Changes to fieldwork trips or outdoor working in the UK only

Document Reference: RA041814/2 changed to RA041814/4

Title: General risk assessment to support a return to OVERSEAS fieldworks - 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.
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.
  - Updated language for below three control measures:
    (1) A risk-based approach will be taken to UCL staff and students, with an individual health assessment tool available.
    (2) Where possible, any/all interviews must be carried out virtually to avoid any travelling.
    (3) Where possible, any/all samples must be sent to UCL locations to avoid any travelling.
  - Updated reference to quarantine and self-isolation; changed to:
    (1) All staff and student must follow local quarantine and self-isolation rules, and restrictions at all times. 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.
    (2) All staff and students are expected to follow all local COVID guidance and should check the relevant guidance before travel.
  - Deleted recommendation to ‘complete all fieldwork in one day’.
  - Changed ‘Fieldwork group should’ to ‘Fieldwork groups are strongly encouraged’.

- Updated section Hazard 2
  - Updated entire Existing Control Measures section.

- 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:
   - 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.