



Risk Management of Fieldwork

Step by Step guide to the Fieldwork Assessment (social research)

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| <i>Doc control no: PRSG17.13</i> | | WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM | | | | | |
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Introduction

This step by step guide takes you through a Fieldwork Assessment Form, in this case using the high risk fieldwork assessment form and the case study example of a fieldwork trip to Lisbon. For the purposes of this document social research includes interviewing in public or private places, observational research and surveying

The high risk fieldwork assessment form can be substituted for the low or medium risk fieldwork assessment form once you have considered the specific nature of the fieldwork trip. This decision can be made by considering for example, the nature of the activity, the location and mode of transport. The level of detail that needs to be included will vary on the nature of the activity.

Some example fieldwork assessments and training are available through Health and Safety Services to support completion of the fieldwork assessment(s)

It should be noted that this guidance is in no way a comprehensive guide to every aspect of the social research fieldwork activities undertaken by the University. If there are any concerns or questions that relate to the activity it is important that you seek further guidance and specialist advice and support from your Health and Safety Manager, Fieldwork Coordinator or Health and Safety Coordinator. Some control measures may appear in more than one section; this is to accommodate use of the low and medium risk fieldwork form and to demonstrate the flexibility of use of the sections.

This guidance identifies some potential hazards followed by some suggested control measures highlighted in **pale green boxes**, with the relevant section from an **example** fieldwork assessment highlighted by **blue boxes** - a one to one survey within homes in Portugal followed by survey of traffic movements in the Lisbon area of Portugal, other example fieldwork assessments are available from Health and Safety Services.

Fieldwork Assessment

The form is divided into sections to provide the following information; this guidance follows the form's sections:

Fieldwork Project Details

- Faculty / School / Service.

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| Faculty | <i>To add name of Faculty and School or Service.</i> |
| School/Service | |

- Location of fieldwork.

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| Location of Fieldwork | Lisbon, Portugal. |
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- Brief description of Fieldwork activity and purpose.

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| Brief description of Fieldwork activity and purpose | Carrying out interviews on a one – one basis in the homes of residents of Lisbon, Portugal. Part of a 3 rd year undergraduate dissertation project. Group of participants and a member of Staff travelling to Lisbon; however interviews will be conducted individually following arrangement with the interviewees. This will be followed by a survey of traffic movements in the Lisbon area. |
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- Fieldwork itinerary.

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| Fieldwork itinerary <i>e.g. flight details, hotel address</i> | <i>To add dates of fieldwork or if recurring the usual pattern of activity;</i> <i>To add times of fieldwork with times where appropriate;</i> <i>Include details of flights;</i> <i>Include details of the hotels to be used.</i> |
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- Organiser details – e.g. fieldwork activity organiser (course leader), fieldwork co-ordinator, nature of the visit and details of participants.

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| Organiser Details | Contact details <i>Name, Email, Telephone</i> |
| Fieldwork Activity Organiser / Course Leader | <i>To add details of the Fieldwork Activity Organiser or course leader.</i> |
| Fieldwork Coordinator | <i>To add details of Coordinator/ contact on University campus.</i> |
| Nature of visit <i>Size of Group, lone working, staff, postgraduate, undergraduate</i> | <i>Group of undergraduates and staff, interviewing will be in lone working situation, traffic surveys will be conducted in pairs.</i> |
| Participant Details <i>Attach information as separate list if required</i> | Contact details <i>Name, Address, email, telephone, next of kin contact details</i> |
| | <i>To add details of participants.</i> |

Hazard Identification

The hazard identification section of the form has two columns one to identify the potential hazard and the second to address the control measures.

Nature of the site

Include all locations to be visited during the trip; these could be logged as part of the itinerary. Any changes during the trip should be recorded on the itinerary and be approved by the Fieldwork Activity Organiser and recorded on or off the site. Include whether it is an urban environment, someone's home, a public meeting space etc. If the fieldwork involves staying away – use reputable hotels in safe areas near to the location of the activity. Grid references and maps for rural and remote areas.

Carrying out research in the home of the interviewee or in an isolated area should be considered carefully; when making the decision on the location consider the nature of the topic, some topics such as religion, relationship breakdown, unemployment, poverty etc may provoke strong feelings and a

possibly difficult environment. Where possible meeting in a public place may be more appropriate. If interviews in the home are to be carried out ensure that consent is sought beforehand, so the interviewee is expecting the researcher and is aware of the content of the survey.

Nearest local contact point(s) (such as a hospital, police station or hotel).

A system for contact appropriate to the location, such as mobile phones or a two-way radio.

Prearranged contact or meeting times if appropriate. This is particularly important if working in a remote area or alone.

What to do in the event of no contact- this will vary dependent on the nature of the activity.

Carrying some form of identification and evidence that the research is approved.

| HAZARD(S) IDENTIFIED | CONTROL MEASURES <i>(e.g. alternative work methods, training, supervision, protective equipment)</i> |
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| <p>Nature of the site</p> <p><i>School, college, university, remote area, laboratory, office, workshop, construction site, farm, etc</i></p> | <p>Lone working, a strict call in system is in place, participants will inform the group leader of the timings of the interviews, and will call in at a pre-specified time. While interviewing alone there will be a minimum of 2 students in the area where interviews are being conducted at all times.</p> <p>If no call is made the group leader will call the participant.</p> <p>A buddy system is also in place where participants are aware of each other's interview timings.</p> <p>The local hospital is located at:<insert details></p> <p>The local police station is located at: <insert details></p> <p>A system of meeting each evening at the hotel is in place for all participants. If the participants don't arrive then the group leader attempts to contact the participant before checking hotel room and contacting the emergency services.</p> <p>Group staying in the same hotel, this is a reputable hotel and has been used for many years.</p> <p>All participants will carry id identifying them as members of the University of Leeds and information on the research being undertaken.</p> |
| <p>Residential homes of interviewees and main roads, in the Lisbon area roads.</p> | |

Environmental Conditions

Of particular importance overseas but also to be considered if spending long periods of time outdoors while interviewing or carrying out surveys.

Assess the local climate and weather conditions to identify suitable equipment and clothing and ensure this is available and worn. Consider aspects such as extremes of temperature, exposure to sunlight, potential for rapid change in weather conditions, wind, rain etc.

Suitable clothing and footwear should be considered in this section.

Advice on preventing dehydration, sunburn etc. should be considered in this section.

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| <p>Environmental conditions</p> <p><i>Extremes of temperature, altitude, exposure to sunlight, potential weather conditions, tidal condition etc</i></p> | <p>Participants advised of the weather conditions.</p> <p>Advise the use of sunscreen to prevent burns.</p> <p>Advise carrying water to prevent dehydration.</p> |
| <p>Weather conditions in Lisbon warm - typically 17-23 during June -the period of Fieldwork.</p> | |

Site Specific Conditions

It is vital that knowledge of the site is gained prior to the trip. Where possible an assessment of the site should be undertaken before fieldwork starts, to assess any hazards and the suitability of the site for the activities to be undertaken during the fieldwork.

This may take the form of a pre-trip visit or contact with local people who can pass on any relevant information. There may also be hazards inherent in the site itself that will need to be considered. Some specific examples include:

Alongside Major Roads

Work alongside railways and major roads require permission. The hazards associated with this type of environment are high, so work should be planned in conjunction with the controlling authority. Their advice should be taken on the processes required.

Inner City / Suburban / Residential

- Traffic.
- Physical violence or abuse as a result of the fieldwork activity or due to becoming a victim of a crime.
- Domestic animals and feral animals.
- Collapsing structures or falling objects particularly in demolition or building sites.

The types of Personal Protective Equipment (PPE) that may be required e.g. high visibility clothing.

Working practices such as in pairs, groups etc.

Carrying some form of identification and evidence that the research is approved.

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| <p>Site specific conditions</p> <p><i>e.g. cliffs, scree, bogs, featureless landscapes, local endemic infectious diseases, zoonoses etc</i></p> | <p>As identified in Nature of site and</p> <p>Participants work in pairs.</p> <p>All participants are instructed to wear hi-visibility vests while working at the side of the roads.</p> <p>Where barriers are in place along the roadside, participants will remain behind these at all times.</p> |
| <p>Residential environment and Major roadsides in Lisbon.</p> | |

Process

Consider what the process involves – does it include:

- Interviewing groups or individuals.
- Manual Handling.
- Driving off road or driving specialist vehicles.
- Handling or working with animals.

The fieldwork assessment should determine the requirements for PPE. The University will supply **specialist** PPE for specific tasks, such as rigger gloves for certain manual handling or high visibility clothing for working alongside roads.

The types of Personal Protective Equipment (PPE) that may be required e.g. high visibility clothing.

Working practices such as in pairs, groups etc.

Manual handling aids – are trolleys or other specialist equipment needed.

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| Process <i>Operating machinery, electrical equipment, driving vehicles, handling or working with animals etc</i> | As identified in Nature of site and site specific conditions. |
| Interviewing residents of Lisbon regarding public transport systems in Lisbon. | |
| Carrying out traffic survey using monitoring equipment. | |

Transport

Travel is one of the areas where most incidents happen during fieldwork, consider;

- Transport to and from the site – where appropriate an itinerary including a record of travel times and numbers should be included.
- Any transport on site.
- Also consider whether you are carrying any dangerous goods.
- Refer to fieldwork transport information for more detail.

Use of licensed public transport – particularly for travel at night.

Use of reputable travel companies for flights, trains etc.

Use of University owned vehicles, hired vehicles or personal vehicles (see further guidance on this).

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| Transport <i>Mode of transport</i> | Itinerary included. Participants aware of the public transport they will be using, travel will always be in a minimum of a pair. |
| Public transport to Airport, | |

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| Flights to Lisbon, Public transport in Lisbon. | |
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Equipment

What equipment is needed for the activities to be undertaken? Consider:

- Specialist equipment e.g. monitoring equipment, video or recording devices.
- Electrical equipment.

Method of transport if heavy and / or awkward equipment.

Ensure those being interviewed are aware of any recording equipment and that they have consented to its use.

Consider how the equipment is powered- use of battery operated and low voltage equipment is preferable.

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| <p>Equipment</p> <p><i>manual handling risks, operation of machinery, tools, use of specialist equipment etc</i></p> | <p>Monitoring equipment is light in weight <5kg and has a specifically designed bag for carrying it, which will be used. As participants work in pairs carrying can be spread to reduce any potential manual handling risks.</p> <p>Those taking part in the interview are aware about the use of recording equipment before the date and have consented to its use.</p> <p>Equipment is not left unattended or displayed in public areas where it may attract theft.</p> |
| <p>Monitoring Equipment- carrying and potential for equipment theft.</p> <p>Recording equipment for interviews</p> | |

Violence

Consider the potential for violence, political or civil unrest. Violence can be encountered anywhere, but the chances are increased in urban environments and may be altered due to the nature of the research and those participating as the subject or interviewees. Violence can take the form of:

- Violent crime such as mugging.
- Being the victim of a violent attack or assault.
- Being caught up in local unrest such as political or cultural demonstrations.

Violence could result from people misinterpreting why activities such as questionnaires are being carried out. This is more likely when working alone, being inexperienced at conducting interviews, not being able to recognise changes in a situation when dealing with particular high risk individuals and groups, or working in areas with high crime rates.

Awareness and avoidance of areas where risks may be greater such as high crime rate etc.

Provide participants with a map of the local area.

‘No Cold Calling’; meeting in public places such as a café or community centre is preferable.

Note routes in and out of the interview areas where appropriate.

Meet with local religious or cultural leaders etc.

Include advice from local contacts such as the local Police or collaborators in the area who will

be more familiar with the local situation.

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| <p>Violence <i>potential for violence (previous incidents etc)</i></p> | <p>Participants are aware of no go areas in Lisbon including red light districts and areas of high crime (<i>include specifics</i>).</p> <p>Participants are also reminded to be aware of their own personal safety.</p> <p>Equipment is not left unattended or displayed in public areas where it may attract theft.</p> <p>No cold calling on residents is allowed- all interviews are prearranged with consent given from those being interviewed.</p> <p>Local police are aware that the interviews are taking place in the area so they are aware of participants being in the area undertaking interviews.</p> <p>This is a long standing collaboration with a research group in Lisbon and their advice and previous experience has been used in addressing these controls.</p> |
| <p>European City- Risk of violence is no higher than in any other European City.</p> | |

Individuals

Consider the capabilities and experiences of participants to ensure that these are catered for as far as possible and that all individuals have the opportunity to take part. This should include:

- o Medical considerations
If participants are currently taking medication they should ensure they have enough to cover the duration of the trip, with enough to cover in case of delay. They should also know the name of the medication, not just the trade name that is used as it is not always easy to obtain medication abroad and it may have a differing composition to that found in the UK.
- o Experience of travel or activity.
- o Any disabilities.
- o Cultural differences.
- o Language barriers.

Consider the abilities of those in the group and adjust for this.

Include medications needed – to note over the counter medications will often have a different formulation and marketing name to those in the UK. This may not be in the main assessment but the group leader should be made aware of any medication or extra considerations that may be needed.

Include any potential language or communication barriers, assuming everyone speaks English overseas is not adequate – it needs to be checked.

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| <p>Individual(s) <i>medical condition(s), young, inexperienced, disabilities etc</i></p> | <p>Participants are advised to make sure they have access to any medication they may need while on the trip.</p> <p>The interviews are pre-arranged and all interviewees can speak</p> |
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| <p>No medical conditions have been specified through the medical questionnaire.</p> <p>Participants don't speak Portuguese</p> | <p>English.</p> <p>The group leader speaks Portuguese, so can assist should this be required/</p> |
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Work Pattern

Consider the pattern of work while undertaking the activity, will participants be working shifts, working at night, long hours, also consider potential of lack of sleep, exhaustion etc. Identify any down or personal time, where participants are not undertaking the fieldwork activity or are having a scheduled break.

Note the core hours, keeping these during daylight hours and / or in line with other factors such as temperature, local practices etc.

Identify periods of personal time and make participants aware of the codes of conduct for Staff and Students.

Include methods of transport for evening or night work- which should be avoided where possible, if interviewing in a home it is advised that this is done during the day and not in the evening or at night- when the risks increase.

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| <p>Work Pattern</p> <p><i>Time and location e.g. shift work, work at night</i></p> | <p>Core hours are 10 am until 3pm.</p> <p>Outside these hours participants are on their own time, they are made aware of this, and reminded of their own responsibilities, in line with the code of conduct for Staff and for Students.</p> |
| <p>All work is carried out during core hours set during the day.</p> | |

Permissions Required

Do you require permission to carry out the fieldwork e.g. from the owner of the land, for entry into the country etc. Include details of any permission that you have obtained and any restrictions on activities placed within them. Permission should be sought prior to the field trip and activity however if needed when overseas the Foreign Commonwealth Office, Embassy or Consulate of the country may be able to advise as to the legislative requirements and permissions required.

If doing a specific research project in a close knit community, it is advisable to discuss the aspects of the project with 'community or religious leaders' to ensure that they support the approach and can advise if necessary.

'No Cold Calling'; meeting in public places such as a café or community centre is preferable.

Meet with local religious or cultural leaders etc.

Include advice from local contacts such as the local Police or collaborators in the area who will be more familiar with the local situation.

Link to any specific documented permissions and ensure these are available with the group leader while on the fieldwork.

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| Permissions Required <i>Contact details, restrictions and details of permissions</i> | <p>No cold calling on residents is allowed- all interviews are prearranged with consent given from those being interviewed.</p> <p>Local police are aware that the interviews and surveying are taking place in the area so they are aware of participants being in the area undertaking interviews.</p> <p>There are no requirements to register with the embassy in Portugal.</p> |
| Permission is sought from those to be interviewed. | |
| Local authorities. | |

Other specific risk assessments required

Are other assessments required e.g. for Work at Height, Manual Handling, Lone Working, if they are required either include details or attach as a separate risk assessment.

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| Other Specific Risk Assessments <i>e.g. COSHH, Manual Handling, Lone Working if so what is identified in these assessments? Are there training requirements? (cross reference where appropriate)</i> | N/A |
| N/A | |

Health Questionnaire

Information should be submitted in confidence to your school. In some cases, evidence of fitness to undertake the trip or specific activities may also be required from a doctor (e.g. fitness to fly).

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| Health Questionnaire Completed <i>Is it required and has it been completed, who by and where is it recorded</i> | <p>Health questionnaires carried out and held with the School administrator.</p> <p>The group leader is aware of the content of these and no concerns have been highlighted</p> |
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Health Surveillance required

The possibility of exposure to certain substances may require a more extensive level of health surveillance and monitoring. Health surveillance may be required under specific regulations e.g. COSHH. Your Health and Safety Manager can advise.

This is unlikely to be required for a social research project, but is included for completeness.

Consider to whether the site might contain any potentially hazardous substances, as some may occur naturally, as a result of previous activity or as the result of pollution. Pre-existing medical conditions may make an individual more vulnerable to the adverse effects of some substances and in some cases pathogens if they have reduced immunity.

Substances to be aware of include:

- Specified biological agents (human or transmissible animal pathogens “zoonotics”).
- Carcinogens.
- Toxic chemicals (with both short term acute and long term “chronic” effects).
- Allergenic substances (some wood dusts, paint vapours, lubricants and animal fur).
- Radioactive chemicals.

For more information on these substances, consult the specific guidance documents; contact your local Health and Safety Co-ordinator or Health and Safety Manager.

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| Health Surveillance Required <i>Is it required and has it been completed, who by and recorded</i> | N/A |
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Vaccinations required

In some cases you may potentially be exposed to infectious or contagious diseases such as Tuberculosis, Hepatitis B and Malaria which may require immunisation or prophylactic medication to prevent infection or contraction. You may also be required to have proof of immunisation for the country / countries that are to be visited.

Exposure to these diseases will depend on the area being visited. Advice is available from the University Occupational Health Service (for staff) the Student Medical Practice (for students) or from your own General Practitioner (GP). Further advice can be sought from advisory bodies such as the World Health Organisation (WHO).

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| Vaccinations Required <i>Obtained and certificate where applicable</i> | N/A |
| None Required. | |

First Aid Provision

Consider whether you need to provide appropriate first aid kits and means of correct treatment of casualties. You may also need to identify an appointed person to monitor all first aid provision, and take charge of any situation that may arise. A basic First Aid Kit should contain equipment (e.g. bandages, dressings, plasters etc) in sufficient quantities appropriate to the number of participants, the duration of fieldwork and the planned activities.

In some circumstances consideration should also be given to any specialist equipment not normally required in a basic First Aid Kit (e.g. hypodermic needles, syringes, sterile saline). All participants should be informed of the arrangements for first aid, the location of facilities when on fieldwork, who the first aider(s) is / are and the reporting mechanism following an accident.

When visiting some areas of the world consideration of emergency provision for injury or ill-health should be made. It may be necessary to include some medications, sterile solutions such as water and sterile hypodermic needles and syringes in the emergency kit. It is recommended that this is only done when absolutely necessary and following advice from the Occupational Health Service.

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| First Aid Provision <i>Requirement for first aid or specialist first aid equipment, access to medical equipment and hospitals</i> | <p>The group leader is a trained first aider.</p> <p>All participants are made aware of how to contact emergency services and have a list of emergency phrases.</p> <p>112 is the number for emergency services.</p> <p>A list of emergency expressions in Portuguese is appended.</p> <p>Participants should apply for a free European Health Insurance Card to be eligible for state provided medical treatment that may become necessary during your trip to Portugal.</p> <p>The EHIC does not cover people for medical repatriation, on-going medical treatment or treatment of a non-urgent nature.</p> <p>All accidents, incidents and cases of ill-health associated with the fieldwork must be reported to Health and Safety Services through the Sentinel accident reporting system. When these incidents include fatalities, serious injuries such as broken bones, hospitalisation, or absence from work or study for more than three days these must be reported immediately.</p> <p>Accidents will be reported to the Fieldwork Activity Organiser, Fieldwork Co-ordinator or Health and Safety Co-ordinator.</p> |
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Additional Supporting Information

Pre-departure briefing

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| Pre-departure Briefing <i>Carried out and attended</i> | <p>Pre departure briefing is carried out for all participants (see attached attendance sheet), briefing carried out by (name) on (date).</p> |
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Training

During the planning and fieldwork assessment process training needs may have been identified, include these and whether training has been carried out.

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| <p>Basic language skills.</p> <p>Interview technique</p> <p>Recognising situations that may become aggressive or violent and defusing them.</p> <p>First Aid.</p> |
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| Training <i>Identify level and extent of information; instruction and training required consider experience of workers</i> | <p>All participants are briefed in interviewing technique.</p> <p>Course leader and designated first aiders have appropriate up to date first aid certificate.</p> <p>Those being interviewed are chosen as can speak English.</p> <p>Participants are trained in interview technique and have training in some key phrases in Portuguese.</p> |
| <p>Communication.</p> <p>Inappropriate interview technique causing offense or</p> | |

misunderstanding.

Foreign and Commonwealth Office (FCO) Advice

Include FCO advice when travelling overseas.

Consider any potential increased risks associated with visiting particular countries or regions, often in the form of military or political unrest.

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| <p>FCO advice</p> <p><i>Include current FCO advice for travel to the area where applicable</i></p> | <p>Taken from FCO advice March 2012</p> <p>Overview</p> <ul style="list-style-type: none">• There is an underlying threat from terrorism.• Attacks could be indiscriminate, including in places frequented by expatriates and foreign travellers.• 112 is the number for emergency services.• Be alert to the existence of street crime. Thieves tend to target money and passports so don't keep them all in one place and keep a photocopy (or scanned copy) of your passport somewhere safe.• You should take out comprehensive travel and medical insurance before travelling to help cover any unexpected costs such as medical bills or stolen belongings.• You should apply for a free European Health Insurance Card to be eligible for state provided medical treatment that may become necessary during your trip to Portugal. <p><i>In detail</i></p> <p>Safety and security</p> <p>Crime remains comparatively low in Portugal but pick-pocketing, handbag snatching and theft from cars and holiday properties are increasingly common in major tourist areas and can occasionally be accompanied by violence. Most thefts are a result of items being left unattended or thieves using distraction techniques, so remain alert and keep sight of all your belongings at all times in public. Be especially vigilant on public transport (particularly the popular numbers 16 and 28 trams in Lisbon) and at busy railway and underground stations.</p> <p>Passports, credit cards, travel tickets and money should not be carried together in handbags or pockets. Leave spare cash and valuables in a safe place. Avoid leaving valuables in an unattended car, even for a short period; if you have no alternative, hide them in the boot before you reach your destination. Remember that foreign-registered and hire cars are often targeted by thieves.</p> <p>You should report the loss or theft of your passport immediately to the local police and obtain a police report. You will need the report for insurance purposes and to obtain a replacement travel document from the Consulate.</p> <p>Make sure that your accommodation has adequate security measures in place and ensure that all doors and windows are locked at night or when you go out.</p> <p>Sexual assaults are infrequent. Nevertheless, be alert to the possible use of 'date rape' and other drugs, including 'GHB' and</p> |
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liquid ecstasy. Purchase your own drinks and keep sight of them at all times to make sure they cannot be spiked: female travellers should be particularly watchful. Be aware that alcohol and drugs can make you less alert, less in control and less aware of your environment. If you are going to drink, know your limit and remember that drinks served in bars overseas are often much stronger than those in the UK. Avoid splitting up from your friends, and don't go off with people you don't know.

If out very late at night, be prudent, ensure you familiarise yourself with local surroundings, avoid walking in unlit, unpopulated areas and make use of the public transport services available.

Safety and Security - Local Travel – Emergencies

In case of a consular emergency e.g. arrest, death, rape, hospitalisation, you should call the British Embassy on: 808 20 35 37 (if calling from Portugal); 00 351 21 395 4082 (if calling from outside Portugal).

Safety and Security - Local Travel - Air Travel

Passengers flying to Portugal must give their date of birth, nationality and passport number to their airline before flying, as part of EU security measures.

Local laws and customs

If you are caught consuming or in possession of drugs for personal use, you may be subject to a fine or another sanction (including the seizure of personal belongings). Selling or trafficking of drugs is a criminal offence and subject to severe penalties.

You must show some form of identification e.g. a passport if requested by the police or judicial authorities. This requirement is rigorously enforced when driving in Portugal. In other cases, it should be sufficient to carry a photocopy of the data page of your passport, but be prepared to produce the original document, if necessary. This may mean being accompanied by the police to collect it from your hotel. Please keep a photocopy of the data page separate from the original.

Supervision

Includes levels of supervision required for the fieldwork activities - this should be appropriate to the experience of the individual participants. When on a group fieldwork activity the ratio of staff to students or experienced to novice participants, should be determined by taking into account the type of activity, size of the group and their experience.

When undertaking specialist activities such as diving which are being run by or in conjunction with a partner organisation their advice should be sought regarding supervision levels. Note that when a third party partner organisation is used they should provide appropriate health and safety documentation as well as any other requirements (e.g. specific personal protective equipment) for the activities.

People supervising others during the fieldwork should be named in the Fieldwork Assessment, and any specialist responsibility, qualification; training, in-house training and previous experience should also be included; e.g. trained in first aid, or a specialist instructor in rock climbing or sailing etc.

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| Supervision <i>Identify level of supervision required e.g. full time, Periodic telephone/radio contact</i> | <p>Lone working, a strict call in system is in place, participants will inform the group leader of the timings of the interviews, and will call in at a pre-specified time.</p> <p>If no call is made the group leader will call the participant.</p> <p>A buddy system is also in place where participants are aware of each other's interview timings.</p> <p>A system of meeting each evening is in place for all participants, if the participants don't arrive then the group leader attempts to contact the participant before checking hotel room and contacting the emergency services.</p> |
| Periodic, telephone contact. | |

Other Controls

Consider any further controls such as registration with the embassy or local authorities when entering a country, which may not have already been included in the fieldwork assessment.

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| Other Controls <i>e.g. background checks for site visits, embassy registration</i> | <p>You should take out comprehensive travel and medical insurance before travelling to help cover any unexpected costs such as medical bills or stolen belongings.</p> <p>Entry Requirements - Passport Validity You must hold a valid passport to enter Portugal. For stays of up to three months your passport must be valid for the proposed duration of your stay; you do not need any additional period of validity on your passport beyond this. However, it is always sensible to have a short period of extra validity on your passport in case of any unforeseen delays to your departure. You do not have to wait until your old passport expires to apply to renew it. Any time left on your old passport when you apply will be added to your new passport, up to a maximum of nine months</p> <p>Entry Requirements - Visas As an EU national, you may remain in Portugal as a tourist for up to three months. If you intend to stay for longer, you must apply for a Registration Certificate from the local Camara Municipal (Town Hall).</p> <p>Insurance You should take out comprehensive travel and medical insurance before travelling to help cover any unexpected costs such as medical bills or stolen belongings.</p> <p>You should take out comprehensive travel and medical insurance before travelling. Make sure you declare any existing illnesses or conditions you may have, check any exclusions, and that your policy covers you for all the activities you want to undertake.</p> |
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Persons at Risk

Identify anyone else who may be at potential risk from the work being carried out. This may include employees of partner institutions or the general public.

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| Identify Persons at Risk <i>This may include more individuals than the fieldwork participants e.g. other employees of partner organisations</i> <i>Copy of other Organisation's risk assessment attached?</i> | Controls identified. |
| Participants. Those being interviewed. | |

Additional information

Waste

All waste that is produced as part of a fieldwork activity must be disposed of in accordance with local regulations (Country specific) or if returned to the University disposed of in accordance with University requirements (link to waste manual / standards and guidance).

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| Additional Information <i>Relevant to the one working activity including existing control measures; information instruction and training received, supervision, security, increased lighting, emergency procedures, access to potable water etc.</i> | N/A |
| N/A | |

For further advice and guidance please contact your local Health and Safety Manager or Health and Safety Coordinator.