


Research Space

Other

Research health & safety - risk assessment

Bothwick, D.

DATE of Assessment:	02 / 12 / 2020	RD ETHICS APPLICATION REFERENCE No:	[Enter the RD ethics application reference]	 RESEARCH HEALTH AND SAFETY - RISK ASSESSMENT
Assessed by :	Danny Bothwick	SCHOOL/DEPARTMENT:	Generic Training Department Dorset Police, Headquarters, Winfrith, Dorset DT2 8DZ	
NATURE OF ACTIVITY:	Action research by MS Teams interviews		DATE OF ACTIVITY: MS Teams interviews in 2021	
LOCATION:	Dorset Police Headquarters, Winfrith, Dorset DT2 8DZ	NEXT H&S RISK REVIEW DATE:	December 2022	
REVIEWED BY*: (for students only)	Danny Bothwick	REVIEW DATE*: (for students only)	December 2021	
APPROVED BY**:		APPROVAL DATE: 10/12/2020	[Date risk assessment approved]	

*For students: Your Academic Supervisor should review this form with you before it is sent for approval

**Heads of School/Departments are ultimately responsible for Health and Safety Risk Assessments within their area, however, they may nominate senior members of staff (such as a manager or senior lecturer) who have undertaken the University Health & Safety Risk Assessment training to support them by approving risk assessments under their control.

Hazard/Risk	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating (High /Medium /Low)	Additional Control Measures Required	Revised Risk Rating (High/ Medium/Low)	Action by who	Action by when	Date action complete
Illness Covid-19 related or otherwise	Participants Researcher	<ul style="list-style-type: none"> Suspend the interview 	Low	Seek medical advice/assistance Report to supervision Report to Head of School and the School Safety Advisor	Low	Researcher Participant	At the point of interview	

Risk rating Severity	Likelihood of Harm				
	1 Very unlikely	2 Unlikely	3 - 50 / 50 likelihood	4 - Likely	5 - Very likely / certainty
1 - Minor injury or illness	Low	Low	Low	Low	Medium
2- Moderate injury or illness	Low	Low	Medium	Medium	High
3- "3 day injury" or illness	Low	Medium	Medium	High	High
4- Major injury or illness	Low	Medium	High	High	High
5- Fatality	Medium	High	High	High	High

Risk rating	Action to follow
Low	No additional actions. Ensure controls in place are maintained.
Medium	Improve risk reduction measures within specified timescale.
High	Stop or restrict activity and make appropriate improvements immediately

Hazard/Risk	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating (High /Medium /Low)	Additional Control Measures Required	Revised Risk Rating (High/ Medium/Low)	Action by who	Action by when	Date action complete
Medical emergency during interview	Participants Researcher	<ul style="list-style-type: none"> Suspend interview 	Low	Call 999 Report to supervision Report to Head of School and the School Safety Advisor	Low	Researcher Participant	At the point of interview	
Fire	Participants Researcher	<ul style="list-style-type: none"> Suspend interview 	Low	Call 999 Report to supervision Report to Head of School and the School Safety Advisor	Low	Researcher Participant	At the point of interview	
Secure online site	Participants Researcher	<ul style="list-style-type: none"> Conscious construction of an online secure password-protected site to ensure the privacy of information exchanged online 	Low	None	Low	Researcher	At the point of interview	
Emotional context Discussion of a sensitive topic in an interview has potential to cause distress to participant	Participants	<ul style="list-style-type: none"> Participant: Psychological stress Researcher: Anxiety about dealing with a complex situation Planning of research to minimise risks. Effective means of communication Use of consent forms Stop the interview Reschedule the interview Signpost to welfare 	Low	Each of the interviews will be conducted by MS Teams in a home or office environment. Offer participant the opportunity to withdraw from the project if the emotional context is severe and it is felt in the best interest of the participant for them not to continue.	Low	Researcher	At the point of interview	.
Special requirements	Participants	<ul style="list-style-type: none"> Talk to the participant on the phone in advance of a interview Identify any specific requirements especially in respect of participants with limited physical ability, or a hearing problem and if any other members of the household will be at home. 	Low		Low	Researcher	Prior to interview	
Participants identification	Participants	<ul style="list-style-type: none"> Accidental / deliberate identification of participants 	Low	By carefully considering the participants for one's research and by	Low	Researcher	Post interview	

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		<ul style="list-style-type: none"> All participants names will be pseudonymised in the research. 		<p>re-envisioning the informed consent process, I can avoid confidentiality dilemmas that might otherwise lead them not to report rich, detailed data.</p> <p>Deductive disclosure will also be avoided or where necessary or not used in the thesis.</p> <p>By adopting a dominant approach, nothing reported from the study, in print, will permit identification of respondents.</p> <p>Consideration will be given to the audiences of one's research and the convention of confidentiality.</p> <p>All identifying characteristics, such as rank, role, station of work, will be changed.</p> <p>Presenting confidentiality agreements at the beginning of the data collection process.</p> <p>Confidentiality to be addressed during data cleaning by removing identifiers to create a "clean" data set.</p> <p>Although meticulous data cleaning can remove personal identifiers such as names, the contextual identifiers in individuals' life stories will remain</p> <p>In any cases where 'jigsaw' identification of participants might be an issue changes will be made to research reports and to final</p>				

Hazard/Risk	Persons at Risk & Nature of harm	Current Control Measures	Risk Rating (High /Medium /Low)	Additional Control Measures Required	Revised Risk Rating (High/ Medium/Low)	Action by who	Action by when	Date action complete
				<p>submission to prevent this. Such changes can be managed without compromising the veracity of the report.</p> <p>Consideration given as to whether the specific quotations and examples they present when disseminating research results could lead respondents to be identified via deductive disclosure</p> <p>All participants will be informed that they have the right to withdraw from the study without any need to justify their decision. In such cases the participants data will not feature in the final report. Participants will be informed that they have this right up to the point at which the final report is to be submitted to the university for examination.</p>				
Legal risk	Participants	<p>Planning of research to minimise risks.</p> <p>Where participants are liable for a violation of the law, either by revealing that the participant or others have or will engage in conduct for which the participant or others may be criminally or civilly liable, or by requiring activities for which the subject or others may be criminally or civilly liable.</p>	Low	<p>Inform participants of limits of confidentiality.</p> <p>At the time of the disclosure cease interview.</p> <p>Identity of person to pass details of the event known.</p>	Low	Researcher	At the point of interview	
Whistle blowing	Participant	<p>Participant: Emotional distress from Inform participants of limits to confidentiality in Participant Information disclosing the event. Bias/prejudice as a result of disclosure</p>	Low	<p>Inform participants of limits of confidentiality in Participants forms.</p> <p>At the time of the disclosure cease interview.</p>	Low	Researcher	At the point of interview	

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				Identity of person to pass details of the event known.				
Research participant in danger of harm to self or others	Participant	Immediate or urgent response may be required from organisation or emergency services	Low	Ensure all verbal and written information about research indicates possible researcher response to indication of danger to self or others.	Low	Researcher	At the point of interview	

All members of staff and where relevant students affected by this risk assessment are to sign and date to confirm they have read and understood it and will abide by it.

NAME	SIGNATURE	DATE
Stefania Ciocia, Head of School, Faculty of Arts and Humanities. Name added by Ian Jasper as Stefania has RSI.		18/3/2021 (Date added by Ian jasper)
Ian Jasper, Supervisor for Danny Bothwick	I. Jasper	18/3/2021

GUIDANCE NOTES:

1. This risk assessment form is designed to capture health and safety risks **only**.
2. Research projects will potentially carry certain risks to the physical or mental health and safety of the researcher(s), participants and the general public. Your risk assessment should consider what in your project might cause harm, how it may cause harm and the people who might be affected. It should take into account any control measures which are already in place and identify what, if any, further controls are required.
3. The potential health and safety hazards in research are many and varied. Each research project is different but included in the list below are suggestions for some things that you may wish to consider. Please note that this is by no means an exhaustive list and you should review the available guidance materials (refer to point 6 below) and consider your own project carefully to determine the risks and appropriate control measures:

Risk area	Potential hazards to consider
International travel	<ul style="list-style-type: none">• Researcher safety due to lone travel in an unfamiliar location• Loss of travel documents/money• Potential of extreme weather due to season e.g. monsoon/cyclones
Domestic travel	<ul style="list-style-type: none">• Lone travel on public transport• Driving long distances
Lone working	<ul style="list-style-type: none">• Potential emotional/physical harm to researcher from participants• Researcher fatigue due to intense research schedule over multiple locations
Research location/Fieldwork	<ul style="list-style-type: none">• Site specific safety• Access to emergency services/health care due to remote location
Mental overload/Stress	<ul style="list-style-type: none">• Harm to researcher wellbeing from overworking due to intense research schedule
Emotional harm/hurt	<ul style="list-style-type: none">• Distress to participants due sensitive research topic• Distress to researcher due to participant/general public negative reactions

4. You should be able to show from your risk assessment that:
 - a proper check was made
 - all people who might be affected were considered
 - all significant risks have been assessed
 - the precautions/control measures are reasonable
 - the remaining risk is low
5. You **do not** need to include insignificant risks. You **do not** need to include risks from everyday life unless your research activities increase the risk.
6. For staff: Further guidance on Health and Safety Risk assessments can be found at the links below:
 - a. [University web pages](#) - these include example risk assessment forms e.g. Travel

- b. [Responsible research - Managing health and safety in research: guidance for the not-for-profit sector](#) – this explores all aspects of Health & Safety within a range of research projects and includes case studies – for example 'Case Study 1 – A risk assessment of a social science research project' (p.18-19).
7. For students: Please seek further advice from your supervisor who will be able to access the guidance above.