**UG/PGT Risk Assessment Form for Category 1 research projects**

UCL IOE

Covid-19 Risk Assessment for face-to-face data collection

**PGT and UG students**

Coronavirus disease (Covid-19) is an infectious disease caused by the coronavirus SARS-CoV-2. The virus is highly contagious, spreading primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes; these can be directly inhaled or picked up on the hands and transferred when someone touches their face.

This Covid-19 specific risk assessment for face-to-face data collection undertaken during the Covid-19 pandemic **must identify the risks** associated with:

i) any travel to, from, and within a specific location other than your residence or the UCL campus

ii) interactions with people and within spaces open to other people.

iii) risk for vulnerable groups.

**This Covid-19 risk assessment must be used in conjunction with the standard ethics review process required on IOE PGT/UG degree programmes.**

**Project details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Name and UCL ID: |  | Tutor/ Supervisor: |  |
| UCL Email: |  | Email: |  |
| Home location: |  | Fieldwork location: |  |
| Dates in the field: |  | Department: |  |
| **Please respond to the following statements:**  | **Yes** | **No** |
| - My research plans adhere to the **government regulations in the country in which I plan to collect data in** (including travel, household mixing etc). | [ ]  | [ ]  |
| - I **will monitor risks** during fieldwork and both keep up to date with and follow relevant government regulations. | [ ]  | [ ]  |
| - I will observe any **Covid-19 safety measures** on site (e.g. social distancing, wearing a face mask/covering, and adopting regular sanitation and hand washing) | [ ]  | [ ]  |

Please complete the table below. Where you indicate Y (yes), you are required to adopt the control measures specified to mitigate or reduce the risks identified. Key risks and baseline control measures are predefined below, but please specify any additional Covid-19 risks, and measures that you will follow to help reduce the risk level in the comments sections below.

**Covid risk assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Yes** | **No** | **Control measure(s)** |
| ***Personal Covid risk**** Are you in a high-risk group?
 | [ ]  | [ ]  | * If classed as vulnerable or extremely vulnerable (at increased risk of severe illness), you must move your research project online; see UCL note Heightened Risk for Vulnerable Groups below
* Follow NHS guidance on [how to reduce the risk of exposure to Covid-19](https://www.nhs.uk/conditions/coronavirus-covid-19/how-to-avoid-catching-and-spreading-coronavirus-covid-19/)
* If you feel unwell, or if someone in your household is unwell, adhere to government guidelines on self-isolation [NB: symptoms of Covid-19 include a new, continuous cough, high temperature, and/or loss of taste or smell]
* Maintain Covid-19 safety measures in your daily life as appropriate (for example, social distancing, wearing a face covering, and adopting regular sanitation and hand washing)

Comments (optional): |
| ***Travel for fieldwork**** Do you need to travel to reach your field site?
 | [ ]  | [ ]  | * Consider walking or cycling
* Use personal/private transport where possible
* If needing to use public transport, travel off-peak where possible, wear a face covering, maintain social distancing and wash hands regularly

Comments (optional): |
| ***Accommodation**** Does your fieldwork require overnight accommodation?
 | [ ]  | [ ]  | * Stay in self-contained accommodation where you have access to your own facilities

Comments (optional): |
| ***Participants**** Does your research involve participants as subjects (eg in interviews, surveys)?
 | [ ]  | [ ]  | - Take a Covid-19 test a day before interacting with others- Follow any national or site specific Covid-19 safety policy procedures.Comments (optional): |
| ***Indoor activity**** Are you working in archives, off-campus libraries, galleries or laboratories?
 | [ ]  | [ ]  |  - Take a Covid-19 test a day before interacting with others- Follow any national or site specific Covid-19 safety policy procedures.Comments (optional): |
| ***Change in situation**** What if you develop Covid-19 symptoms while on fieldwork?
 | [ ]  | [ ]  | * Ensure you have a plan covering how you will return home to self-isolate without the risk of spreading the virus to others, i.e. not using public transport and involving as few other people as possible

Comments (optional): |
| ***Additional risks*** |  |  | **Additional controls** |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Print*** | ***Sign*** | ***Date*** |
| **Student** |  |  |  |
|  |  |  |  |
| **Tutor/Supervisor** *to sign if approved and satisfied that the student has considered risks and is taking appropriate measures* |  |  |  |
|  |  |  |  |

## Note: Heightened risk for vulnerable groups

There may be heightened risks faced by individuals from exposure to COVID-19 in community settings or the workplace. This includes people more at risk due to their ethnicity, age, disability or status as new or expectant mothers.

* Black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19 and may be clinically vulnerable. Concerning evidence suggests that the impact may also be higher among men and those in the higher age groups.
* There is evidence that COVID-19 has a greater impact in older age groups, particularly those over 50. Therefore, older staff and participants may be more at risk and they are also more likely to have long-term health conditions.
* People with disabilities may face additional challenges returning to fieldwork.
* Pregnant individuals, at whatever stage of pregnancy, are classed as at higher risk from COVID-19. Those returning from maternity leave must also be considered.
* If researchers wish to seek advice, or a research staff member wishes to discuss a health issue in confidence, then they can make a referral to [Workplace Health](https://www.ucl.ac.uk/human-resources/workplace-health).

### Control measures:

* Stay at home; researchers are encouraged to work from home wherever possible to do so. This is particularly applicable to those who may be at higher risk.
* UCL is taking a risk-based approach to UCL researchers who may be asked to star or return to working in fieldwork or other outdoor working (UK only). Anyone returning to fieldwork is asked to follow [UCL Coronavirus guidance](https://www.ucl.ac.uk/coronavirus/) and refer to either Workplace Health via ohw-wellbeing@ucl.ac.uk (staff) or [Student Support and Wellbeing](https://www.ucl.ac.uk/students/student-support-and-wellbeing) to help ensure you are protected. However, individuals should not feel they must disclose underlying health conditions to their line manager if they do not wish to do so.
* Line managers/Principal Investigators/supervisors must have sensitive and comprehensive conversations with individuals who may be at heightened risk. They must listen carefully to concerns, provide support and consider adjustments. Adjustments may include undertaking lower-risk tasks, limiting exposure (for example through reducing working times) and working from home
* All members of the UCL community can access support through [Care First.](https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support)
* All research participants need to be made aware of the hazards and risks arising from their participation that may be relevant in the context of the project and consider how these will be mitigated prior to agreeing to participation.