

<b>Title of off-site activity</b>	Archaeological Field School at Portus, Lazio, Italy			<b>Proposed start date</b>	20/06/2015
<b>Type</b> (research, teaching, etc)	Research and Teaching			<b>Proposed end date</b>	18/07/2015
<b>Brief description of off-site activity</b>	Excavation and survey at the archaeological site of Portus. Activities will comprise deturfing with machinery (supervisors and machine operator only) , excavation using hand tools including mattocks, trowels, shovels. Emptying of spoil using barrows and buckets, plan and section recording of the trenches, small finds recording, photography, filling in of paperwork, survey using dumpy levels and/or total station, finds processing, including washing, marking and recording of finds. Data entry using computers and software. Survey using total station and GPS.				
<b>Number of trips</b>	1	<b>Duration of each trip</b>	30 Days		
<b>Number of staff per trip</b>	17	<b>Number and type of non-staff per trip</b> (UG, PGT, PGR, visitor)	5 undergrad, 8 life long learning, 4 graduates, 4 volunteers		
<b>Location of off-site activity</b>	<b>Country</b>	Italy	<b>Region / City / Town</b>	Fiumicino, Lazio	
	<b>Address (if known)</b>	Archaeological Park, Portus, Via Portuense			
<b>Details of any other organisations involved</b>	The British School at Rome, Roma Tre University, Comune di Fiumicino				
<b>Describe their involvement</b>	Volunteers and studetns working on site.				

<b>Person directing work</b> (Leader, Manager, etc)	Director is Prof. Simon Keay, Field School Director is Dr Dragana Mladenovic		<b>Position</b>	Project and Field School Directors	
<b>Person conducting assessment</b>	Kristian Strutt		<b>Position</b>	Experimental Officer	
<b>Academic unit / Team</b>	Archaeology	<b>Faculty / Service</b>	Humanities	<b>Date of assessment</b>	18/5/15

## **Off-site working risk assessment: A basic guide**

This risk assessment complements the management arrangements (policies, procedures, rules) of each Faculty/Service to manage activities that take place away from University sites.

There should be consideration of inherent risk, ie, the risk or threat intrinsically associated with the task and/or destination, and these are prompted in the risk assessment form, but may not be applicable for some activities, in which case enter 'N/A'. Residual risk should also be considered, ie, the risk that remains after reasonably practicable controls are implemented. This should take into account the likelihood of hazard event (incident leading to harm), the reasonably foreseeable hazard consequence (the harm caused) and the efficacy and resilience of risk control measures. Due to extrinsic factors beyond the University's control, there may rarely be occasions where it is not acceptable to proceed with an activity, and thus a formal process of approval is required to evaluate such complex activities, which should always involve senior managers at University level.

There will often be occasions where 'dynamic' risk assessment is required. This is when there is a need for continuous assessment of risk in unforeseen or changing circumstances or threats, eg, security and political threats, significant natural hazards, and health risks possibly requiring new control measures. It is important to note that dynamic risk assessments are not a substitute for adequate emergency and contingency planning. If new types of hazard need to be assessed dynamically, these should be referred back via the above approval process before the activity proceeds again. Findings of such dynamic risk assessments must also be communicated and understood throughout the 'activity team'.

Overall responsibility for the risk assessment lies with the Dean/Director of Faculty/Service and the person directing or leading the activity. This risk assessment should be carried out by a competent individual, usually the person directing or leading the activity, or other identified person as stated in local arrangements. They must ensure that supervisors are competent, and that there is clarity of roles and responsibilities. As a result of risk assessment, there must be safe systems of work established for all staff, students and other participants.

The activity leader, supervisor or other identified person is responsible for ensuring that all safety precautions are observed for the duration of the activity. The activity leader/supervisor is also responsible for ensuring that instructions issued to participants are comprehensible and appropriate, that control measures identified in risk assessments are implemented in practice, and for ensuring that dynamic risk assessments are carried out as necessary. This duty may be passed to other responsible persons (eg, boat skipper), but the overall duty to ensure safety of the activity remains with the activity leader. In high risk areas such as quarries, mines, cliffs, on water, or in situations with a foreseeable risk of violence, active monitoring may be needed.

<b>Modes of travel to and during activity</b> (air, sea, rail, road, waterway, etc)	Travel to and from site via minibus. Flights to Italy at start of project and flights home at the end	<b>Types of travel</b> (car, 4x4, light aircraft, dinghy, etc)	Minibus, SUV
<b>Commercial carrier or private hire?</b>	Flights all commercial carriers. Driving BSR vehicles and hire vehicles	<b>If commercial carrier, how will they be selected?</b>	Via nominated hire companies based at Fiumicino airport
<b>If private hire, who will be driving / in control?</b>	All drivers will have driving licences without endorsements and training for driving ehicles where required.	<b>How frequently and at what stage of the activity will these be used?</b>	Every morning and evening

<b>Travel hazards</b>	<b>Yes/No/NA</b>	<b>Control measures</b>
<b>Navigation in remote areas</b>	N/A	
<b>Unsafe or insecure regions</b>	N/A	
<b>Off road or poor road conditions</b>	N/A	

<b>Lack of training in use of vehicle or equipment</b>	N/A		
<b>Lone Travel</b>	N/A		
<b>Other (specify)</b>	N/A		
<b>Type of accommodation</b>	<b>Details</b>	<b>When to be used</b>	<b>Reliable information on suitability of accommodation</b>
<b>Private</b>	Accommodation organised by Portus Field School	Duration of Project	Modern villa with compound and all amenities, Via Re di Puglia, Isola Sacra
<b>Hotel/Motel</b>	Accommodation organised by Portus Field School	Duration of Project	Bed and Breakfasts in Fiumicino, including Chiave di Fa, Acquamarina. All used on previous fieldwork, all with amenities, Fire procedure, emergency numbers
<b>Camping</b>	N/A		
<b>Other</b>	N/A		

<b>Accommodation hazards</b>	<b>Yes/No/NA</b>	<b>Control measures</b>
<b>Security</b>	Yes	Locked compound
<b>Fire</b>	Yes	Fire escapes and muster point
<b>Food / water quality</b>	N/A	
<b>Other (specify)</b>	N/A	

<b>For destinations outside the UK</b>	<b>Yes/No/NA</b>	<b>Details and control measures</b>
<b>Foreign &amp; Commonwealth Office (FCO) country advice checked? Identify suitable controls</b>	N/A	

<b>Does the FCO advise against travel to this country or regions within it?</b> If Yes, then detail senior manager approval	No	
<b>Could the activity cause offence to or upset the local populace?</b> If Yes, then describe measures to mitigate	No	
<b>Vaccinations required for this country or region?</b> If Yes, detail and confirm carried out	No	
<b>Malaria prophylaxis required?</b> If Yes, confirm drugs have been obtained	No	
<b>Significant security or accident risks with this country or region, eg, kidnap, poor roads, lack of emergency services, etc?</b> If Yes, identify suitable controls	No	

<p><b>Are personnel able to speak the local language?</b> If No, describe how will they communicate</p>	<p>Yes</p>	<p>Not all personnel speak Italian, but directors, supervisors and first aiders do.</p>
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<p><b>Terrain (all destinations)</b></p>	<p><b>Yes/No/NA</b></p>	<p><b>Details and control measures</b></p>
<p><b>Areas of high relief, altitude, mountains and cliffs</b></p>	<p>None</p>	
<p><b>Agricultural land</b></p>	<p>No</p>	
<p><b>Railways, motorways and roads</b></p>	<p>Yes</p>	<p>Main road to site is busy. Staff and students to exercise caution and common sense whilst crossing the road</p>
<p><b>Woods and forests</b></p>	<p>Yes</p>	<p>Site is wooded. All personnel will follow site risk assessment regarding access to areas of the site, awareness of wildlife etc. see below</p>
<p><b>Coastlines, estuaries, mudflats and salt marshes</b></p>	<p>No</p>	

<b>Tropical or hot climates</b>	No	
<b>Deserts, uplands and arid zones</b>	No	
<b>Cold climates</b>	No	
<b>Other (specify)</b>	Yes	Illness due to extreme weather conditions. Staff and students. All staff and students should bring cool and warm clothes, a sun hat, water bottle and sun block, Also waterproof jackets and trousers for cool/wet conditions. They must also wear steel toe-capped safety boots. Flip-flops, court shoes, sandals and training shoes are NOT acceptable, and anyone not wearing steel toe-capped boots will not be allowed onto the excavations.

<b>Other factors (all destinations)</b>	<b>Yes/No/NA</b>	<b>Details and control measures</b>
<b>Will anyone be climbing, caving or diving?</b> If Yes, identify suitable controls	No	



<p><b>Will there be unlimited supply of safe drinking water?</b> If No, describe how safe drinking water will be obtained?</p>	<p>Yes</p>	<p>Bottled water will be provided</p>
<p><b>Where will food be sourced?</b> Describe how food will be prepared and outline any restrictions on what can be eaten</p>	<p>N/A</p>	
<p><b>Is vector-borne or parasitic disease a hazard in the country or region?</b> If Yes, identify suitable controls</p>	<p>Yes</p>	<p>Tickbites a possibility as well as Weils disease from standing water. Staff and students will be advised to wear long-sleeved and legged clothing and to keep away from standing bodies of water, also not to enter long vegetation.</p>
<p><b>Are there adequate hygiene facilities?</b> If No, describe how this will be mitigated</p>	<p>Yes</p>	<p>Three bathrooms with toilet, wash basins</p>
<p><b>Will the group split up at any stage?</b> If Yes, identify suitable controls</p>	<p>No</p>	

<p><b>How will communications be maintained in the field, back to base, and back to the University?</b></p>	<p>Yes</p>	<p>Via mobile phone between staff members and ultimately the university by phone and email. Mobile phone contacts:  Kristian Strutt 00447777605163  Stephen Kay 00393402615455  Roberta: 0039 3487257746</p>
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<p><b>Activity hazards</b></p>	<p><b>Yes/No/NA</b></p>	<p><b>Details and control measures</b></p>
<p><b>Hazardous chemicals</b>  If Yes, then a further chemical (COSHH) risk assessment is required</p>	<p>No</p>	
<p><b>Biological agents, human blood, body fluids, clinical samples, or GM</b>  If Yes, then a biological risk assessment is required, and possible HBV immunisation</p>	<p>No</p>	
<p><b>Wild or domestic animals, or materials from these</b>  If Yes, consider zoonosis and injury risks</p>	<p>No</p>	
<p><b>Sources of ionising radiation</b>  If yes, then contact University RPO or authorisation and assistance</p>	<p>No</p>	

<p style="text-align: center;"><b>Hazardous equipment</b> If Yes, identify suitable controls</p>	<p style="text-align: center;">Yes</p>	<p>Survey peg trip hazard and consequent injury, possible injury to staff, students, and visitors. equipment and tools. Staff and students. Pegs are knocked into the ground and marked with hazard tape for visibility. All pegs will be removed from the site at the conclusion of any survey or excavation work. Staff, students and visitors will be made aware of the presence of pegs. All students will be taught the correct way to carry, setup and use excavation and survey equipment and tools by experienced members of staff, and will be expected to sign a form showing that they have been trained. Equipment to only be used for the purposes indicated and intended. Use of all plant equipment to be under direct supervision of experienced staff employed by Soprintendenza/Cooperativa Parsifal only. All machinery operators to be accredited by Italian authorities. Nobody to be within 10m of the working radius of machinery while in operation.</p> <p style="text-align: center;">Students and staff working with survey equipment and computers to be made aware of best practice. Computer stations will be set up with proper seating and desk arrangements to avoid repetitive strain injury. Staff and students to take short breaks during computer work at regular intervals.</p>
<p style="text-align: center;"><b>Lone working</b> If Yes, identify suitable controls</p>	<p style="text-align: center;">No</p>	
<p style="text-align: center;"><b>Work in areas more than 24 hours travel from medical assistance</b> If Yes, identify suitable controls</p>	<p style="text-align: center;">No</p>	
<p style="text-align: center;"><b>Work requiring a high standard of physical fitness</b> If Yes, identify measures to address this</p>	<p style="text-align: center;">Yes</p>	<p>Excavation. All staff and students will provide the Safety Officer with a document in which his/her GP states that he/she is medically fit enough to undertake archaeological excavation, that they have undergone ECG and Peak Flow tests and that they have an up to date tetanus/tetanus booster shot. All staff and students must have medical insurance and a European Health Insurance Card (EHIC).</p>

<p><b>Chemical, biological, clinical, plant or food samples</b> If Yes, consider transport of dangerous goods requirements and import permissions</p>		
<p><b>Other (specify)</b></p>	<p>Yes</p>	<p>Injury/death due to nervous reaction to strenuous activities or food due to specific health issue. Staff and students to inform project directors and Kris Strutt of any pre-existing medical conditions or allergies to particular stings or foods, in order that mitigation can be put in place. See emergencies section.</p>

<p><b>Emergency Provision</b></p>	<p><b>Details and control measures</b></p>
<p><b>First aid kits and similar equipment</b></p>	<p>First aid equipment at the Casale on site. All personnel are required to carry their own first aid kit on site.</p>
<p><b>First aiders</b></p>	<p>Kris Strutt, Robert Cascino and Stephen Kay are trained 1<sup>st</sup> aiders. Mobile phone contacts:            Kristian Strutt 00447777605163            Stephen Kay 00393402615455            Roberta: 0039 3487257746</p>

<p><b>Getting suitable help in an emergency</b></p>	<p>The nearest Accident &amp; Emergency department is: ASL Poliambulatorio Fiumicino via Coni Zugna, 17 - Tel 06.65025623</p> <p>Numbers for emergency services: 118 ambulance 112 Carabinieri 113 Polizia 115 Vigili del Fuoco</p>
<p><b>Evacuation arrangements</b></p>	<p>Muster point outside of the Casale. In case of evacuation all staff and students to congregate at the muster point. Vans will drive people off site along access track.</p>

**NB Report all incidents via the University incident report online form on the SOH website**

<p><b>Training</b></p>	<p><b>Details and control measures</b></p>
<p><b>Personnel First Aid</b></p>	<p>Members of team already trained</p>
<p><b>Fieldwork First Aid</b></p>	<p>Members of team already trained</p>

<b>Off-site activity safety management</b>	Members of team already trained		
<b>Off-road driving</b>	Members of team already trained		
<b>Inherent overall risk (ie, with no controls) using University Health &amp; Safety risk matrix (mark with x)</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
		<b>X</b>	

<b>Residual overall risk (ie, with all of the above controls applied) using University Health &amp; Safety risk matrix (mark with x)</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
			<b>X</b>

<b>Personnel conducting the fieldwork</b>					
<b>Family name</b>	<b>Initials</b>	<b>Position</b>	<b>Email</b>	<b>Telephone (work)</b>	<b>Telephone (off-site activity)</b>


<p><b>Declaration by person directing work (Leader, Manager, etc)</b>  I confirm that this is a suitable &amp; sufficient risk assessment for the above off-site working.</p>					
<b>Signed</b>		<b>Print name</b>		<b>Date</b>	

**Approval for off-site working should be obtained from the senior manager in the Faculty/Service identified as responsible for such approvals.**

**The Dean/Director must also give approval to any off-site working that involves work in a country or region to which the FCO advises no travel or essential travel only; or any unsupervised undergraduate off-site working; or any work excluded from cover by the University Insurance Office**