

Fieldwork risk categories

Risk level	Description	Risk assessment	Insurance
Minimal Risk	Routine travel by individuals or small groups to represent Swansea University on business or attendance at conferences in countries/ regions that are not known to present risks to travellers [e.g. UK, certain areas of the EU, USA etc.] . Also includes architectural / museum visits. All associated activities are of a low risk nature, i.e. work does not involve hazardous materials/ operations and there are no high risk leisure activities.	Generic field trip risk assessment should be consulted, populated, and used if appropriate for the field trip.	n/a
Low risk	Supervised visits of groups of staff/ students within UK to gather data. This may include home visits, sampling activities, behavioural observation studies, some low risk laboratory work.	Risk assessment to be undertaken by fieldwork leader. If the fieldwork is undertaken regularly, there is no requirement to undertake a risk assessment for each trip. The existing assessment must be reviewed in the light of any additions or changes to the original activities or following an adverse event.	Notification to insurers would only be required if activities taken are outside of the scope of the University insurance provisions.
Medium risk	Supervised visits of groups of staff/ students overseas to gather data, which may include sampling activities, behaviour observation studies and laboratory work. Working on or near water including coastal and inland waters Wilderness/remote working in UK where normal emergency response times would be over 30 minutes Certain low risk activities that become medium risk due to lone working element. .	Risk assessment and H&S plan to be completed by the Field Work leader. Authorisation by Head of College or Nominated individual.	Insurance to be notified via submission of HS plan

<p>High risk</p>	<p>Field work/ expeditions to: Remote areas that are either not easily accessed in an emergency situation and/or where the means of ordinary communication are non-existent or very restricted in UK or overseas territory.</p> <p>Where the type of fieldwork involves higher risk activities, e.g. deep water related work (offshore), snorkelling, diving, excavation, caving/pot-holing, climbing, abseiling, construction site activities.</p> <p>Any visit by groups or individuals to countries/ regions that FCO advises against all travel and all but essential travel or specific locations that the University has deemed High Risk.</p>	<p>Risk assessment and H&S plan to be completed by the Field Work leader.</p> <p>Authorisation by Head of College</p> <p>Approval from CR team?</p>	<p>Insurance must be notified via submission of HS plan</p>
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