set it off as close to the aggressor's ear as possible and then throw it out of reach. * Shout and scream - shout something practical like "call the police!" or "Fire!" - people rarely react to cries of "help!" or "rape!" * If grabbed and unable to break free - pretend to vomit. This will often have the desired effect! |  |  |  |
|  | **Dealing with people** |  |  |  |  |  | * Seek training in good interview techniques. * Where possible "vet" interviewees first over the phone. * Conduct interviews at neutral locations or public spaces or where neither party could be at risk. * Where possible conduct any interviews with an observer. * Seek advice and support from local groups. * Do not wear clothes that might cause offence. * Always carry your ID card and be prepared to identify yourself. * Consider your dress carefully - is it suitable for the location. |  |  |  |
|  | **Environment district** |  |  |  |  |  | * Avoid areas known to be "unpleasant" * Seek information on areas before setting out. * Consult Local Community groups, Local Authorities, Police etc. for information and possible contact names before setting out. * Do not enter unfamiliar neighbourhoods alone. * Walk with confidence and purpose - try not to look as if you are not sure of where you are going. * Do not carry more money than you need to. * Dress appropriately - try to fit in without attracting attention.. |  |  |  |
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| **Review Date:** |  | **Signature:** |  | **Job Title:** |  |