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| Prifysgol **BANGOR** University RISK ASSESSMENT FORM |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | SOCIAL RESEARCH IN RESIDENTIAL CARE CENTRE(S)  |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 2 |

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| **Summary of Activity RA Covers** |
| Qualitative study to gather data on eating habits of older adult residents in sheltered accommodation and residential care centres. Data will be assessed against national recommendations and any indicative trends identified, including obstacles to meeting the national guidance. Residents will be invited to participate via their Care Centre Manager and be able to give Informed Consent themselves. Interviews and observations will be undertaken in public areas, in sight of staff and others.Further guidance is available on the [HSS Website – Fieldwork](https://www.bangor.ac.uk/hss/inflink/fieldwork.php.en). |

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| **Location(s) RA Covers** | Licensed Care Centres located in Bangor, Caernarfon, Llanfairpwll, Llanfairfechan, Conwy | **Person(s) RA Covers** | M-Level and PhD Psychology Students (Researcher) and Research Participants |
| **College / Service** | College of Human Sciences | **School / Section** | School of Psychology |
| **RA Assessor(s)** | Academic Supervisor (Ac. Sup.) | **Contact Details** | 01248 38 9999 |

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| **Actions to be Reviewed By** | Academic Supervisor |  | **Next RA Review Date** | Review before further similar research studies |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
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|  | **Venue / Location** – injuries, ill health if venue is unsuitable for type of research and participants  | Researcher and Participant | * Only established, licensed facilities visited
* Participants will be permanent residents of the Centre, will be physically / mentally able and deemed ‘low risk’
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|  | **Travelling** – road accident, lack of driving experience, getting lost, car breakdown, parking difficulties, changeable weather making driving conditions difficult | Researcher | ***See Welfare below**** Researchers will travel in own vehicle or by public transport
* Interviews arranged for office hours (ie Monday – Friday, 9am – 5pm) only
* Academic Supervisor will choose venues that are in easily accessible locations ie close to main roads, transport links
* Researchers should plan travel as part of their preparations ie route, parking
 | 1. Confirm researchers driving own vehicles have Business Use Car Insurance and are road legal eg hold a UK (UK recognized) driving licence, vehicle MOT and Road Tax
 | Ac. Sup. |  |
|  | **Welfare** – injuries, ill health if unprepared for trip, potential for physical / verbal assault as dealing with ‘unknown’ personalities and or due to inexperience of researcher | Researcher | * Interviews undertaken in staffed buildings that are licensed residential facilities with residents that are deemed ‘low risk’
* Only M-level and PhD students (researchers) participating who will have gained previous interview experience as part of their degree
* Academic Supervisor has knowledge of skills / experience of participating researchers and will provide additional support if required
* Interviews will take place in public areas in clear sight of others (not in residents room)
* Due to nature of service facility provides accessible arrangements available
* ‘Ideal Participant’ brief provided to Centre. Facility Manager then responsible for selecting suitable resident (participant) in conjunction with researcher
* Local arrangements and clear escalation protocols for control of foreseeable ‘situations’ will be agreed with each Centre
* On-line diary established which researchers must complete so others know interview details ie where, when, contact number
 | 1. Remind researchers of arrangements they are responsible for eg travel arrangements, agreeing escalation protocols with each Centre, College emergency arrangements, having means to contact others
2. Remind researchers they must complete on-line diary sheet
 | Ac. Sup.“ |  |
|  | **Human Participants** – distress when discussing sensitive topics and / or being questioned by someone not known to them | Participant | * Research approved by College Ethics Committee that considers impact on participants
* Centre Managers will select suitable participants in conjunction with researcher
* As the subject is eating habits, the risk of distress is considered low
* Centre staff available at all times if concerns arise during interview
* Participant Brief / Informed Consent prepared and to be given / obtained by researcher before interview starts with data held as per GDPR requirements
 | 1. Notify changes in research eg participant profile, topic to Ethics for review / approval
2. Remind researchers they must brief each participant in what the research involves and obtain ‘Informed Consent’ before the interview starts
3. Ensure researchers understand data protection requirements
 | Ac. Sup.““ |  |
|  | **Emergencies** – researcher experiencing ill health, injuries or other incident during research | Researcher | ***See Welfare above**** Due to the nature of their service, all Centres will have first aid provision
* Researchers using own vehicle advised to arrange breakdown cover
* Researchers to take mobile phone and relevant emergency contact numbers
 | ***See Welfare above***1. Provide suitable emergency contact details to researchers eg School Admin Office, University Security (01248 38 2795)
 | Ac. Sup. |  |