

Risk assessment

Title	The ALICE (Adolescent Lifestyles in Central England) questionnaire data collection. Survey Assistants travel to schools and assist year 7 student research participants complete a paper questionnaire on lifestyle and films watched. The Survey Assistants will help with consent taking, provide advice on and aid participants in completing the questionnaire and carry out interviews at the school. Data collection is during school hours 0930-1500, Monday – Friday.	Location	1. Mill Lane Grammar 2. Home Farm Academy 3. Glen College 4. Williams High School for Girls 5. St Clements School 6. Adelaide Edith School and College 7. John Baron Smith School	Risk assessment	ALICE_1_V1
Manager responsible	Prof. Dina Lady (Research Group Leader)	Signature & date	D Lady 29 August 2017		
Assessed by (name & role)	Arthur Sleep, (Team Leader)	Signature & assessment date	A Sleep 20 August 2017		
Review (date & reason)	15 December 2017, 3 months after the first phase of data collection				

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC R	Additional controls	Residual risk LxC R	Date achieved
Driving for work. Road traffic accident. Major injuries possible fatalities. (Team Leader drives Survey Assistants to schools or Survey Assistants drive themselves)	Team Leader Survey Assistants Other road users	Drivers follow the departmental <i>Driving for work using your own vehicle</i> risk assessment. Survey Assistants have a mobile and contact numbers for the Team Leaders. Only travel Monday – Friday 0830-1700.	Unlikely x catastrophic HIGH RISK	Research Group Leader to confirm drivers are business insured and competent to drive through licence checks.	Very unlikely x catastrophic MEDIUM RISK	Before data collection starts

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC R	Additional controls	Residual risk LxC R	Date achieved
<p>Physical violence and verbal abuse. People (participants and others) are physically and/or verbally aggressive towards the Survey Assistants and Team Leader. Major injury and emotional harm.</p> <p>(Will vary with location and peer group interviewed)</p>	<p>Team Leader</p> <p>Survey Assistants</p>	<p>Team Leader researches location before visiting and Survey Assistants and Team Leader trained in de-escalation techniques, lone working procedures, interview technique and personal safety.</p> <p>Lone worker procedure. Planned, rehearsed response measures in place and worker contact monitoring.</p> <p>Survey Assistants wait at prearranged pick up points with the Team Leader.</p> <p>Interviews/questionnaire work conducted in the school between 0930-1500, Monday to Friday.</p> <p>The Survey Assistant will stop the research and inform the school contact immediately and the Team Leader.</p>	<p>Very unlikely x major LOW RISK</p>	<p>If subjected to violence complete an incident report form, report it to the Team Leader and the Head of Department.</p> <p>Post incident support from Occupational Health.</p>	<p>Very unlikely x moderate VERY LOW RISK</p>	-
<p>Excessive hours worked due to long interview times and high number of interviews. Fatigue.</p>	<p>Survey Assistants</p>	<p>Research carried out in school 0930-1500. Survey Assistants to monitor interview timings. Take regular welfare breaks.</p>	<p>Unlikely and minor LOW RISK</p>	<p>No further controls needed</p>	<p>Unlikely and minor LOW RISK</p>	-

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Manual handling. Heavy or unbalanced loads (eg research equipment and paperwork, boxes). Repetitive or prolonged, lifting, carrying, stretching and over reaching. Back pain and other musculoskeletal disorders; persistent or occasionally disabling.	Survey Assistants	Is Your Back Safe leaflet. A wheelie box provided and inspected regularly. Workplace arranged to minimise over reaching, stretching and twisting. Do not attempt to lift or carry anything beyond personal capabilities.	Unlikely and moderate LOW RISK	No further controls	Unlikely and moderate LOW RISK	-
Fire, first aid and local emergency arrangements. Survey Assistants not familiar with the emergency arrangements. Harm escalates due to their delayed response or incorrect emergency action. Major and potential fatalities.	Survey Assistants Participant s and others.	Survey Assistants are briefed on the emergency arrangements by the school contact before the research starts. Survey Assistants identify their local exit routes and follow the local emergency arrangements.	Very unlikely and major LOW RISK	No further controls	Very unlikely and major LOW RISK	-
Study subject welfare. Extremely emotional participant due to child protection/addiction/abuse issues. Deterioration in participant welfare and increased risk to their safety. Survey Assistant experience emotional fatigue.	Participant Survey Assistants	The Survey Assistant will stop the research and inform the school contact and the Team Leader immediately. If a participant is known to the Survey Assistant they will not visit the school, carry out interviews or access information.	Unlikely and moderate LOW RISK	No further controls	Unlikely and moderate LOW RISK	-

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		<p>Survey Assistants trained in child protection and are CRB, or equivalent, checked. Survey Assistants wear a uniform and ID Badges.</p> <p>Survey Assistants discuss concerns with the Team Leader and the Research Group Leader carries out regular debriefing sessions for Survey Assistants.</p>				

Example

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