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| **RISK ASSESSMENT TITLE** | | |
| **FIELDWORK RISK ASSESSMENT TEMPLATE** | | |
| **RISK ASSESSOR NAME** | **UNIVERSITY INSTITUTE / DEPARTMENT** | **BRIEF DESCRIPTION OF ACTIVITY** |
| Andy Williams | Cynefin, Carmarmarthen | Using Outdoor areas of Cynefin for well-being, learning and recreation |
| **AUTHORISING LINE MANAGER** | **PERSONS AT RISK / POTENTIAL HARM** | **DATE(S) / LOCATION(S) OF ACTIVITY** |
| Professor Wendy Davies | Individuals and groups from the local community using the outdoor areas at Cynefin | Dec 2023 – Jan 2025 inclusive |

| **HAZARD** | **PRE-CONTROL**  **RISK** | **CONTROLS** | **RESIDUAL RISK** |
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| **Lack of awareness of Health and Safety requirements** | **Moderate** | 1. Health and Safety processes and guidance available via [Health and Safety intranet page.](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Home.aspx) 2. All UWTSD staff to complete mandatory basic Health and Safety awareness training. 3. A suite of specific Health and Safety training courses available for staff via [Health and Safety intranet page](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Home.aspx). 4. External visitors / groups to receive H&S briefing from Cynefin Project & Engagement Officer (CPEO) (Andrew Williams [a.williams1@uwtsd.ac.uk](mailto:a.williams1@uwtsd.ac.uk)) | **Low** |
| **International Travel** | **N/A** | 1. **N/A.** | **N/A** |
| **Fire Incidents** | **High** | 1. Only staff who have been undertaken am induction may use the wood burner in the yurt – safe user guidelines located next to the stove 2. P&EO to check wood burning stove in yurt is safety compliant before use 3. P&EO to provide health & safety guidance around the use of campfire noting locations of fire extinguisher/blanket and first aid items 4. Only designated group/activity leaders to light campfire 5. Activity leader / P&EO to remind participants of the need to take extra care when near the campfire – move behind others, be aware of foot placement, sit/stand a safe distance from fire, use fire glove to add logs to fire 6. Activity leader / P&EO to ensure the campfire is out at end of activity / day 7. All fire/burns related incidents to be reported to uwtsd health & safety unit. | **Low** |
| **Weather** | **Moderate** | 1. Where extreme bad weather is forecast consider postponing activties 2. Ensure all participants have suitable clothing/footwear for expected and potential weather conditions – use uwtsd stores if required 3. Ensure hot weather is considered as well as cold / wet weather 4. Leader/group to make use of yurt if required | **Low** |
| **Attendee Health Issues** | **Moderate** | 1. P&EO to liaise with group leader to ensure participants are medically able to take part in activities. 2. P&EO to confirm with leader / participants any allergy concerns 3. P&EO to make available indoor toilets and shower as required 4. P&EO to report any medical concerns/incidents to uwtsd health & safety unit | **Low** |
| **Driving Risks** | **Low** | 1. P&EO to ensure vehicles are made aware of 10 mph limit at Cynefin 2. P&EO to direct visiting vehicles to safe parking area adjacent to Alton House | Low |
| **Accommodation** | **Low** | 1. N/A | N/A |
| **Lone working / Isolation** | **Moderate** | 1. P&EO to be made aware of uwtsd [Lone Working policy](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Lone-Working.aspx) 2. P&EO to be made aware of Porters contact details on Carmarthen campus 3. Landline communication is available at Cynefin as required | **Low** |
| **Visits to 3rd party sites** | **N/A** | 1. N/A | **N/A** |
| **Personal Safety** | **Moderate** | 1. Staff and visiting groups to comply with uwtsd health & safety guidelines at all times 2. P&EO / or other experienced uwtsd staff to be in attendance with visiting groups at all times 3. P&EO to maintain a record of visiting groups ./ participants | **Low** |
| **First Aid** | **Moderate** | 1. Uwtsd [First Aid policy](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/First-Aid.aspx) followed. 2. P&EO to undertake first aid training course 3. P&EO to liaise with group leaders on their first aid qualifications 4. Visiting group leaders to have the means of summoning emergency services if required. 5. P&EO to ensure visiting participants are aware of locations of First Aid items | **Low** |
| **Activity / Task Hazards** |  | Include in subsequent lines any additional hazards not covered above that are relevant to specific activities / tasks undertaken as part of the fieldwork. Areas to consider:   * Terrain * Animals / Other Wildlife * Lifting / Carrying Loads * Equipment Use * Use of Hazardous Substances * Working near or in water * Working at Height * Excavations / Working in Confined spaces |  |
| Undertaking fieldwork activities – for example conservation activities/planting/clearing/moving logs etc | Participants may be fearful of dirt on clothes or skin and possibility of infections to pre-existing cuts or wounds | 1. P&EO to liaise with visiting leaders/groups in advance to wear appropriate clothing and footwear for outdoor activities. 2. Additional outdoor / gradening gloves to be made available from uwtsd stores as required 3. P&EO to advise all participants to wash their hands at the end of fieldwork activities 4. P&EO to ensure uwtsd health & safety guidelines are followed | **Low** |
| Walking in nature – river side and willow fields on undulating terrain | Slippery surfaces could cause falls and thus injuries such as cuts, grazes, bruises , breaks, sprains | 1. Advise participants to watch step and changing underfoot terrain in natural environment i.e. nettles & to be vigilant of their unfamiliar natural surroundings 2. Advised to wear suitable footwear 3. P&EO to regularly check areas for hazards and avoid as required 4. P&EO to ensure that first aid items are available as required | **Low** |
| Activities near water – River Towy | Participants made aware of dangers associated with moving water / pools and streams – drowning, immersion, hypothermia and the many underfoot hazards around walking near river banks / pools – holes, slips, trips etc | 1. Access to the riverside field is restricted by a locked metal gate 2. P&EO to approve access to field only to supervised / accompanied groups and participants 3. Where access is permitted P&EO to ensure no-one goes close to the river and participants must stay on the grassy path at all times 4. P&EO to ensure streams and pools of water are avoided at all times 5. P&EO to ensure all participants are accounted for at the end of any activity that takes place in the riverside field 6. P&EO to ensure the metal gate is locked at the end of any activities that are near the river / pools / streams | Medilum |
| Litter during outdoor activities. Glass, plastic, polystyrene, paper. | Glass could cause cuts  Plastic etc is a danger to the environment /  biodiversity | 1. P&EO to regularly check the site and where possible remove glass/plastic etc 2. P&EO to warn participants to take care and to report an hazardous glass/litter etc. 3. P&EO io inform UWTSD grounds staff to be informed of any large / hazardous items that need to be removed | Low. |
| Overhanging /low hanging ranches on trees, hedges, tall growth in hedges / verges . | Participants could be scratched, suffer head injury/eye injury due to bumping into overhanging /low hanging branches | 1. P&EO to regularly check the site 2. P&EO to warn participants to take care in such areas, especially during spring and summer growth periods 3. P&EO to remind participants to lower head when moving close to low hanging branches and to remember outdoor etiquette, not to let a branch bounce back if someone behind you. 4. P&EO to regularly liaise with uwtsd grounds staff re grounds maintenance/overhanging branches/ grass cutting etc. | Low |
| Participants asked to collect natural materials such as leaves, twigs, stones, bark, seeds etc. | Cuts / scratches / rash / poisoning | 1. P&EO to advise leaders/participants to avoid picking fungi / toxic plants / material etc 2. P&EO to advise participants to not to put any materials in mouth and to wash hands after activities 3. P&EO / leader / participants to make use of first aid items as required 4. A competent / qualified first aider to be in attendance at all times | Low. |
| Using saws and other sharp implements to cut materials outdoors.. | Hazard of cutting themselves, scratches, abrasions. | 1. Only experienced and qualified activity leaders to include the use of saws and other sharp implements 2. P&EO to liaise in advance with activity leaders about the inclusion of saws/sharp implements and to be aware of safety instructions discussed with participants 3. P&EO to ensure that all first aid items are available as required | Low |
| Harsh weather conditions such as ice, high winds and heavy rain. | Hazard of falling, branches | 1. Fieldwork activities will not take place in high winds where there is a threat of falling branches 2. P&EO to make yurt available in very heavy rain 3. P&EO to reiterate the need for caution and personal safety in harsh weather conditions | Low |
| Craft/creative activities in nature | Misuse of natural resources | 1. Group leader to provide guidance on using materials appropriately. | Low |
| Alton House farm building / adjacent mountain bike track / Holloway or animal track to river | Visitors may wish to explore out of bounds and non-safe areas | 1. Alton House is out of bounds – safety fence in situ to prevent access 2. Mountain bike track is out of bounds – warning notice displayed 3. Holloway / animal track to river is out of bounds beyond the warning tape 4. P&EO to reiterate to all leaders and participants that Alton House / the mountain bike track and Holloway / animal tack to rive are out of bounds areas | LOW |

**RISK RATINGS**

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| **HIGH** | Activity must stop until suitable control measures have been implemented. Additional resource / cost likely required. |
| **MODERATE** | Further consideration to be given to reduce risk. Additional resource / cost potentially required. |
| **LOW** | No / limited risk reduction measures required. Monitor existing controls. Additional resource / cost unlikely to be required. |

**Document Control**

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| **Version:** | **Purpose of Issue / Revisions made:** | | **Approved:** | **Date:** |
| 1.0 | Draft for Approval - Sent to Craig Jones (H&S Advisor) | | Forwarded to Matt Anthony (H&S) | 17/01/24 |
| 2.0 | Draft Approved – Matt Anthony (31/01/24) | | Matt Anthony (H&S) | 31/01/24 |
| **Owner:** | | Dr Andy Williams | | |
| **Status:** | | Approved | | |
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