OFFSITE VISIT/INTERVIEW SAFETY GUIDELINES

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**1.0 INTRODUCTION**

These guidelines are applicable to research activities, undertaken by University staff and students involving visits/interviews in private homes (home visits) and much of the guideline also applies to projects involving interviews in public areas or workplaces.

Personal safety is of concern for all involved, although it should be noted that the vast majority of people who participate in the Universities’ research by allowing staff/students into their homes or workplaces will pose no risk/threat to University staff or students.

This safety guideline provides a documented procedure to ensure all risks are identified, that appropriate precautions have been taken and all foreseeable hazards have been controlled. This guideline is intended to address all foreseeable hazards which may be involved with offsite visits/interviews.

The majority of research involving offsite visits/interviews would be viewed as low risk and therefore many of the issues included in this guideline will not be applicable to individual projects and this will be reflected when the risk assessment and control measures form (Appendix 7.2) is completed

Offsite visits are regarded as a workplace activity and as such, the OHS Act applies

* It is the duty of the employer to identify and assess hazards and if reasonably practicable eliminate the risks. If that is impracticable the risks must be controlled.
* It is the duty of the employee to ‘take reasonable care for the health and safety of people who are at the employees’ place of work and who may be affected by the employees’ acts or omissions at work’

**2.0 RESPONSIBILITIES**

**2.1 Head of School**

* Ensure an Offsite Visit Form (OVF) (Appendix 7.1) and an Offsite Visit Safety Checklist/Risk Assessment and Control Measures form (Appendix 7.2) are completed by the Project Supervisor and approved prior to the research start date.
* Ensure corrective action is implemented for all accidents or incidents involving fieldwork.

**2.2 Supervisor (Chief Investigator/Responsible Academic/Student Project Supervisor)**

* Complete an [a safety review form](https://www.newcastle.edu.au/__data/assets/pdf_file/0007/87703/Safety-Review-Form_V4_Feb_20173.pdf), OVF and Offsite Visit Safety Checklist/Risk Assessment and Control Measures form for all research/student practicals involving offsite visits or other interview related projects.
* Ensure the completed OVF has been signed off by the Head of School or other appropriate supervisor and forwarded to the Health & Safety Team at least one month prior to the proposed start date for the research.
* Ensure the project does not commence until a safety clearance has been given.
* The Supervisor is responsible for the health and safety of all staff/students for the duration of the activity, and for ensuring that they have received any necessary briefing, training or induction prior to the work commencing.
* Ensure all incidents and accidents are reported to the appropriate authority by completing an online incident report in [AIMS](https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/hazards-incidents-and-injuries/online-incident-reporting).
* Ensure that appropriate procedures are followed in the planning and execution of the work.
* Responsible for the regular supervision of how offsite visits are being conducted and kept informed of research progress and if any problems arise during the course of any offsite work.

**2.3 Staff/Students Carrying out the Home Visits**

* All persons carrying out home visits are under the obligation to work and behave safely in the field, and to protect their own health and safety.
* Report all accidents/incidents occurring in the field by completing an online incident report in [AIMS](https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/hazards-incidents-and-injuries/online-incident-reporting).

**3.0 PROCEDURES**

**3.1 Preliminary Planning**

**3.1.1 Venue for Appointment**

When a research project is in the initial planning stage, consideration should be given to the idea of asking participants to come to the University rather than receiving a visit. This is a safer option but will not be appropriate or workable for many projects for a variety of reasons.

**3.1.2 Scheduling Home Visit Appointments**

You may use the document template provided (Appendix 7.3) or prepare your own for this task. When you contact the participant to schedule the home visit you should ask a number of questions to gain some basic information in order to conduct a preliminary risk assessment. Important questions to ask include:

* Is there adequate on street parking available?
* Where is the entry door located (front, side, back)?
* How many people will be on the premises during the home visit? Who are they and what is their relationship to the participant? Will they be sitting in on the activity/interview?
* Do they own any pets? If so will they pose a risk? (E.g. vicious dogs, overfriendly large dogs) If they pose a risk can they be restrained or kept separate during the interview?

You should advise the participant you will ring them closer to the visit date to check they are still available for the home visit and to recheck their details. See [UON Key Risk Area: KRA 2.4 Working alone or in isolated situation](https://www.newcastle.edu.au/__data/assets/pdf_file/0017/205019/KRA-2.4-Working-Alone-or-in-Isolated-Situations.pdf) for further information.

**3.1.3 Scheduling Appointments in Workplaces (offices, factory etc)**

You may use the document template provided (Appendix 7.3) or prepare your own for this task. When you contact the participant to schedule the home visit you should ask a number of questions to gain some basic information in order to conduct a preliminary risk assessment. Important questions to ask include:

* Where is the location?
* Is there adequate parking available close by?
* Do you need to obtain permission from management?
* Will the interview be in working hours? If not, are others going to be present?
* Is there a required P.P.E. or dress standard (e.g. enclosed shoes)?
* Are you required to attend an induction or sign in? (This should include emergency response for the workplace)

**3.1.4 Scheduling Appointments in public areas (café, museum, park etc.)**

You may use the document template provided (Appendix 7.3) or prepare your own for this task. When you contact the participant to schedule the home visit you should ask a number of questions to gain some basic information in order to conduct a preliminary risk assessment. Important questions to ask include:

* Where is the location?
* Is there adequate parking available close by?
* Do you need to obtain permission from management/relevant authority?
* Will the interview be in daylight hours? If not, are others going to be present?
* Is it an isolated area?

**3.1.5 Organising Transport**

Staff and students who travel on official University business must do so in accordance with the [University Travel Policy](https://policies.newcastle.edu.au/document/view-current.php?id=17&version=1) and when relevant travel should be booked through the [Campus Travel Portal](https://travelhub.campustravel.com.au/). All travel on official University business is subject to prior approval by an authorized Officer (e.g. PVC/DVC. HOS, Director), with appropriate delegation. Where approval is given to travel by motor vehicle, it is expected that staff will use a University vehicle or Faculty/School/Division vehicle if available. It should be noted University vehicles are fully insured, routinely serviced and registered with the NRMA for roadside assistance. A major reason for using a University vehicle for home visits is that they can’t be used to trace the driver (privacy).

If you decide to use a privately owned vehicle you will need to ensure the following:

* The vehicle is registered
* The vehicle is fully insured
* The vehicle is routinely serviced and roadworthy
* A roadside assistance scheme such as NRMA is in place for the vehicle

Please note if you have an accident in a private vehicle you are not covered by the University for repairs.

**3.1.6 Organising University Photo Identification**

Staff and students should use their University photo ID card to provide identification to home visit participants.

**3.1.7 Communications System**

All staff/students undertaking offsite visits must have a Mobile phone with them at all times. If a School or Department phone is available it should be used, otherwise a private phone is acceptable. NOTE: If using a private phone do not take or make any personal calls or SMS during a visit.

In regard to home visits always check participant addresses in advance to see if they are in a mobile phone black-spot area. If they are, two people should carry out the home visit.

**3.1.8 Personal Safety**

The safest way to conduct home visits is to work in pairs. Two or more people must be present for all home visits for studies involving participants with a history of mental health problems, or covering issues that may be considered as provocative to some participants. No home visits are to be conducted if a participant has a history of aggressive behaviour, violence or sexual harassment, or if you believe you will be at risk.

A duress alarm must be provided to anyone undertaking home visits on his or her own. This is a relatively cheap item, which will supply piece-of-mind and may prove invaluable if personal safety is ever threatened.

**3.1.9** **Reimbursement/Cash Handling**

If study participants are to be reimbursed, a separate risk assessment must be conducted covering the cash collection, handling, storage and transfer procedures. Please refer to the [Research Participants Reimbursement and Cash Handling Guideline](https://www.newcastle.edu.au/__data/assets/pdf_file/0017/133370/Research-Reimbursement-Procedure.pdf).

**3.1.10 Other Considerations**

* Participants who are minors (under the age of 18) should have an adult representative (such as parent) present during a home visit. If the participant will be alone two people should attend the interview.
* Staff/students making home visits to participants of the opposite gender should ideally be accompanied by another staff member/student of the same gender as the participant. Where this is not possible, the home visit should at least be conducted in pairs.

**3.1.11 Risk Assessment Training**

Staff/students must be competent in carrying out risk assessments. They should constantly be on the lookout for hazards which may arise during the course of their work and be able to analyse and eliminate/control the risks they identify. Staff should complete the [online Risk Management Training Module in Discover](https://discover.newcastle.edu.au/course/view.php?id=104#topic-) and student should complete and [Safety Risk assessment training module.](https://www.newcastle.edu.au/__data/assets/pdf_file/0009/342747/Risk-Management-Module.pdf) For further information please see [Managing health and safety risks](https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/managing-health-and-safety-risks).

**3.2 Offsite Visit/Interview Procedure**

**3.2.1 Preparation for the visit**

* Find a reliable person who is happy to act as your contact. For students this should be their supervisor and for staff researchers a co-investigator or supervisor. It should be noted that a third party unconnected with the project acting as a contact could breach the assurance of confidentiality given to participants.

The contacts duties will include:

- Being available for the time you are out on the road

- Logging in your calls

- Ready to act, if you call in with a problem, use your nominated code word identifying a hazardous situation or if you miss a scheduled call.

* Prepare an itinerary. You can use the Itinerary template provided (appendix 7.4) or prepare your own. Give a copy of your completed itinerary to your contact and your Supervisor.
* Ensure your mobile is in working order and fully charged prior to leaving. Program in your contacts’ number and any emergency numbers such as NRMA road service
* Ensure you are familiar and comfortable with the vehicle you will be driving. Adjust the seat and mirrors and check to see if there are any blind spots you should be aware of. Before leaving visually check the tyres and make sure you have enough fuel.
* Ensure you have your street directory and any maps you may require.

**3.2.2 Travel/Transport Safety**

Staff/students must comply with Australian road rules and must wear a seatbelt. It is suggested that headlights be switched on.

Please see [UON Key Risk Area: KRA 2.5: Travelling on University Business](https://www.newcastle.edu.au/__data/assets/pdf_file/0009/205020/KRA-2.5-Travelling-on-University-business.pdf) for further information.

**3.2.3 Communication**

Have your mobile switched on and with you at times when you are out on a home visit. Ensure you adhere to whatever call-in schedule you have organized with your contact person. If you encounter any problem or issue when out on a home visit ring and let your contact back in the office know so it can be duly noted.

**3.2.4 On-Site Safety**

Park on the street in a spot where you can’t be parked in or obstructed from leaving. Watch out for slip/trip hazards both outside and inside the premises. For home visits check to see that any pets, which may pose a risk, have been restrained or kept separate during the visit. Introduce yourself and show your ID, remember to check that they still consent to the home visit before entering the premises. Ask them if any additional people (other than previously advised) are present in the premises. Familiarise yourself with your surroundings as you enter the premises, make sure you will remember the path back to the exit/entrance. Choose a seat where you don’t have your back to a doorway and where you can clearly see all doorway/s into the room. Keep your keys on you at all times. If possible sit opposite the participant with a table or similar object between you. If you need to sit next to the person sit side on. Make sure you keep all your personal documents, mobile phone, wallet etc. secure at all times. Try to keep to your appointment times and don’t linger at any premises longer than you need to.

**3.2.5 Interviews in Workplaces**

Depending on the workplace, formal approval may need to be obtained from management prior to interviews taking place. It is also preferable to ask for/receive an induction for the work area and/or to be supervised to some degree by a member of staff for some workplaces.

* + 1. **Interviews in Public Areas**

Ensure location chosen to conduct interviews is well known and not isolated. In many cases it would be appropriate to notify the relevant authority prior to the activity commencing and in some cases formal permission from the authority will be required.

**3.3 Emergency Procedures**

**3.3.1 Lost**

Always plan your trip before you set off by consulting your maps/street directory. If you become lost while driving to or from a visit, pull over in a safe area and check your map or street directory. Always carry a current street directory/map with you when you’re out on the road. If you still cannot locate where you are, drive to the next signposted street and recheck your maps. Other options include backtracking until you are in a familiar area or ringing someone you know who is familiar with the area for help. Ring your contact to let them know what’s happened if it is going to affect your visit schedule or you are at all worried.

**3.3.2 Breakdown**

If your vehicle breaks down when you are on the road ring the NRMA help line 131111. If possible try to pull off the road into a safe spot to wait for assistance. If you break down in the middle of the road put on your hazard lights and when safe to do so (no traffic approaching) exit the car and move to a safe spot well off the road. If passers-by offer to push the vehicle off the road, only do so if a break in the flow of traffic allows this exercise to be done safely. If/once your car is parked off the road in a safe place you should remain in the car (with the doors locked, if it is an unsafe area or you are at all worried). Ring your contact to let them know what’s happened and they will contact any study participants that will be affected to explain and reschedule their appointment if necessary. If you must leave the vehicle or it is towed ensure you remove all documents/material relation to the project. You may need to complete a University online incident report in AIMS.

**3.3.3 Car Accident**

If you are involved in a car accident it is your responsibility to firstly inform the Police and then Infrastructure and Facilities Services (IFS) (if using a University Vehicle). Ensure you get the details of any other drivers involved (name, address, licence number, make, model, car colour, registration, insurance company and policy number). Ring your contact who will both notify your Supervisor and contact any study participants that will be affected to explain and reschedule their visit. If you sustain any injury or suffer any pain or discomfort from the accident you should notify your supervisor and seek medical help by reporting to a hospital emergency department or to the University Health Clinic. Ensure you complete an online incident report in AIMS and a Motor Vehicle Claim form, available from IFS, within 24 hours.

**3.3.4 Medical Emergency**

If a medical emergency arises while you are undertaking a visit, call for help on 000 and wait until help arrives. Ring your contact to let them know what’s happened so they can contact any study participants that will be affected to explain and reschedule their visit if necessary. Ensure you complete an online incident report form within 24 hours.

**3.3.5 Violent/Threatening Situation**

If during a study visit you feel at all threatened:

* Monitor for signs of impending violence such as facial expression, verbal threats and increase in breathing rate
* Summon help if needed
* Try to appear calm, speak slowly, clearly and softly and use simple language
* Do not attempt to contradict the person if they are angry
* Do not move closer to, or touch them
* If possible, keep an object such as a table between you.
* Avoid body language such as crossed arms, hands on hips or shaking fingers
* Avoid direct eye contact
* If you can withdraw, step back slowly and retreat out of the premises
* If you cannot withdraw you are entitled to use reasonable force to protect yourself
* If you are injured seek medical assistance, notify your supervisor and contact the police. Ensure you complete an online incident report form within 24 hours.

**3.3.6 Loss of contact**

If the staff/student conducting the home visits fails to ring their contact at a Scheduled time, the contact should:

* Ring the mobile (they may have forgotten to ring in, be in a mobile black-spot or have a flat battery)
* Ring the last participant to ensure they have left
* Ring the next participant to see if they have arrived, ask the participant to get them to ring if/when they do arrive
* Ring the next participant on the list (they may have accidentally missed an appointment)
* Ring their home in case they’ve popped home or have been in contact with someone there
* Notify their supervisor of the situation
* Ring the police station closest to the area where they last rang in

**4.0 RISK ASSESSMENT**

It is best if a risk assessment is completed by more than one person. Consult with your co-workers, supervisor, [Health & Safety Business Partner](https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/contact-us) and/or other knowledgeable persons, to get a balanced analysis of the risks and possible measures, which can be taken to eliminate or control them.

**4.1 Identify and assess the problem**

Consider all possible sources of information about possible hazards that may be involved with Visits. Conduct a preliminary off-site check with participants when you contact them to schedule their Appointment. Ask about access, people who may be present, whether they own pets etc. Refer to the safety checklist/risk assessment (Appendix 7.2).

**4.2 Eliminate or control the risk**

Once the hazards have been identified and the risks to those undertaking the visits assessed, you need to either eliminate or reduce the risks. Elimination is the best way to address the hazard. Consult with other staff /students working on the project and/or with the Health & Safety Team about the best way to address the identified risks and hazards.

Eliminate the hazard

* If the risk is too high do not carry out a home visit and remove the participant from the study
* You have the right to refuse to make a home visit with a participant if you feel at risk
* Be aware that once at a participants home you can leave if a situation develops with which you are not comfortable

Substitute the hazard

* If possible allocate two staff/students for the visit
* If there is a perceived risk you can request the participant visit the University for the interview

Plan the procedures with safety in mind

* Always keep mobile phones switched on during a visit. The phone should have a programmed emergency number
* Train in risk management techniques so you can do a risk assessment when you arrive at a home or location. If the situation is too risky, e.g., exposed syringes, intoxicated participant, unleashed, snarling dogs, do not continue with the visit.
* Leave the address of where you are going, including expected arrival and return times, with an appropriate person (contact) who is:
	+ - Available during all working hours
		- Able to monitor departure and return times
		- Able to respond appropriately in the event that the staff/student does not meet those expected times.
	+ Carry identification with you which specifies you are working for the University
	+ Establish code words to be used on the telephone to alert co-workers/supervisors that the you are in a threatening position
	+ Establish a procedure where you phone in after each home visit at a predetermined time.
	+ Discuss with the police the best methods of contacting them in an emergency.
	+ Choose a safe place to sit in a participants home, such as opposite the participant with a table between you and near an external door

#### 4.3 Review

Having put in place ways to control hazards involved with study visits, review them regularly (Did it work? Did it create another hazard?) to ensure they are effective.

**5. REFERENCES**

Transport Roads & Maritime Services, NSW Government, 2017. [Work health and safety procedure, Safe Driving](https://www.rms.nsw.gov.au/safety/work-health-safety/documents/procedure-pn066p13.pdf).

The University of Newcastle Online Health & Safety Incident Management System [(AIMS)](https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/hazards-incidents-and-injuries/online-incident-reporting).

The University of Newcastle [Vehicles – Private vehicle use procedure.](https://policies.newcastle.edu.au/document/view-current.php?id=8&version=2)

The University of Newcastle, [Alcohol and other drugs Policy](https://policies.newcastle.edu.au/document/view-current.php?id=230&version=1).

The University of Newcastle, [Travel Policy](https://policies.newcastle.edu.au/document/view-current.php?id=17&version=1).

1. **CHANGE HISTORY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ISSUE** | **WRITTEN BY** | **CHECKED BY** | **AUTHORISED BY** | **REASON FOR CHANGE** |
| **1** | Melissa Musicka14/07/05 | Liz Pilgrim26/10/05 | Tina Crawford26/10/05 | Not Applicable – First Issue |
| **2** | Melissa Musicka04/07/07 | Liz Pilgrim09/07/07 | Tina Crawford16/07/07 | Updating information and including interviews in workplaces and public areas |
| **3** | Amendments by Dylan Mitchell 22/04/2013 | Liz Pilgrim22/04/2013 | Neill Bourne 22/04/2013 | Update to instructions. |
| **4** | Leah Pringle08/07/2019 |  |  | Corrected broken links and updated Policy and KRA information. |

**APPENDIX 7.1 OFFSITE VISIT FORM**

|  |  |
| --- | --- |
| Research Project Title |  |
| ❑ **Chief Investigator**❑ **Responsible Academic/Student Project Supervisor** | Name:Address:Telephone Number: Email Address: |
| ❑ **Masters Student**❑ **PhD Student**❑ **Honours Student**❑ **Undergraduate Student**❑ **Alternate Contact for CI** | Name:Address:Telephone Number: Email Address: |
| **School/Faculty:** |  |
| **Proposed Project Start Date:** |  |
| **Number of participants:** |  |
| **Type of visit (home, workplace, public area)** |  |
| **Number of home visits per participant:** |  |
| **Purpose of Home Visit**: |
|  |
| **Description of Study Participants (Do not list names):** |
|  |
| **How are participants being recruited:** |
|  |
| **What participant details are known prior to visit:**  |
|  |
| **List Staff/Students Conducting visit/s (include drivers license and mobile phone number)** |
|  |
| **Description of Transport to be used for visits:** |
| ❑ University Car Pool Vehicle: ❑ Private Vehicle:  (Make/model/Registration) or (Make/model/Registration) |

**REVIEWED BY**: Faculty Safety Committee (optional) ❑ Date: / / .

**AUTHORISED BY**: Head of School Date: / / .

Name: Signature: .

Attach a completed copy of your Home Visit Checklist/Risk Assessment (appendix 7.2) to this form and submit both documents to the relevant Head of School, Pro-Vice Chancellor, Director, or other applicable Officer of the University for review and authorisation. If the activity is planned to occur overseas in a country rated by the Department of Foreign Affairs and Trade (DFAT) as DFAT Level 3 (Reconsider your need to travel) or DFAT Level 4 (Do not travel) then approval from the Deputy Vice-Chancellor (Research) is required and you should contact the Health and Safety Team in order to facilitate this. You should also contact Health and Safety if your planned activity can be assessed as carrying any increased risk to staff or participants’ health and safety due to the nature of the activity.

**APPENDIX 7.2 OFFSITE VISIT CHECKLIST/RISK ASSESSMENT AND CONTROL MEASURES**

|  |  |  |
| --- | --- | --- |
| **VEHICLES/TRANSPORT** | **COMMENT/ACTION****(note details of control measures if they differ from those suggested, not required if measure N/A)** | **IMPLEMENTED****YES/NO or N/A** |
| All staff/students are familiar with the University Travel Policy and Procedure |  |  |
| A University car pool vehicle will be used for home visits  |  |  |
| If using a University vehicle, undertake operation and safety familiarization of the particular vehicle before operating it for the first time |  |  |
| Ensure Staff/students hold valid drivers licences for the class of vehicle. Licences are recorded and verified |  |  |
| Ensure Vehicle records of registration, insurance, servicing etc are maintained and regularly checked |  |  |
| A roadside assistance scheme such as NRMA is in place for the vehicle used |  |  |
| Prior to leaving for visit, drivers will check fuel levels and visually inspect tyres |  |  |
| Vehicles are routinely serviced and a fault reporting mechanism is in place |  |  |
| A first aid kit is kept in the car |  |  |
| Any incident/accident on the road will be reported on a University incident form |  |  |
| Do not attempt to put a vehicle in motion while under the influence of alcohol or any other drug |  |  |
| Ensure work that involves driving is organized in a way, which minimizes fatigue. For periods of extended driving, schedule regular rest breaks  |  |  |
| Mobile phone use in cars is only by use of a hands free kit; avoid dialling unless the car is pulled over. Minimize call times while driving.  |  |  |
| Ensure all interviews (and therefore travel) are scheduled for daylight hours |  |  |
| Take an up-to-date map on all visits to ensure you don’t get lost |  |  |
| Ensure your car is locked when not in use |  |  |
| Keep to a speed that does not exceed the limit |  |  |
| Wear a seatbelt  |  |  |
| Drive to the road and weather conditions. It is suggested that Drivers drive with their headlights on. |  |  |
| Do not leave valuables, laptops, handbags or money in the car especially if they are clearly visible to passers-by  |  |  |
| If you breakdown, phone the NRMA for help and if possible remain in the car, keep the doors locked if in a secluded or unsafe area |  |  |
| OUTSIDE RESIDENCE (for home visits) | **COMMENT/ACTION** | **IMPLEMENTED****YES/NO or N/A** |
| Park on the street. Do not park in the driveway or any other place where you can be obstructed from leaving |  |  |
| Prior to entering premises; Have set procedure where you establish your credentials with your University photo ID card and ensure the participant still consents to the home visit  |  |  |
| **COMMUNICATION** | **COMMENT/ACTION** | **IMPLEMENTED****YES/NO or N/A** |
| Have communication equipment such as a mobile phone with you for all visits |  |  |
| Communication equipment is checked prior to leaving for visit (battery is charged) |  |  |
| Communication equipment is switched on at all times off-site and programmed for back-to-base and emergency numbers |  |  |
| Leave records of visit addresses, scheduled arrival and departure times and registration number of vehicle with contact person |  |  |
| Report movements to base as agreed in protocols (regular call-in on arrival or departure) |  |  |
| Procedures in place if contact is lost or staff/student fails to return when expected |  |  |
| Code words established for off-site staff/students to signify they are in a threatening position |  |  |
| Never give participants your personal phone numbers |  |  |
| OFFSITE VISIT SECURITY | **COMMENT/ACTION** | **IMPLEMENTED****YES/NO or N/A** |
| Best practice to work in pairs |  |  |
| Only those assessed as low risk to receive a home visit  |  |  |
| Carry an official photo ID which identifies you as University staff/student |  |  |
| Withdraw from any visit if you feel at risk |  |  |
| Staff/students working alone or in isolated situations are provided with a duress alarm  |  |  |
| Ensure Mobile phone blackout areas are known and procedures are in place for alternative communication, or work in pairs |  |  |
| Be are aware of safety procedures in private premises e.g. Maintaining clear line of exit, keeping car keys and personal documents including itinerary secure and parking car to facilitate exit. |  |  |
| Leave premises if firearms or other weapons are seen. Police are notified  |  |  |
| Be are aware or techniques to diffuse violence |  |  |
| Any incident on private premises is documented in incident reports |  |  |
| Avoid walking in deserted places or taking shortcuts |  |  |
| Withdraw from neighbourhoods where there are signs of unrest or trouble |  |  |
| Avoid appearing lost and seek directions by telephone, from a business owner or official rather than a stranger |  |  |
| If being followed by car or on foot, cross road, walk in opposite direction and seek refuge in safe place |  |  |
| No home visit will be undertaken if a participant has a known history of aggressive behaviour, violence or sexual harassment |  |  |
| If reimbursement of participants is involved with this project all staff/students handling cash have attended Cash handling safety training |  |  |
| If reimbursement of participants is involved with this project the activity has been separately risk assessed and the assessment is attached to this form |  |  |
| **WORKING ON OTHER PREMISES** | **COMMENT/ACTION** | **IMPLEMENTED** **YES/NO or N/A** |
| When entering sites such as flats/apartments be aware of the security and emergency procedures of those premises |  |  |
| When visiting workplaces, permission will be obtained from management prior to visit  |  |  |
| When visiting workplaces an induction will be completed and/or some level of supervision will be arranged/provided |  |  |
| When conducting interviews in public areas ensure the location is not isolated |  |  |
| **OTHER PROJECT SPECIFIC IDENTIFIED RISKS AND CONTROL MEASURES** | **COMMENT/ACTION** | **IMPLEMENTED****YES/NO or N/A** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **ADDITIONAL CHECKLIST FOR THE DAY OF THE VISIT** |
| Gates easy to open. Pathway, stairs/steps, floor surfaces- level, non-slip, uncluttered |
| Check to see if any pets which may pose a risk have been restrained or separated from worker |
| Ensure that the Entry/exit door is clear of obstructions |
| Assess whether the lighting is adequate for walking and performing work |

**APPENDIX 7.3 CHECKLIST: OFFSITE VISIT APPOINTMENT SCHEDULING FORM**

|  |  |
| --- | --- |
| **Participant Name:** |  |
| **Participant already known to study co-coordinators** | ❑ YES❑ NO |
| **File Number:** |  |
| **Appointment Date:****Appointment Time:****Reconfirm Appointment (date)** |  / /Start am/pmFinish am/pm / / |
| **If home visit, number of people who will be present (do not list names):** **Relationship to participant if known****Will they be sitting in on the interview/activity** |  |
| **Address:****Phone Number:****Email Address:** |  |
| **Location- nearest cross street (draw/photocopy map and attach if needed)** |  |
| **On Street Parking Available:** | ❑ YES ❑ NO  |
| **Location of Door to enter:** | ❑ FRONT ❑ SIDE ❑ BACK ❑ OTHER  |
| **Pets that pose a risk (dogs or other animals):****Pets posing a risk will be restrained or separated during visit?** | ❑ YES ❑ NO ❑ YES ❑ NO ❑ NOT APPLICABLE |
| **Initial assessed risk****(Only proceed if risk is considered low)** | ❑ LOW❑ MEDIUM❑ HIGH |

***Note:*** To avoid any breach of confidentiality/privacy this form is only for the use of the researcher /co-investigators/project supervisor and no third party should be given access to the information recorded.

**APPENDIX 7.4 CHECKLIST: OFFSITE VISIT ITINERARY FORM**

|  |  |
| --- | --- |
| **Offsite Visit Date:** |  |
| **Name of person/s conducting visits:****Mobile Phone Number/s:****Drivers’ license number:****Car registration:** |  |
| **Nominated contact person/s:****Contact Phone Number:****Nominated Code Word/s For Hazardous Situation:** |  |
| **Appointment Time** | **Participant** | **Anticipated Finish Time** | **Call-in time +/- 30 minutes****(Tick off when call received)****Any Comments to be noted** |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |
|  | Name:Address:Phone Number: |  | ❑ |

***Note:*** To avoid any breach of confidentiality/privacy this form is only for the use of the researcher/
co-investigators/project supervisor and no third party should be given access to the information recorded.