APPENDIX H: RISK ASSESSMENT FORM

Name: Laura Evis

Course: PhD

Project Title: Digging the Dirt – a comparative analysis of excavation methods and recording systems in relation to their applications in forensic archaeology.

This form is an important part of planning any dissertation activity and the completed form **must be** attached to the appendix in your final research report. Please think carefully about the risks to yourself and others that may result from your dissertation project. When you have done so, fill out this form and discuss any potential risks with your tutor(s). Only forms completed to a satisfactory standard and signed by your tutor will be accepted. Please remember that if this form is not completed you will not be allowed to proceed with your planned dissertation activity.

Section A: A number of potential hazards associated with dissertation work in Applied Sciences are listed below. Examine each in the light of your project and tick Yes or No. Any other risks associated with your project should be listed in the column headed 'Other'.

	General	Y	N		Field Work	Y	N		Other	Y	N
1	Chemical - COSHH Assessment Required		N	10	Cliffs		N	19	Driving	Y	
2	Micro-Biological - COSHH Assessment Required		N	11	Caves/tunnel/quarries		N	20			
3	Manual Handling	Y		12	Working in or near water		N	21			
4	Use, handling or storage of sharp objects		N	13	Traffic		N	22			
5	Use of Machinery		N	14	Electrical Cables/ Pylons		N	23			
6	Work in Confined Spaces		N	15	Agrochemicals/dust		N	24			
7	Working at Heights		N	16	Plants/Animals	Y		25			
8	Working in Poor Visibility		N	17	Zoonosis e.g.Weil's disease, Lyme's disease	Y		26			
9	Working alone	Y		18	Tetanus – Is your vaccination up to date?	Y		27	There are no foreseeable risks associated with this project.		N

Hazard no:	3

Risk – give further details. *ie* there is a risk that...
As the Project involves excavation there is a risk that the participants and the candidate may be in danger of physical injury due to the use of excavation tools including: mattocks, trowels, shovels and spades.
Control – what are you doing to minimise the risk?
The candidate will undertake a manual handling training course and a first aid course in order to adhere to Bournemouth University's Health and Safety requirements. In addition, prior to participation in the Project, all volunteers will be briefed in the correct usage of tools/equipment provided on site. Moreover, the candidate will ensure that all equipment used during the course of the Project is of good quality, thus reducing the chances of injury due to faulty equipment. As a further measure, the candidate will ask each participant to sign a form that will state that they have received appropriate manual handling training, prior to commencing any manual handling tasks.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
All volunteers will be notified via an information sheet (prior to participation in the Project) that will outline what manual handling activities will be involved in the Project.

Hazard no:	9

Risk – give further details. *ie* there is a risk that...
There are numerous occasions when the candidate will be working alone. This will include archaeological site visits, which in turn will involve travel, and setting up experimental graves, which may involve lone working.
Control – what are you doing to minimise the risk?
The candidate will ensure that her supervisors are aware of the locations to which she is travelling and the times and dates during which she will be conducting site visitations. When travelling to these sites the candidate will ensure that, if she travels by car, she is wearing a seat belt. If the candidate is travelling by plane, she will travel with a reputable airline and check in with her supervisors on a regular basis. During the experimental stage of the Project the candidate will inform her supervisors as to when and where she is travelling to, and ensure that she is wearing a seat belt if she is travelling by car.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
The candidate will notify her supervisors of when, where and the timescales in which she will be working alone.

Hazard no:	16

Risk – give further details. *ie* there is a risk that...
As the Project will involve outdoor activities there is a risk that the candidate and the volunteers assisting the candidate with her research may come into contact with plants and animals.
Control – what are you doing to minimise the risk?
The candidate will ensure that every individual working on the Project (including herself) are aware of the species of animals and plants around the working area that may pose as a danger. In addition, the candidate will not make contact or allow participants to make contact with wild or domesticated animals during the Project. The candidate will not touch or consume any plants when conducting site visitations, or allow any participants to do so during the course of the experiment.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
All volunteers will be notified via an information sheet (prior to participation in the Project) as to the presence of animals and/or plants in proximity to the research area.

Hazard no:	17

Risk – give further details. *ie* there is a risk that...
As the Project will involve outdoor activities there is a risk that the candidate, and volunteers assisting the candidate with her research, may come into contact with animals and thus be at risk of zoonosis related infections.
Control – what are you doing to minimise the risk?
As previously stated, the candidate will not make contact or allow participants to make contact with wild or domesticated animals during the Project.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
All volunteers will be notified via an information sheet (prior to participation in the Project) as to the presence of animals in proximity to the research area. The candidate will inform participants of the symptoms of infections within the Zoonosis family, including: Weil's disease and Lyme's disease, and advise them to seek medical assistance if any such symptoms arise.

Hazard no:	18

Risk – give further details. *ie* there is a risk that...
As the participants involved with the Project will be required to work with soil there may be a risk of contracting Tetanus.
Control – what are you doing to minimise the risk?
The candidate will ensure that she and all individuals participating in the Project are fully vaccinated.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
All volunteers will be notified, prior to involvement in the Project, that their Tetanus vaccination **must** be up-to-date. If not, in compliance with health and safety regulations, the volunteer will be refused participation in the Project.

Hazard no:	19

Risk – give further details. *ie* there is a risk that...
The candidate will be required to drive to various archaeological sites.
Control – what are you doing to minimise the risk?
The candidate will ensure that she adheres to speed limits and that she, and any other passengers, wear seat belts whilst she is driving.
Communication – what efforts are you making to communicate the risk to members of the team, the general public etc?
The candidate will ask all passengers to wear their seatbelts once they are seated in the car.