Changes to fieldwork trips or outdoor working in the UK only

Document Reference: RA036625/4 changed to RA036625/6

Title: General risk assessment to support a return to fieldwork trips or another outdoor working in the UK only - to be adapted by each department.

Note: The proposed update is to take effect not before 17th of May 2021 to accommodate changes to UCL approach.

1. Revision to section Assessment Outline:
   - Added: ‘Activity 1 and 2 in this risk assessment will apply to all. Activity 3 to 5 will only apply to some and can be deleted as necessary’.
   - Changed Note (1) to ‘Due to COVID-19 pandemic, where possible staff and students are encouraged to reduce fieldwork activity and take a cautious approach’.
   - Changed Note (2) to ‘Staff and students are also responsible for taking the appropriate steps to ensure that they are compliant with the guidelines in place and ensuring their personal safety’.
   - Changed Note (7) to ‘The risk assessment is the responsibility of the researcher or, in the case of PhD students, the doctoral supervisor. They are also responsible for ensuring that no fieldwork takes place until the risk assessment has been approved’.

2. Revision to section Documents & Attachments
   Revised and updated to include below listed links:
   - Working Safely During a Pandemic: https://www.ucl.ac.uk/safety-services/working-safely-during-pandemic
   - Fieldwork: https://www.ucl.ac.uk/safety-services/policies/2020/sep/fieldwork
   - Fieldwork Framework: https://www.ucl.ac.uk/research/integrity/framework-starting-or-resuming-fieldwork-non-ucl-settings?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=11764032_Covid-19%20All%20Staff%20Email%3A%2019%20August&utm_content=fieldwork%20framework
   - UCL Coronavirus (COVID-19) information pages: https://www.ucl.ac.uk/coronavirus/
   - List of departments assigned by Lead Safety Advisor: https://www.ucl.ac.uk/safety-services/staff
   - Travel on UCL Business: https://www.ucl.ac.uk/finance/expenses-insurance/travel-ucl-business
   - Foreign Travel Advice: https://www.gov.uk/foreign-travel-advice

3. Updated Assessment Start Date – 17th May 2021

4. Revision to Activity 1:
   - Updated section Description of Activity. Deleted previous Priority controls and updated to:
     1. If at high risk from coronavirus (such as clinically extremely vulnerable), please speak to your line manager about the options available to you.
     2. All staff and students without symptoms who access UCL buildings at this time should get tested for COVID-19 twice weekly using the facilities available (NHS and UCL).
     3. Do not attend work if you think you may be unwell or if someone in your household is unwell. Keep in mind the symptoms of COVID-19 and adhere to government guidelines on self-isolation as appropriate. Symptoms include a new, continuous cough, high temperature, change in or loss of taste / smell.
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Get tested (PCR test) as soon as possible if you have at least one of these 3 coronavirus symptoms.

(4) Strictly follow government guidelines on social distancing, hand washing and respiratory hygiene.

(5) Managers (including PIs) must keep in contact with their teams and constantly review any work being conducted. Task specific protocols and risk assessments must be kept up to date, in response to new hazards or changes in risk level.

(6) Vaccination strongly encouraged: UCL strongly encourages vaccination as part of its duty of care to its staff and students.

- With reference to wearing face covering, added ‘use a face covering (unless exempt)’.

- Updated section Hazard 1
  - Deleted stay at home advice.
  - Deleted reference to clinically vulnerable and extremely vulnerable groups.
  - Deleted recommendation to ‘complete all fieldwork in one day’.
  - Changed ‘Fieldwork group should’ to ‘Fieldwork groups are strongly encouraged’.

- Updated section Hazard 6
  - Updated language to: ‘The current Government (national and local) and Regulatory bodies’ guidance/ recommendations for outdoor working must be followed. This is rapidly evolving and is found in different places’.
  - Changed ‘Fieldwork group should’ to ‘Fieldwork groups are strongly encouraged’.
  - Updated info for ‘UCL Insurance’ and deleted additional information.

5. Revision to Activity 2:
- Updated entire Existing Control Measures section.

6. Revision to Activity 3:
- Changed reference to 25% occupancy to: ‘Reduced density of people in place; current Government (national and local), UCL and Regulatory bodies’ guidance/ recommendations must be followed’.
- Changed ‘one way systems should be used’ to ‘one way systems may be used’.
- Revised and updated language with reference to use of toilets and kitchen.
- Deleted: ‘to avoid unnecessary travel to shops’.
- Revised and updated language with reference to lifts and reducing movement around buildings.
- Revised and updated language with reference transparent barriers.
- Deleted: ‘Everyone should protect their skin by applying hand moisturising cream regularly, after hand washing’.
- Deleted: ‘Paper towels will be provided in place of air dryers where possible. Paper towels can be more effective than air dryers for removing microbes when still-contaminated hands are dried’.
- Deleted: ‘Tissues will be provided at welcome stations’.
- Revised and updated Cleaning control measures to:
  - More frequent cleaning and disinfection of objects and surfaces that are touched regularly should take place. Cleaning of high contact surfaces should take place on a regular basis throughout each working day.
  - Sanitizing wipes should available for individual cleaning where required.
- Revised Good Habits control measures and deleted:
  - Everyone should protect their skin by applying hand moisturising cream regularly, after hand washing.
  - Paper towels will be provided in place of air dryers where possible. Paper towels can be more effective than air dryers for removing microbes when still-contaminated hands are dried.
  - Tissues will be provided at welcome stations.
- Revised and updated Precautionary Equipment control measures to:
  - All staff, students and visitors are expected to wear face coverings (unless exempt) when moving around site areas and maintain 2 metres social distancing where possible.
  - Adhere to UCL Face covering policy regardless of location.
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7. Revision to Activity 4

- Deleted: ‘Reduced dwell time - where face-to-face contact is essential between people, this must be kept to 15 minutes or less’.
- Added: ‘- Do not move desks, seating or other furniture marked as fixed or not to be used. Respect work space layouts’.
- Added: ‘- Do not share stationery or equipment in offices, particularly pens. If items must be shared, clean down before and after use and wash or sanitize hands’.

8. Revision to Activity 5

- Revised and updated **Social distancing** control measures to:
  - Maintain a 2 metres (6'6") distance between people. If demonstrating techniques, material behaviour, exploring or describing objects for a group - use cameras and screens as a means of remote engagement, instead of close in person observation.
  - If it is impossible to remain 2 metres apart - e.g. in smaller rooms or if close demonstration / supervision is essential - consider staggering working times using a rota, or booking systems for spaces and equipment.
  - Areas or process steps where people directly pass items to each other must be identified and risks of transmission mitigated through local risk assessment. Prevent direct contact between people, using a 'put-down-pick-up' process.
  - To reduce movement around buildings, staff/students with office space not close to their work space should plan to carry out office work remotely, wherever possible.

- Revised and updated **Good Habits** control measures to:
  - Wash your hands after entering an area and before starting work. Always wash hands when leaving an area. If a hand wash sink is not available, use hand sanitiser.
  - Wash your hands before and after using shared tools, objects, materials, equipment and other items. If a hand wash sink is not available, use hand sanitiser.
  - Personal belongings must be stored separately to those of others.