

Summary

Reference: RA066171/1

Sign-off Status: Planning

Date Created:	17/08/2022	Confidential?	No
Assessment Title:	Risk assessment to support MSc HPE and MSc MEd dissertation students undertaking face to face interviews or focus groups in the education centre located at the health facility where they work in the UK.		
Assessment Outline:	<p>This generic risk assessment provides an overview of the risks that may be encountered by MSc HPE or MSc MEd students (subsequently referred to as 'MSc students') who carryout face to face interviews or focus groups with health workers or managers in the education centre located at the health facility where they work, during office hours. Students will be advised to undertake the interviews or focus groups during office hours, normally between 08.30 to 17.30, Mondays to Fridays . Students who plan to undertake interviews outside of normal working hours will only be able to do so using approved video conferencing technology. If students wish to carry out interviews or focus groups in other locations or if a student's proposed research activities are not covered by this general risk assessment they must contact the Divisional Graduate Tutor, Catherine O'Keeffe (c.o'keeffe@ucl.ac.uk) to arrange a bespoke risk assessment. International MSc students and students who wish to carryout face to face interviews or focus groups with participants other than health workers or managers will also need bespoke risk assessments. All MSc students planning to collect data through face to face interviews or focus groups will be asked to read this document thoroughly and complete a form circulated by the PGME / UCL's Centre of Health Professions Education Senior Administrator, Lisa Andrews (lisa.andrews@ucl.ac.uk) acknowledging receipt of this risk assessment and confirming they will follow the mitigations stated. Please note: 1. Due to COVID-19 pandemic, despite the easing and ending of restrictions, researchers should take a cautious approach and acknowledge that new regulations may be imposed with little notice. Additionally, they will be expected to adhere to any Covid related restrictions present in their place of work. 2. PI, supervisors, 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. Consider other risks that may be impacted as a result of the government and local changes. 4. The risk assessment is the responsibility of the Head of Department, UCL Medical School. 5. The Head of Department or their representative, is responsible for approving the risk assessment of fieldwork conducted by taught students, including MSc students. This assessment will be reviewed regularly, and significant changes communicated to stakeholders.</p>		
Area Responsible (for management of risks)	Location of Risks	Off-Site	
Division, School, Faculty, Institute:	Faculty of Medical Sciences	Building:	
Department:	UCL Medical School	Area:	
Group/Unit:	All Groups/Units	Sub Area:	
Further Location Information:	Education centre in health facility where student works. Staff and students are individually responsible for accepting their share of responsibility, including personal safety.		
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:	17/08/2022	Review or End Date:	17/08/2023
Relevant Attachments:	<p>Description of attachments:</p> <ul style="list-style-type: none"> Field work taught programmes https://www.ucl.ac.uk/teaching-learning/fieldwork-activity-taught-and-mres-programmes-2021-22 <p>Location of non-electronic documents:</p> <ul style="list-style-type: none"> https://www.ucl.ac.uk/teaching-learning/fieldwork-activity-taught-and-mres-programmes-2021-22 		
Assessor(s):	BENNETT, SARAH Calvo, KERRY HARRISON, DAVID KRONFLI, MIRANDA MEDISAUSKAITE, ASTA NOBLE, LORRAINE O'KEEFFE, CATHERINE PHILLIPS, CATHERINE RICH, ANTONIA STURROCK, ALISON MARGARET VINEY, ROWENA		
Approver(s):	ANN GRIFFIN		
Signed Off:			
PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *			
CATEGORY	Post-Graduates		

1. 1. Return to fieldwork trips - applies to all people.

Description of Activity:

Students who travel to fieldwork should follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission with Covid, Flu or other conditions

Staff, students or visitors at risk of transmission and/or may feel uncomfortable.

Existing Control Measures

- (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) Staff and students are strongly encouraged to take lateral flow tests more frequently if attending larger events.
 - (3) The uptake of vaccines (both COVID-19 and Influenza) are strongly encouraged.
 - (4) Hand sanitiser units are retained across campus and we encourage all people on site to wash their hands regularly.
 - (5) Where possible, it is recommended to reduce contact between people at workplaces, workstations and study spaces. Staff and students are individually responsible for accepting their share of responsibility and reduce contact between people where space allows.
 - (6) Students conducting research in public spaces should additionally follow safety guidelines at the direction of the institution (whether a museum, gallery, archive, library etc)
- UCL expects staff, students and visitors to be respectful and considerate of others in situations where they could feel uncomfortable.

Hazard 2. Stress and poor mental health

MSc students may experience stress due to the added challenge of interviewing individuals or groups in person

Existing Control Measures

- Supervisors of students are asked to actively support their student. Staff are encouraged to contact their line manager if they have concerns. Students are asked to contact their supervisor if they have concerns.
- Students must ensure that their workplace line managers and relevant authorities are aware of and support their plans to conduct face to face interviews/focus groups. Supervisors must see written confirmation of this support before interviews or focus groups take place.
- For students additional support is provided by Student Support and Wellbeing <https://www.ucl.ac.uk/students/support-and-wellbeing-0>;
- For staff, Care First can be contacted outside office hours (5pm to 9am) by calling for free on 0800 197 4510.
- Care First also offer support through a one-to-one online messaging service, in which you can speak to a counsellor in real time.
- A wide range of other resources and guidance is available via the 'Remote not distant' website, Student Support and Wellbeing website and UCL Health and Wellbeing website

Hazard 3. Infection transmission when travelling to and from fieldwork

Members of the UCL community may contract Covid or another transmissible infection such as Flu, 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.

Existing Control Measures

- Students are required to abide by the current hospital guidance on face coverings and social distancing and follow current government and NHS guidance.
- In addition, students are encouraged to adhere to UCL's policy which includes:
- Wear face coverings in crowded environments
 - To take up appropriate vaccinations
 - Continue with good hand and respiratory hygiene (use sanitisers if they are available)
 - Be receptive to others who may be vulnerable and who might request you wear a face
- For further information see: <https://www.ucl.ac.uk/coronavirus/keeping-safe-campus>

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**



Actions

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Actions associated with this Risk Assessment

*** No Actions have been recorded***