APPENDIX 3 – FORMS

Fieldwork Personal Information and Safety form
Part A Personal Information
Part B Hazard Identification and Risk
Part C ‘Buddy’ form
Green safety form

Please Note that these forms should only be completed after having read the Guidance Notes for Fieldwork Safety
**Fieldwork Personal Information and Safety Form**

**ALL FIELDWORK - STAFF AND STUDENTS**

**Part A: Personal Information**

<table>
<thead>
<tr>
<th>CONFFIDENTIAL</th>
<th>Disclosure of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff, Postgraduate or Undergraduate Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Area / Base</th>
<th>Address</th>
<th>e-mail address</th>
<th>Mobile Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Contact(s) in the area</th>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
<th>e-mail address</th>
</tr>
</thead>
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</table>

<table>
<thead>
<tr>
<th>Emergency Contact(s)*</th>
<th>Name(s)</th>
<th>Address</th>
<th>Telephone</th>
<th>e-mail address</th>
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</thead>
<tbody>
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*NB This should be a responsible person or persons who can be contacted during all hours in the event of an accident or illness. The responsible person(s) must be provided with the address and telephone number of the Field Base and also of the appropriate discipline.*

<table>
<thead>
<tr>
<th>Medical conditions, disability or injury that may affect safety or performance in the field</th>
<th>List any current medical treatment or prescribed medications that apply for the fieldwork period which may affect safety of performance in the field</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**First Aid Qualification ?**

<table>
<thead>
<tr>
<th>Level:</th>
<th>Expiry Date:</th>
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</table>

**Valid Driving Licence ?**

<table>
<thead>
<tr>
<th>Number:</th>
<th>Expiry Date:</th>
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</table>

**Signed** __________________________  **Date** __________________________
Part B: Hazard Identification and Risk
To be completed by everyone participating in fieldwork. For lone working, this form must be completed in the presence of a supervisor who should countersign.

a) Project Aims

_________________________________________________________________

b) Anticipated Fieldwork Safety Issues
   (i) Physical Environment (eg weather, tides, floods and route finding)
       __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

   (ii) Accommodation and free time (eg kitchen safety, alcohol intake)
       __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

   (iii) Project work in the field (anticipated hazards such as rivers, steep slopes, crime zones, traffic
       __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

c) Precautions and Protocols

_________________________________________________________________

_________________________________________________________________

d) Lone working considerations

_________________________________________________________________

_________________________________________________________________

e) Arrangements for daily rendezvous (see Part A

_________________________________________________________________

_________________________________________________________________

I have been supplied with the document “Guidance notes for Fieldwork Safety” I confirm that I have read this document carefully; I understand its contents and agree to follow the advice and instructions on fieldwork safety given. Signed ___________________________ Date _________________

Supervisor Signed ___________________________ Date _________________
UNIVERSITY OF ABERDEEN – SCHOOL OF GEOSCIENCES

Part C: ‘Buddy’ form

Name of Fieldworker

Buddy can be family member, friend or colleague

| Buddy details | Name ____________________________ |
|               | Address __________________________ |
|               | Telephone No ______________________|

Responsibility of Fieldworker:

Discuss with supervisor(or someone with knowledge of the area) the hazards of area to be visited
Fill in Risk Assessment and leave copy with department
Ensure that personal details held in the department are up to date
Provide ‘Buddy’ details of itinerary
Inform ‘Buddy’ of estimated time of return
If staying overnight provide ‘Buddy’ with details of accommodation
Provide address and telephone number of Field base contact eg ranger or farmer etc
Provide ‘Buddy’ with transport details
If car, make and registration number
Must contact ‘Buddy’ within two hours after estimated return time

Action of ‘Buddy’ if no contact within two hours of estimated time of return:

Attempt to contact Fieldworker
Alert relevant emergency services
Contact School Emergency contact on 1)…………………….. or 2)……………………..
to inform them of the situation.

Signed __________________________ Date____________________

Signed __________________________ Date____________________
The following questions are designed to test your knowledge of the guidance notes you have just read. When you can provide satisfactory answers to all ten, then complete the tear-off slip and return it to the General Office. Enjoy your field course.

1) Which piece of legislation seeks to minimise risks during fieldwork?

2) Safety for the individual is ultimately a matter for whom?

3) What must always be worn where there is a risk of falling stones etc.?

4) What is a bivi-bag?

5) Are "jeans and trainers" suitable for most fieldwork? If not, why not?

6) Why should a whistle be carried? Why carry a torch?

7) A general rule for food consumed during the day might be........?

8) Under which circumstances might alcohol be given or taken during fieldwork?

9) Anyone inadequately equipped and caught out in bad weather runs a risk of which condition?

10) What is the international distress signal?
I have received and read and understood the current issue of the School Fieldwork Safety Guidance Notes document. I agree to abide by the directions and advice given in the document.

* Please note that I need medication for/am currently under treatment for (e.g. asthma, respiratory problems):

* Please note that I am allergic to (e.g. penicillin):

* Please note that I suffer from a nervous disorder (e.g. vertigo) and/or other disorder that may affect my performance in the fieldwork environment:

* I have first aid experience (state type)

* Delete if these do not apply

The above information will be held in confidence

Signed ______________________ Name (Please Print) _____________________

Date ________________ Level*  1, 2, 3, 4 postgraduate, visitor, staff
(*circle as appropriate)