

OFF-SITE WORK – Home or Community Visit Checklist



This checklist is intended to assist with the process of planning a home or community visit for the purposes of research.

SECTION 1 GENERAL

	YES	N/A
A copy of the itinerary has been given to the departmental Off-Site Work Co-ordinator.	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been carried out and authorised by the manager of the work.	<input type="checkbox"/>	<input type="checkbox"/>
UCL Insurance Services have been informed and insurance cover is in place.	<input type="checkbox"/>	<input type="checkbox"/>
UCL Ethics approval has been granted.	<input type="checkbox"/>	<input type="checkbox"/>
UCL identification will be carried at all times.	<input type="checkbox"/>	<input type="checkbox"/>
The manager of the work (or deputy) will be informed when the visit starts and when it ends.	<input type="checkbox"/>	<input type="checkbox"/>
Discuss all concerns, incidents or 'near misses' with the manager of the work on return.	<input type="checkbox"/>	<input type="checkbox"/>
Record all incidents or 'near misses' using riskNET (accessed via Safety Services website).	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 TRAVEL

Directions to the location of the home or community visit have been checked.	<input type="checkbox"/>	<input type="checkbox"/>
Car parking has been confirmed at the home or community visit location.	<input type="checkbox"/>	<input type="checkbox"/>
Public transport will be used and operates at the time of the visit.	<input type="checkbox"/>	<input type="checkbox"/>
A pre-booked taxi has been arranged to drop-off and pick-up the researcher.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 EMERGENCIES

A mobile phone will be charged and available throughout the interview.	<input type="checkbox"/>	<input type="checkbox"/>
The contact information of the manager and deputy of the work is added to the contact list of the mobile phone.	<input type="checkbox"/>	<input type="checkbox"/>
A plan of what to do if the interview needs to be terminated early has been agreed with the manager of the work e.g. a pre-arranged phone call to or from the manager	<input type="checkbox"/>	<input type="checkbox"/>
A plan of what to do if the researcher doesn't call or return when expected after the visit e.g. call the police.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 INFORMATION FOR RESEARCH PARTICIPANT

The research participant has been informed of the duration of the interview.	<input type="checkbox"/>	<input type="checkbox"/>
The research participant has been briefed about the purpose of the research.	<input type="checkbox"/>	<input type="checkbox"/>
The research participant has been informed that they can terminate the session at any time without any need to justify their decision.	<input type="checkbox"/>	<input type="checkbox"/>
The research participant has been given an information sheet with contact details (not personal) of the research team for any questions they may have after the visit.	<input type="checkbox"/>	<input type="checkbox"/>
The research participant has been provided with appropriate help line or health promotion resources.	<input type="checkbox"/>	<input type="checkbox"/>

NOTES: