



Risk Management of Fieldwork

Guidance for Heads of School/ Service

This is a controlled document whilst viewed at www.leeds.ac.uk/safety. Once downloaded or printed it becomes an uncontrolled copy. Please check the website to ensure you are using the latest version.

Doc control no: PRSG17.2 WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM

Author:	HSS	Approved by:	GT	Version number:	1	Issue Date:	10/05/13
---------	-----	--------------	----	-----------------	---	-------------	----------

1. Introduction

The University undertakes many varied fieldwork activities as part of teaching and research. Fieldwork is considered an essential part of University life, enabling and inspiring staff and students' academic and personal development. Fieldwork activities are varied in nature and cover a wide range of opportunities. People organising fieldwork should use an effective Fieldwork Assessment process to minimise risk so that as a University we fulfil our duty of care to protect staff, students and other affected people. Any questions should be directed to your Health and Safety Coordinator or your Health and Safety Managers on safety@leeds.ac.uk

2. Definitions for Fieldwork

Fieldwork is any activity carried out by staff and students for the purpose of their teaching or research as a member of the University of Leeds representing the institution off-site. Activities traditionally associated with the term fieldwork include archaeological digs, environmental and biological collection work / surveys, and social surveys and interviews. Fieldwork also includes short organised trips for taught students to public sites, for example, the British Library, York Minster, Malham Cove etc.

Fieldwork **does not include** Student Placements or Study Abroad (see relevant protocol).

For staff, fieldwork **does not** include business trips, meetings or conferences in the UK or abroad (which will be dealt with in a forthcoming protocol on travel off campus), **unless** they are in a location to which FCO recommends against travel. If you have any questions please discuss with your Health and Safety Manager.

For students, fieldwork **does** include meetings and conferences off campus in the UK and abroad.

Fieldwork Assessment – an holistic approach to planning and preparation when considering all the aspects of the trip you will be taking. It is wider than, although inclusive of health and safety considerations, and needs to be documented using one of the Fieldwork Assessment forms (or a version of the form agreed by a Health and Safety Manager).

Third party organisation – an external company which is brought in to provide a specialist service. This could include a catering company, a company to dig a trench, a boat hire company, specialist guides or vehicle hire etc. It does *not* include public transport, eating in a restaurant etc

3. Suggested roles and actions

The health and safety responsibilities of staff, students or visiting personnel are set out in the University Health and Safety Policy. One way of attaining the Standard on the risk management of fieldwork, could be to assign the following actions to the role-holders listed below.

Heads of School/ Service

- Identify which roles are necessary for your area and identify appropriate staff members to carry them out (e.g. Fieldwork Activity Organiser, Fieldwork Coordinator, University contact, etc).
- Put in place a system to identify which staff/ students are on fieldwork, when and where.
- Check that health surveillance is carried out where required by the risk assessment.
- Check that records are kept for the relevant length of time

Title:	<i>Guidance for HoSS: Fieldwork</i>	Number:	<i>PRSG17.2</i>	Issue date:	10/05/13	Page Number	Page 2 of 6
--------	-------------------------------------	---------	-----------------	-------------	-----------------	-------------	-------------

Fieldwork Activity Organiser (the person who is in charge of organising the fieldwork. Often the Academic Supervisor but sometimes it can be the person undertaking the fieldwork)

- Contact the Health and Safety Manager and follow the ‘University travel against FCO advice procedure’ if risk assessment identifies the location as contrary to FCO advice.
- Approve (or seek approval for) the fieldwork risk assessment.
- Hold a pre-fieldwork briefing for all participants
- Check that training happens if identified as necessary by the training matrix or risk assessment before fieldwork occurs.
- Check that the University contact has been given all relevant information and will be notified of any changes of plan or emergencies during fieldwork as soon as possible.
- Check that all members of the team understand their own role and those of their team members in relation to fieldwork.
- Check that fieldwork only happens once the Fieldwork assessment has been produced, signed off and the control measures put in place
- Check all people involved in fieldwork are aware of the relevant parts of the risk assessment and that records are kept for the duration of the activity, unless an incident (accident or near miss to people or property) occurs.
- Make an assessment of the third party organisation’s health and safety suitability in conjunction with the Health and Safety Manager.
- Assist in monitoring the FCO advice when fieldwork is taking place in areas where the FCO advice recommends ‘against all travel’ or ‘against all but essential travel’ to the area.
- Review the process after fieldwork has occurred to support continuous future improvement.

Fieldwork Coordinator – (A person nominated by the school / service who has knowledge of the fieldwork activity and who is contactable for general support and in the event of an emergency. can also carry out the role of University Contact)

- Be involved in the Fieldwork Assessment process as appropriate.
- Collate contact details for all participants, next of kin, medical questionnaires (where appropriate), emergency procedures, itinerary and any other control measures information.
- Feed into the review process.
- Collate any records to be maintained within the school / service.

University Contact

A person nominated by the school / service who has knowledge of the fieldwork activity and who is contactable for general support and in the event of an emergency. May be the same person as the Fieldwork Coordinator.

- Make yourself aware of the detail of the Fieldwork Assessment and associated documentation and keep a copy in the School / Service.
- Be contactable in the event of an emergency. The level of knowledge and involvement of the University contact will be dependent on the level of risk arising from the fieldwork activity.
- Keep in a safe place the contact details for all participants, next of kin, medical questionnaires (where appropriate), emergency procedures, itinerary and any other control measures information.
- Implement emergency procedures following pre-arranged plans should an incident occur.

Fieldwork participants (anyone taking part in the fieldwork activities)

- Make yourself aware of the content of the Fieldwork Assessment and follow any control measures that have been implemented.
- Make yourself aware of emergency procedures and follow them should an emergency arise.

Title:	<i>Guidance for HoSS: Fieldwork</i>	Number:	<i>PRSG17.2</i>	Issue date:	10/05/13	Page Number	Page 3 of 6
--------	-------------------------------------	---------	-----------------	-------------	-----------------	-------------	-------------

- Attend for health surveillance or health advice where the Fieldwork Assessment or your Line Manager / Academic Tutor require it.
- Complete medical questionnaires where identified as necessary.

Health and Safety Manager

- Offer advice on writing Fieldwork Assessments and support staff to fulfill this Standard.
- Assist in monitoring the FCO advice when fieldwork is taking place in areas where the FCO advice recommends 'against all travel' or 'against all but essential travel' to the area
- Approve variations to the Fieldwork Assessment forms.
- Support the assessment of third party organisations' health and safety suitability when requested.

Health and Safety Coordinator

- Offer advice on writing Fieldwork Assessments
- Support staff to present pre-fieldwork briefing and fulfill the guidance including any necessary training/ induction.

Occupational Health Service

- Provide advice and support around health surveillance for staff.

Guidance

1. Identify fieldwork activities

As Head of School/ Service you need to check that your line managers are aware of the updated definition of fieldwork on page 2 of this Guidance document. Based on this, they can then identify which of their activities are defined as fieldwork.

2. System to identify people taking part in fieldwork

As a Head of School/ Service you need to create a system in your area so that you can identify which staff and students are on fieldwork, where they will be and when they are away.

3. Fieldwork roles

It's important to identify which of the roles listed above (under 'Suggested roles and actions') you require in your area. The number of roles required depends on the level of risk and complexity in fieldwork within your remit, and based on this, the roles could be identified at school or department level. Your Health and Safety Manager can help you to decide which roles are necessary. Please note that there may be other roles identified in the Fieldwork Assessment (e.g. diving instructor or first aider) which will also need to be filled.

4. FCO (Foreign and Commonwealth Office) Advice

As part of the risk assessment for any travel overseas the FCO advice must be checked – <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/> . This will flag up whether there are any issues which may affect the security of the country or the activities being carried out. This advice needs to be incorporated into the Fieldwork Assessment and any particular concerns dealt with.

If FCO advice recommends 'against all travel' or 'against all but essential travel' to the area, then a Fieldwork Assessment (high risk) needs to be carried out in conjunction with the Health and Safety Manager. In addition the 'University travel against FCO advice procedure' (See procedure attached to this protocol) must be followed. Your Health and Safety Manager can help with this.

You as Head of School/ Service also need to check that staff are monitoring the FCO advice for countries where fieldwork is currently being carried out. Where there are changes in FCO advice to 'all but essential' or 'all travel to' whilst people are away on fieldwork, your Health and Safety Manager and Fieldwork Activity Organiser will need to implement the 'University Travel against FCO advice Procedure'.

Title:	<i>Guidance for HoSS: Fieldwork</i>	Number:	<i>PRSG17.2</i>	Issue date:	10/05/13	Page Number	Page 4 of 6
--------	-------------------------------------	---------	-----------------	-------------	-----------------	-------------	-------------

5. Briefings

You as Head of School/ Service should check that before any fieldwork goes ahead, there is a system in place so that everyone involved is fully briefed about the activities and expectations of their behaviour. Fieldwork Assessments and associated documentation also need to be shared with everyone involved and the roles of each team member should have been defined and clearly understood by everyone. For example a student (taking on the role of the Fieldwork Activity Organiser for this trip) attending a conference in a developed European city may only brief their Academic Tutor and the University contact on the details of their trip. However a Fieldwork Activity Organiser leading a complex undergraduate fieldwork trip to a remote location would brief participants as well as any University-based roles e.g. Fieldwork Coordinator, University Contact, local contacts and Health and Safety Coordinators.

All staff and students travelling outside the UK on behalf of the University and representing the University in the course of their business are covered under the University's 'Worldwide Business Travel insurance policy. To be covered under this insurance the Insurance Officer must be aware of travel plans, More information can be found at <http://www.leeds.ac.uk/insurance/travel.htm>

6. Training

The overarching Fieldwork training matrix (attached to this protocol) sets out the central requirements for people undertaking fieldwork. As Head of School/ Service you may wish to discuss with your Health and Safety Manager as to whether you will have any other requirements for staff in your area.

In addition the person completing the Fieldwork Assessment will need to identify where additional health and safety training may be needed. This may ensure participants have any specific skills required for the activity or for specialist roles (e.g. first aiders). This identified health and safety training must be carried out before the fieldwork occurs.

Any training provided locally or externally needs to be recorded locally, ideally on SAP. Any centrally-provided training (e.g. the Fieldwork Assessment Workshop) which will be recorded by Health and Safety Services on SAP.

7. Fieldwork Assessment

As Head of School/ Service you should check that a Fieldwork Assessment is in place for each fieldwork activity, before it goes ahead. The Fieldwork Assessment should be produced by the most appropriate person – e.g. the module leader of a compulsory taught module that includes a trip for students may write the overarching Fieldwork Assessment for the students. However a fieldwork participant going out alone on a research field trip would produce their own.

Forms

There are three forms which can be used - one each for low, medium or high risk. The best way to decide which form to use is by considering the activity, location and the participants for the fieldwork. Ask your Health and Safety Manager if you would like advice.

If your staff want to use a different form this must be approved by your Health and Safety Manager as it must be at least as comprehensive as the forms attached to this protocol.

The Fieldwork Assessment should be signed off and approved usually by the line manager (which could be you as Head of School/ Service) – this must happen before the fieldwork goes ahead.

It is important to explain within the Fieldwork Assessment which time periods are regarded as 'down time' (a period of time occurring during the programmed fieldwork activity when work is not taking place but participants remain under the jurisdiction of the institution e.g. lunch break) and 'personal time' (a period of time before, during or after the programmed fieldwork activity when work is not taking place but outside of the jurisdiction of the institution) to highlight where the

Title:	<i>Guidance for HoSS: Fieldwork</i>	Number:	<i>PRSG17.2</i>	Issue date:	10/05/13	Page Number	Page 5 of 6
--------	-------------------------------------	---------	-----------------	-------------	-----------------	-------------	-------------

responsibilities lie (either with the University or the participant) at any time. This is particularly important with residential fieldwork for students where students may go out socialising in the evening after fieldwork.

8. Taking individual circumstances into consideration

It's essential for the person carrying out the Fieldwork Assessment to consider the experience, age, gender, disability or medical conditions of participants when planning fieldwork. By being aware of their requirements and putting contingency plans in place they can best protect people, ensure that all participants can participate fully, have support systems in place and give them the best experience possible. In addition the Fieldwork Assessment should highlight the need for any health and safety training required for specific aspects of the fieldwork activity.

9. Control measures

For example Personal Protective Equipment (PPE), training, extra supervision etc, make up a critical stage which will ensure that staff and students are protected from harm, and must be in place before the fieldwork goes ahead.

10. Health Surveillance

As Head of School/ Service you should check that where health surveillance is identified (usually for Staff and Postgraduate students), referrals are made to the Occupational Health Service for staff, and the student's GP for students.

11. Copies of Fieldwork Assessments

You as Head of School/ Service should also check that plans are in place to have copies of the appropriate information in the right places. A copy of the Fieldwork Assessment and associated documents will need to be taken into the field (to the location), and should be accessible to all participants. During the fieldwork, if there are any changes that might impact on the Fieldwork Assessment, the activity or location (e.g. different hazards associated with changes in weather, a change in leadership of a group) information should be noted down and appended to the Fieldwork Assessment. On return to the University the updated Fieldwork Assessment should be kept along with all other records.

In addition a copy of the Fieldwork Assessment and associated information (e.g. letters of permission, information on visas, third party organisations, contact details of fieldwork participants etc) will need to be kept locally within the School / Service (usually by the University contact).

12. Accidents, Incidents and Near Misses

If accidents, incidents or near misses happen during fieldwork, you should be satisfied that participants will notify the University as soon as possible. The University Contact will need to know the local process to report these within your School / Service using the University's online system Sentinel.

Fieldwork participants should be aware that if there are any fatalities, hospitalisations or serious injuries (e.g. broken bones), they must be reported back to your School/ Service immediately. If an accident, incident or near miss has occurred then copies of the Fieldwork Assessment and associated documentation must be retained for 3 years - or if the participant involved is under 18, then until they reach 21. This can be either be held locally or attached to the online report to Sentinel, depending on your local processes.

13. Third Party organisations

You, as Head of School/ Service should check that, if any third party organisations will be used, then before the fieldwork happens, an assessment has been made of their suitability regarding health and safety. Your Health and Safety Manager can offer advice on this, but in general this would include consideration of their knowledge, health and safety experience and competency. In addition it would require getting hold of insurance and health and safety documentation – in line with the host country's legislative requirements.

For more support and advice speak to your local Health and Safety Coordinator or contact the Health and Safety Manager. To read the Standard which sets out University expectations for risk management of fieldwork, go to the Health & Safety Service website.

Title:	<i>Guidance for HoSS: Fieldwork</i>	Number:	<i>PRSG17.2</i>	Issue date:	10/05/13	Page Number	Page 6 of 6
--------	-------------------------------------	---------	-----------------	-------------	-----------------	-------------	-------------