



Summary

Reference: RA069579/1

Sign-off Status: Planning

Date Created:	11/11/2022	Confidential?	No
Assessment Title:	General risk assessment to support a return to OVERSEAS fieldworks - to be adapted by each department. MSc Sustainable Heritage field trip to Malta: 1-7 May 2022		
Assessment Outline:	<p>This risk assessment is for the planned field trip to Malta for MSc Sustainable Heritage students. Travel will be between 1-7 May. Attendees will be: 23 MSc students, 2 members of academic staff (Katherine Curran and Pakhee Kumar) and 2 PhD students working as PGTAs. The notes below are part of the generic risk assessment and have not been edited: Activity 1 and 2 in this risk assessment will apply to all. Activity 3 will only apply to some and can be deleted as necessary. Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus, SARS-CoV-2. The virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Droplets fall on people in the vicinity and can be directly inhaled or picked up on the hands and transferred when someone touches their face. A risk assessment must be undertaken and approved before any fieldwork takes place in a non-UCL setting. This is to ensure the safety of staff and students. This risk assessment documents the principles adopted by UCL at an institutional level. Whilst considering a range of personal and activity profiles, it is necessarily general. THIS RISK ASSESSMENT APPLIES ONLY TO OVERSEAS FIELDWORKS (ACTIVITY/LOCATIONS OUTSIDE OF U.K.). It does not cover specific work activities which must have their own risk assessment. Departments must use and customise this risk assessment to document local variations, method statements and specific local arrangements. This risk assessment documents key risks to support a return to OVERSEAS fieldworks. Departments must use and complete a separate return to on site working at UCL risk assessment. This will help verify that appropriate risk control measures are in place. Departments should revise any existing risk assessments. Fieldwork risk assessments should be revised and approved by line managers/supervisors to include suitable control measures for COVID-19 using this generic risk assessment for reference only. Note: 1. Due to COVID-19 pandemic, where possible staff and students are encouraged to reduce fieldwork activity and take a cautious approach. 2. 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. 3. Please check the current Government guidance whether any planned travel falls within one of the exemptions: - https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses#travel-and-transport - https://www.gov.uk/guidance/travel-advice-novel-coronavirus 4. Review and update Fieldwork and any associated risk assessments. 5. Review if ongoing / planned work should be suspended or must continue. 6. Consider other risks that may be impacted as a result of the government and local changes. 7. 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. 8. A Dean is responsible for approving the risk assessment of any fieldwork at a non-UCL setting led by a researcher or doctoral student in their faculty. The Dean may appoint one or more delegated authorities within the faculty to handle any requests for approval. A delegated authority could be a committee or Head of Department / Division Director. Existing local arrangements for approving risk assessments (especially for those requiring specialist knowledge of lower- and middle-income countries) should continue as before with final approval by the Dean (or the delegated authority). Anyone working in the field on the project (including any UCL staff or student) needs to acquaint themselves with the approved risk assessment. They must report any change in circumstances to the researcher or doctoral supervisor as appropriate. This assessment will be reviewed regularly and significant changes communicated to stakeholders.</p>		
Area Responsible (for management of risks)	Location of Risks	On-Site	
Division, School, Faculty, Institute:	Faculty of the Built Environment	Building:	
Department:	Bartlett School Env, Energy & Resources	Area:	
Group/Unit:	All Groups/Units	Sub Area:	
Further Location Information:	The fieldwork will take place at the Villa Guardamangia in Pieta, Malta. All attendees will stay at the NSTS student residences in Msida, Malta, which will also be used for project work as we have a meeting room there.		
Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:	Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment		
Assessment Start Date:	11/11/2022	Review or End Date:	09/05/2023
Relevant Attachments:	Higher Education COVID-19 Operational guidance Jan-22.pdf (Work/Operating Instructions) Uploaded: 11/11/2022		
	Description of attachments:		
	Location of non-electronic documents:		
	<p>- 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 - Covid-19 individual health assessment tool for managers: https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers - 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 - UK Government Coronavirus (COVID-19) information pages: https://www.gov.uk/coronavirus - Attached PDF copy of UK Government January 2022 Higher education COVID-19 operational guidance. - NHS self isolation: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ - Estates guidance on 'Reducing the risk of transmission through cleaning and building ventilation': https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/reducing-risk-transmission-through-cleaning-and-building-ventilation</p>		
Assessor(s):	Bembibre Jacobo, Cecilia		
Approver(s):			
Signed Off:			



Risk Assessment

PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *

1. Return to OVERSEAS fieldworks - to be adapted by each department.**Description of Activity:**

Students will travel via Air Malta from London Heathrow on 1st May and by private coach to NSTS student residences. From 2-6 May they will work on a project based at historic property the Villa Guardamangia, owned by Heritage Malta. Their work will be based both at the Villa Guardamangia and in meeting rooms at the accommodation site.

Breakfast will be provided by the accommodation and students will be responsible for organising their own lunch and dinner at local cafes and restaurants.

On 7th May students will travel by private coach to Malta airport and return to Heathrow via Air Malta.

This risk assessment covers risks associated with COVID 19 transmission. Other risks associated with working on the site itself (health and safety issues in relation to working on a historic building in poor condition) will be dealt with in a separate risk assessment.

The below are notes from the generic risk assessment which have not been changed.

Staff / students who travel to fieldwork or other outdoor working must follow the risk control measures as outlined in this assessment. Below are some key points for all staff and students:

- (1) Staff and students must not come onto campus if you feel unwell (even if you do not have COVID-19 symptoms) or you have been asked to self-isolate. Refer to NHS self-isolation guidelines.
- (2) Unless you are exempt, UCL expects everyone on campus to wear a face covering in indoor spaces including in lectures, seminar rooms, study spaces, offices and labs.
- (3) Regular testing, where available, must be used twice weekly or daily if used as an alternative to self-isolation.
- (4) Staff and students are strongly encouraged to take lateral flow tests more frequently if attending larger events.
- (5) The uptake of vaccines (both COVID-19 and Influenza) are strongly encouraged.
- (6) Hand sanitiser units are retained across campus and we encourage all people on site to wash their hands regularly.
- (7) Where possible, it is recommended

Hazard 1. Infection transmission when travelling to and from fieldwork or other outdoor working.

Members of the UCL community may contract COVID-19, as a result of contact with infected individuals and/or contaminated surfaces. In addition, you have the potential to transmit the virus yourself and pose a hazard to susceptible individuals you may encounter. Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

PRIMARY CONTROLS:

- A risk-based approach will be taken to UCL staff and students, with an individual health assessment tool available.
- 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. A briefing will be held before travel to Malta to make students aware of the most recent restrictions in Malta.
- All staff and students are expected to follow all local COVID guidance and should check the relevant guidance before travel. Students have been informed that they are responsible for ensuring that they meet relevant travel requirements and have been directed to relevant links on the UK and Maltese government websites.
- Those who are unwell with symptoms of COVID-19 must not travel to or attend the workplace. Anyone who develops symptoms of COVID-19 must be sent home and stay at home in line with National Healthcare guidance (for example NHS in UK). If someone lives in a household where someone else is unwell with symptoms of COVID-19, then they must also stay at home in line with the National Healthcare guidance (for example NHS in UK).
- Line managers/Supervisors must ensure individual staff and students who need to travel are authorised, competent and where necessary, qualified.
- Where overnight stay is required such arrangements (including accommodation) must meet social distancing guidelines.
- For short field trips, staff and students are encouraged to walk, cycle or use cars/taxis to travel to and from fieldworks. Avoid using public transport wherever possible.

The project site is a 25 min walk from the NSTS residences and students will walk between both, eliminating the need to use public transport during the trip.

Two students will be travelling home on an earlier flight due to work commitments and may need to take a taxi to the airport. The following steps will be taken.

- Book a trip in advance where possible, to avoid using taxi ranks.
- At taxi ranks, keep appropriate distance (2 metres) from people. Refer to local government guidelines.
- Follow the advice of your driver as they may have put in place additional precautions, such as which seat to use.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- Wear a face covering (unless exempt) inside the car.

Hazard 2. Lone working.

Working alone poses a hazard as individuals may not be able to get immediate assistance in an emergency. This includes accidents, spills, fire or other incidents which require support. Lone working should NOT be carried out during Fieldtrips under any circumstances. For collaborative research activities, lone working must be kept to be a minimum and supported by additional risk assessments.

Existing Control Measures

Lone working at the project site will not be permitted. Staff and teaching assistants will manage the group to ensure that there is always at least 2 people at the site at any one time.

Hazard 3. Stress and poor mental health.

UCL staff and students may experience mental health problems caused by unfamiliar working conditions or anxiety over infection. Stress may increase vulnerability to infection, because of lowered immune response.

Existing Control Measures

- The field trip is optional so students do not feel under pressure to attend. Not all students have decided to go.
- The field trip will have structured check-ins built into the timetable to make sure that students feel supported in their work
- Time for coffee breaks and lunch are built into the schedule and students will be advised to stop working at 5pm each day
- The trip leader has been working with this student group since September 2021 and is confident that students are comfortable approaching her with personal issues. Students will be encouraged to raise any mental health or stress issues with the project leader
- Line managers/Supervisors are asked to actively support their staff.
- The staff on the trip will ensure provision of adequate and competent on-site support, instruction, information, training (where applicable) and supervision.
- Where appropriate, adjustments to working times or hours will be made, to account for staff or students experiencing poor mental health. If confidential advice and assessment would be helpful, UCL resources will be used.

Hazard 4. Emergency response.

It may not be possible to maintain social distancing and other COVID-19 related risk control measures during an emergency.

Existing Control Measures

- Relevant contact numbers for emergency services, a local doctor, police will be provided
- The trip leader, Katherine Curran is a UCL designated first aider
- The nearest hospital is a 10 min drive from the accommodation
- Staff and students will be made aware of fire safety procedures at the project site and accommodation
- In emergencies such as supporting a seriously injured colleague, people do not have to stay 2 metres apart if it would be unsafe to do so.
- If you need to provide assistance to others, you must pay particular attention to sanitation measures immediately afterwards
- In the event of a fire alarm sounding, all people must evacuate as normal. Wherever possible, observe 2 metre social distancing whilst evacuating.
- Use every fire escape route to reduce congestion and bunching on stairs and exits.
- If there is a conflict between social distancing and rapid evacuation, focus on getting out quickly as the priority.
- Once outside move to assemble by the Fire Assembly Points or muster points, observing social distancing.
- When given the 'all clear' to return to work areas, make sure to re-enter by staggering the return.
- When re-entering a building, wash or sanitise your hands.

UCL requires that there are emergency plans that include:

- How to quarantine the group upon return. There is no teaching after the trip and students can quarantine at home
- Getting the group back safely if the flight is grounded. We have confirmed that UCL Travel Insurance will cover the costs of flights cancelled due to changes in covid rules
- Find suitable accommodation at the fieldwork location if the group is told to self-isolate by the local authorities. We have confirmed that UCL travel insurance will cover the costs of accommodation for anyone who needs to quarantine in Malta, including for the project leader if she needs to stay to support a student who is in quarantine.

Hazard 5. Reduced capacity for emergency response.

Reduced number of people may slow a response in an emergency, or limit the effectiveness of emergency response. In this context, emergency refers to operational emergencies such as injuries (first aid), fires and evacuation and spills.

Fieldwork activities must NOT take place if there is reduced or no first aid and emergency response cover.

Existing Control Measures

PREVENT:

- Fieldwork activities must NOT take place if there is reduced or no first aid and emergency response cover.

ASSESS:

- Line managers/Supervisors of returning staff and students must assess their capability to support emergency response by checking available number of role holders (e.g. first aiders, fire evacuation marshals, appointed persons) and where necessary complete additional training or request support.

INFORMATION AND TRAINING:

- Information about the levels of third party support at the fieldwork location(s) must be included in the risk assessment. Students will be provided with details of the nearest hospital, doctor, Maltese emergency numbers and the presence of the first aid kit.
- Provision for local/national emergency response, specific plans and levels of support must be included in the risk assessment.
- All staff/students must remain aware of the local emergency numbers.

Hazard 6. Generic Return to fieldworks - applies to all people

It is strongly recommended that members consider thoroughly if alternative methods of working would allow progress with the project to be made at a lower risk. This could for example be subcontracting some of the work to a more locally-based contractor or consultant (obviating travel), using Internet-based information as far as possible to minimise time required on site, and agreeing to postpone as much site and field work with clients as possible. These will all reduce the scale of operation requiring novel risk management.

If work is subcontracted members should ensure that similar standards to those set out in specific risk assessments are cascaded through contracts.

This field trip is a practical exercise which requires engagement with the building itself to achieve the learning objectives. A virtual alternative was run in 2020/21, however the student experience was not as good.

Existing Control Measures

General

- A separate risk assessment for the individual trip and sites will be created
- Students will be made aware of Maltese government and Heritage Malta guidance on covid safety
- Consideration will be given on how equipment and PPE will be cleaned or disposed of safely and how safe re-entry to the site area, office workspace (e.g. porta cabin) will be handled.

PPE & Hygiene

- Students will be provided with gloves and hand sanitiser and will be told to bring their own masks
- Having strong measures in place to promote good hygiene is paramount. It is widely accepted that all staff and students should wash their hands with soap and water for 20 seconds or more and more frequently than normal.
- The Villa Guardamangia does not have working toilets, however the accommodation is a 25 min walk away. Students will be advised to manage this themselves and will be free to move between sites as needed.

Travel and Accommodation

Travel

- Public transport will be avoided where possible and is not needed to run the field trip

- Vehicles used must be in a good state of repair and maintenance - these will be provided by a reputable company organised by Heritage Malta

Accommodation

- Staff and students travelling on fieldtrips must stay in accommodation which is accessible to them, appropriate and safe. The accommodation has its own covid safety guidance, masks are compulsory when moving around the building. Students will be informed of this.
- Third party accommodation providers, such as Airbnb, are encouraged not be used, as properties are unknown and unchecked which poses a potential risk to staff and students health and safety. The accommodation is not a third party provider - it is a student residence in Malta.

On-site or In-field

- Local and national rules for isolation and social distancing will be reviewed before travel and the latest requirements communicated to students.
- On site staff must maintain the specified social distance from other staff and members of the public at all times (typically 2m but may be different in different countries). Where this distance absolutely cannot be secured then other relevant government guidance should be followed (e.g. staff should work side by side, or facing away from each other, rather than face to-face).
- If workers have to share enclosed spaces, they should keep the window open for ventilation and wash hands on leaving.
- Staff and students will need to be equipped for the work and with spare equipment. This includes items such as food and water.

UCL Insurance

- UCL has a Business Travel Insurance policy that will insure UCL employees, students, and persons assisting UCL with its business who are normally resident in the UK. When travelling on UCL business you'll need to register your trip. Please refer to Travel on UCL Business webpage for further information: <https://www.ucl.ac.uk/finance/expenses-insurance/travel-ucl-business>
- It is strongly encouraged to contact UCL insurance team directly prior to making any traveling arrangements. Where applicable, include relevant information in local risk assessment.

All students and staff have been provided with UCL Travel Insurance for the duration of the trip to Malta. We have communicated extensively with UCL Travel Insurance to understand its coverage.

Risk Level

With Existing Controls:

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Risk Level

2. Vulnerable groups.

Description of Activity:

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.

Staff are not aware of any particularly vulnerable students going to Malta. However, in the pre-travel briefing we will raise this issue and encourage students to share concerns with us if they wish. There is flexibility built into the trip to accommodate different needs. The trip is optional so students who would prefer not to travel can do so without explanation and without affecting their grades.

Hazard 1. Heightened risk to vulnerable groups.

- Emerging evidence suggests there are three key characteristics that can affect vulnerability. These are Age, Gender and Ethnicity. Older people, men, and people from BAME communities seem to be at greater risk from COVID-19.
- Those with underlying health conditions may also be particularly vulnerable.
- Disabled people may face additional challenges returning to UCL. Some disabled staff members may have a weak immune system, leaving them more vulnerable to getting an infection. There may be issues associated with access to hand washing facilities, application of protective equipment and those with a mental health condition may feel increased levels of anxiety and stress.
- Pregnant individuals, particularly those in their 3rd trimester may be at higher risk from COVID-19. Those returning from maternity leave must also be considered.

Existing Control Measures

- All staff and students are encouraged to disclose in confidence any health condition that might compromise their health to the staff running the trip.
- However, individuals should not feel they must disclose underlying health conditions if they do not wish to do so.
- Staff will have sensitive and comprehensive conversations with students or PGAs who may be vulnerable or at higher risk. They should identify any existing underlying health conditions that may increase the risks for people in undertaking their roles, in any capacity. Most importantly, the conversations must also consider the feelings of colleagues, particularly with regard to their mental health.
- Line managers/supervisors must listen carefully to staff concerns and provide support.
- Refer to NHS advice for people at high risk from coronavirus (COVID-19): <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-highrisk/>
- Support is available for line managers and staff through Workplace Health. Students should contact Student Support and Wellbeing.
- All members of the UCL community can access support through Care First.

Risk Level

With Existing Controls:

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Risk Level

3. Fieldsites entrances, exits, circulation spaces, on-site accommodation, shared and welfare areas - applies to all people.

Description of Activity:

Staff and students who travel to fieldwork or other outdoor working must follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

- Minimise contact with people outside of the fieldwork group.
- Follow good infection control principles – see GOOD HABITS below.

INFORMATION AND TRAINING:

- Clear Information/guidance on working arrangements and control measures is available and communicated, via the UCL Coronavirus website and through a student briefing before travel

The following habits will be communicated to students before travel.

GOOD HABITS

- Everyone must practice good hand hygiene. This means washing hands with soap and water regularly for at least 20 seconds. Hand sanitiser should be used where hand washing is not convenient.
- Hands should be washed or sanitised after entering a site or moving between site areas, before and after eating and drinking, after using communal facilities, after touching high contact surfaces such as door handles and when arriving home.
- Everyone must practice good respiratory hygiene. This means catching coughs and sneezes in tissues (catch it, bin it, kill it).
- Everyone must avoid touching their face without washing hands first. No-one should shake hands.
- All shared areas must be kept clear of personal items to prevent transmission by contaminated items. Use lockers or your dedicated workspace to store personal items. Shared hooks or coat stands should not be used.

PRECAUTIONARY EQUIPMENT

- All staff, students and visitors are expected to wear face coverings (unless exempt) when moving around site areas, and maintain 2 metres social distancing.
- Adhere to UCL Face covering policy regardless of location.

Risk Level

With Existing Controls:

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Risk Assessment

Risk
Level

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Actions

Reference: RA069579/1

Sign-off Status: Planning

Actions associated with this Risk Assessment

*** No Actions have been recorded***