# Barnson Bequest – Remote Project Risk Assessment

This form is to be completed by a student making an application for the Barnson Bequest Award on the basis of a remote desk-based project, supported by their Project Supervisor as required. Please also see Ethical Assessment form on page 5 and complete as required.

This this type of activity is considered to be low risk, however there are still health considerations with such work (e.g. relating to sitting in one position for extended periods of time). The risk assessment should indicate how you will set up a proper workstation area in order to undertake this work.  
  
It is recommended that recipients of the scholarship familiarise themselves with the following resources:

* ‘Move’: Cardinus Student Ergonomics Package: <https://www.ed.ac.uk/health-safety/training/e-learning/cardinus/users/student-ergonomics>
* General guidance on personal computing: <https://www.ed.ac.uk/health-safety/guidance/workplaces-general/personal-computing>

|  |  |
| --- | --- |
| Name: |  |
| UUN: |  |
| Title of Project: |  |
| Location(s) of Work (please note the expectation regarding remote work as stated above): |  |
| Duration (incl. dates From / To) : |  |

|  |
| --- |
| Brief Description of Project (please note the information above regarding the requirement for projects to be desk-based and remote): |

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high) and describe all necessary control measures.

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard (s) | Risk  L / M / H | Control Measures | Risk after Control  L / M / H |
| Physical Hazards (e.g. workstation, sitting for extended periods, etc.) |  |  |  |
| Biological Hazards (e.g. poisonous plants, venomous / aggressive animals, soil or water micro organisms, insects) |  |  |  |
| Chemical Hazards (e.g. pesticides, dusts, contaminated soils, chemicals) |  |  |  |
| Man-made hazards (e.g. machinery, electrical equipment, etc,) |  |  |  |
| Personal Safety (e.g. lone working, first aid) |  |  |  |
| Environmental impact (e.g. refuse, pollution, etc.) |  |  |  |
| Political and cultural (eg political stability, current traveling advice of FCO) |  |  |  |
| Provision of specific services/requirements (eg provision for existing medical conditions, support needs for known disabilities) |  |  |  |
| Other hazards (e.g. procedural, manual handling) Please specify. |  |  |  |

Emergency Procedures: Specify arrangements for first aid, special emergency procedures, communication, etc.)

|  |
| --- |
|  |

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, information, specialist equipment or clothing, etc.

|  |
| --- |
|  |

Contact Information: Include details of both the University designated contact (your Project Supervisor) and your on-site contact information.

|  |  |  |
| --- | --- | --- |
| University | Name: | Tel. Contact: |
|  | | |
| On-site | Name: | Tel. Contact: |
| Address of residential base: | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Has necessary training and information been given? | Yes |  | No |  | N/A |  |
| Is there adequate provision for those with health problems or disabilities? | Yes |  | No |  | N/A |  |
| Are there adequate First Aiders available? | Yes |  | No |  | N/A |  |
| Is there suitable supervision (i.e. Staff to Student ratio)? | Yes |  | No |  | N/A |  |
| Is permission required to work on site? | Yes |  | No |  | N/A |  |
| Are there suitable travel arrangements and licensed drivers? | Yes |  | No |  | N/A |  |
| Is adequate insurance cover in place?  (Contact Finance Office for advice, 50-9154) | Yes |  | No |  | N/A |  |
| Have all participants submitted next of kin information to field trip organiser / School Office? | Yes |  | No |  | N/A |  |
| Have route notification schedules been provided to Police or Coastguard? | Yes |  | No |  | N/A |  |

## Assessment carried out by:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | Review Date: |  |
| Title (e.g. Group Leader, Lecturer, Research Student, etc): | | | |

## Assessment Authorised by Head of School / Project Supervisor:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |
| Signature: |  | | |

# Barnson Bequest – Ethical Assessment Form

The conduct of a project in the natural environment must involve ethical assessment. All projects of this nature should therefore complete this form and submit it with their risk assessment.

1. How will your research directly affect humans, other animals AND/OR the environment?

Describe the impact of your data gathering, sample collection, methods/techniques, sample sizes... for the organisms/habitats you plan to study.

1. How will your project indirectly affect humans, other animals AND/OR the environment?

Describe the impact you will have more generally: e.g. accessing specific information, liaising with local people who may have greatly contrasting beliefs, values, and practices.

1. How will you minimise negative impacts identified in 1 & 2?