

How to carry out a COVID-19 risk assessment

This template is a tool to help you plan and lead Leicestershire Fieldworker (inc. affiliated group) activities/events safely in regard to COVID-19. **YOU MUST** do a COVID-19 risk assessment for each activity/event (e.g. for every fieldwalk, geophysical survey, excavation, talk etc.).

REMEMBER – you still need to complete a standard risk assessment for each activity/event (see <https://leicsfieldworkers.co.uk/our-resources/fieldwork-guides/> for more information).

Use the following template to assess whether your group activity/event is safe to go ahead.

We have included suggestions for the ways to control the risks – you do not need to tick every box. The important thing is to identify the potential hazards and note the actions you will take to reduce the risk for your activity/event. For instance, if you are fieldwalking you do not need to consider/implement actions for indoor meetings.

It is important to carry out a risk assessment before the activity/event takes place. You should start filling it out when planning your activity/event and update it with any extra hazards that you notice on site before you start and/or during the activity/event.

Think about the different types of hazards and risks. We've included some common examples but think carefully about your own activity/event in case anything needs adding (there is space at the bottom of the risk assessment to add extra items).

REMEMBER: This **IS NOT** an exhaustive list, so think carefully about any specific risks you may encounter at you activity/event.

Next, consider the steps you can take to minimise the risk. Remember that this may sometimes mean changing your original plan.

If you're not sure what to do to reduce the risk, contact the Leicestershire Fieldworker committee at info@leicsfieldworkers.co.uk for advice.

How to write a COVID-19 method statement

Use the template to write out a step-by-step description of how your fieldwork will be carried out in a COVID-19 safe manner. Read **How to do Archaeological Fieldwork in A Covid-19 Secure way: Guidance for Leicestershire Fieldworkers** at <http://leicsfieldworkers.co.uk/> where an example method statement for fieldwalking is provided.

Use the checklist before your event starts to help you make sure you are happy with all arrangements.

Leicestershire Fieldworker (inc. affiliated group) members & COVID-19

Due to COVID-19, there are extra steps that you need to take to organise and lead activities/events safely. Please visit the Leicestershire Fieldworkers website (<http://leicsfieldworkers.co.uk/>) for the latest updates and guidance.

It is essential for everyone to consider the following questions, when deciding whether to take part in Leicestershire Fieldworker (inc. affiliated group) activities:

<p>Do you (or does someone else from your household) have COVID-19 symptoms?</p>	<p>If so, you should self-isolate in line with government guidelines. You must not take part in Leicestershire Fieldworker (inc. affiliated group) activities during this time. Symptoms include a high temperature, a new continuous cough and the loss, or a change to your sense of smell or taste. Find out more about COVID-19, and what you should do if you have symptoms on the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
<p>Are you at higher risk from coronavirus?</p>	<p>If you (or someone you live with) are at higher risk of getting seriously ill from coronavirus, you should take extra care to minimise contact with others from outside your household. Taking part in a Leicestershire Fieldworker (inc. affiliated group) activity may put you and those around you at higher risk. It may not be the right decision at this time. If you, or someone you live with are considered to be 'clinically extremely vulnerable' you should not take part in Leicestershire Fieldworker (inc. affiliated group) activities at this time. Remember – everyone over 70, and those with certain underlying health conditions are considered to be 'clinically vulnerable'. People considered to be 'clinically vulnerable' can participate in Leicestershire Fieldworker (inc. affiliated group) activities where governmental social distancing guidelines can be maintained. You can find more information from the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</p>
<p>Do you want to participate, and do you feel safe and comfortable doing so?</p>	<p>Taking part is a personal choice. There will never be any obligation or pressure to participate if you do not want to or are not able to at this time.</p>

Use this risk assessment to help you understand the risks and any steps you need to take to stay safe before carrying out any archaeological fieldwork. Please complete a copy for every activity/event and keep this for one year after the date of the fieldwork.

Group/Project Name		Completed by	
Activity		Date	

Possible hazard	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Transmission of COVID-19 through close contact / meeting other people	Fieldworkers, members of the public – risk of spreading COVID-19	Remind fieldworkers to take precautions at home not to put themselves at risk of catching COVID 19 e.g. practice self-isolating while at home.	
		Remind fieldworkers, if they are feeling ill or showing any of the symptoms of COVID-19 or have been in contact with anyone who has, that they MUST NOT ATTEND AN ACTIVITY OR EVENT.	
		Give clear information about limiting the group size in line with government guidance.	
		Remind fieldworkers beforehand about the guidelines, including on travel & transport.	
		Advise fieldworkers at the start of the activity/event to maintain physical distancing, and what to do – this is everyone’s responsibility.	
		If contact with the wider public, landowners or site monitors is unavoidable, follow governmental social distancing guidelines and keep a distance of 2m at all times.	
		Remind everyone to carry a face covering in case of incidents.	
Transmission of COVID-19 through travel to / from activity / event	Fieldworkers, members of the public – risk of spreading COVID-19	Ideally, fieldworkers should travel independently by walking or cycling or using their own vehicle. Vehicles should not be shared with anyone outside a household or social bubble.	
		Fieldworkers to wear a face covering and carry hand sanitiser if they need to use public transport.	
		Fieldworkers to wash/sanitise hands upon leaving and entering a vehicle.	
		Fieldworkers to keep vehicles clean of rubbish and wipe down surfaces, steering wheels, gear sticks, door handles etc. regularly.	
Transmission of COVID-19 at the activity / event	Fieldworkers, members of the public – risk of spreading COVID-19	Ensure fieldworkers can park where they can maintain a 2m distance from other people at all times.	
		Make sure fieldworkers have access to adequate cleaning facilities (e.g. hand washing, wipes, hand gel).	
		Everyone to clean their hands regularly esp. after visiting/touching shared spaces/surfaces.	
		Make sure welfare is available, to include handwashing facilities as a minimum.	
		Fieldworkers to use their own mugs and food containers.	
Transmission of COVID-19 through touching gates, stiles, fences etc.	Fieldworkers, members of the public – risk of spreading COVID-19	Avoid touching gates and path furniture where possible.	
		Everyone to clean their hands after visiting/touching gates and path furniture.	
Transmission of COVID-19 through touching equipment, records etc.	Fieldworkers – risk of spreading COVID-19	Fieldworkers to use their own personal tools and recording materials wherever possible. No sharing.	
		If shared equipment (e.g. geophysical & survey equipment) is to be used, ensure all surfaces are wiped down before receiving or handing it over.	
Transmission of COVID-19 through touching / examining archaeological artefacts.	Fieldworkers, members of the public – risk of spreading COVID-19	Fieldworkers to take home and wash/process their own finds.	
		If finds need to be collected by the organiser, put in place protocols for their safe collection and storage.	
		Ensure people maintain physical distancing when looking at finds.	
Transmission of COVID-19 through giving / receiving first aid.	Fieldworkers, members of the public – risk of spreading COVID-19	First aiders to be aware of the information from Health and Safety executive regarding First Aid during the COVID-19 outbreak. See https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	
		Where possible assist at a safe distance from the casualty and minimise the time in the shared breathing zone. If they are capable, tell the casualty to do things for you, but treating the casualty properly to be the first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.	



Possible hazard	Who might be harmed and how?	Ways to control the risk	Action taken? (click on the box to tick)
Transmission of COVID-19 through giving / receiving first aid cont.	Fieldworkers, members of the public – risk of spreading COVID-19 cont.	Hands to be washed thoroughly with soap and water or an alcohol-based hand sanitiser before and after treatment of a casualty.	
		If available, a fluid-repellent surgical mask, disposable gloves, eye protection, apron or other suitable covering are to be used.	
		Only deliver CPR by chest compressions and use a defibrillator (if available) – DO NOT do rescue breaths.	
		Waste items to be disposed of securely and reusable ones to be cleaned thoroughly.	
Transmission of COVID-19 at an indoor activity / event	Fieldworkers, members of the public – risk of spreading COVID-19	Digital meeting software to be used wherever possible.	
		Limit the number of people attending to respect social distancing guidelines.	
		Ensure venue is COVID-19 Secure and follow all requirements of the venue operator.	
		Mark out 2m waiting area outside all potential entrances with tape to encourage care when queueing to enter.	
		Identify “pinch points” and busy areas. Consider marking out 2m spacing in entrance area, create one-way system and provide signage.	
		Door handles, light switches, window catches, tables, chairs and other equipment to be cleaned before and after use.	
		Provide hand sanitiser.	
		Use larger well-ventilated spaces and avoid using small rooms.	
		Control numbers accessing toilets and follow venue’s protocols for their use. Online booking systems and cashless payment systems to be used wherever possible. Arrange local group financial contributions via cheque and BACs and avoid cash.	
Transmission of COVID-19 at committee meetings	Committee members, other members of household and/or public – risk of spreading COVID-19	Digital meeting software to be used wherever possible.	
		Only essential meetings should be held in person, outdoors wherever possible.	
		During site meetings, maintain physical social distancing. Do not shake hands or give/receive any material to visitors and keep a strict 2m distance.	
Transmission of COVID-19 at busy locations	Fieldworkers, members of the public – risk of spreading COVID-19	Busy locations to be avoided wherever possible.	
		If unavoidable, activities/events to be kept to a minimum time.	
Transmission of COVID-19 to people at higher risk from coronavirus (Please add more lines if needed)	Fieldworkers, members of the public – risk of spreading COVID-19	Fieldworkers considered to be ‘clinically extremely vulnerable’ should not attend activities/events.	
		Fieldworkers considered to be ‘clinically vulnerable’ (inc. over 70s) can attend activities/events but must follow governmental social distancing guidelines and keep a distance of 2m at all times.	
		Fieldworkers considered to be ‘clinically vulnerable’ should not be responsible for handing out tools, cleaning equipment or working on any task that requires two people, where appropriate social distancing cannot be maintained.	

This form is to be checked and kept up to date during time on site.

Checked by		Date	
Amended by		Date	
Amended by		Date	



Group/Project Name		Completed by	
Activity		Date	

Method Statement

Use the space below to write out a step-by-step description of how your fieldwork will be carried out in a COVID-19 safe manner (add extra pages if necessary).

Checklist

Please go through this on the first day of fieldwork or before your event starts and make sure you are happy with all arrangements.

- Are you happy with the vehicle arrangements and getting yourself and your group to site?
- Are there sign in/ induction procedures, and can these be done safely while social distancing?
- Have you worked out how to maintain a safe distance from others on site and going to and from work areas/ cabins/ tool stores/ vehicles etc.
- Do you have adequate welfare facilities and hand washing/ sanitiser facilities and wipes?
- Do you and your group have your own drinks/ food supplies and containers?
- Do you and your group have your own clearly marked set of tools/ finds bags/ recording kit/ drawing boards etc.?
- Do you have arrangements in place for use of shared equipment and hand-over strategies?
- Are other people on site social distancing and behaving in a responsible manner?
- Has a contact record list been completed with name, postcode and contact number (to be retained with RA and RAMS documents for one year)?