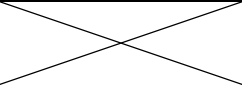


Risk Management of Fieldwork: Training Matrix

This training/skill matrix forms part of the University's Health and Safety Protocol for the management of fieldwork activities. It is auditable through monitoring mechanisms such as health and safety inspections and the HASMAP audit. In addition to the University general training requirements¹ the University requires that people involved in fieldwork achieve the **minimum training or skill requirements** identified below. As fieldwork is so diverse, participants on each trip may also require specific training. These individual training needs must be highlighted in your risk assessment and be delivered before fieldwork is undertaken. Please add your own specific requirements and roles to the matrix where necessary.

✓ : Essential
 R : Recommended
 LD : Locally determined

	Understanding of the risk assessment process <i>(e.g. Introduction to risk assessment)</i>	Understanding of Leeds University fieldwork risk management process <i>(e.g. Risk assessment workshop: fieldwork activities)</i>	Risk assessment workshop: fieldwork activities	Understanding of Outdoor first aid principles <i>(e.g. Outdoor Fieldwork First Aid)</i>	Clear understanding of school/service arrangements for the risk management of fieldwork <i>(e.g. Local briefing)</i>	<i>(Add your own requirements)</i>	
Fieldwork participant	LD	LD	LD	LD	✓		
Independent fieldworker	R	✓	R	LD	✓		
Fieldwork Activity Organiser	R	✓	R	LD	✓		
Fieldwork Co-ordinator	R	✓	R	LD	✓		
University contact	R	R	LD		✓		
University staff available in the field and acting as the main point of contact (e.g. local contact)	LD	LD	LD	LD	✓		

Please note: If you feel that you have already developed sufficient health and safety knowledge and therefore may not need to attend a course (e.g. introduction to risk assessment) please contact your Health and Safety Manager / Line Manager who will clarify the need to attend or confirm you have already developed the necessary knowledge.

¹ [click here](http://www.leeds.ac.uk/safety/training/health_and_safety_training.htm) or copy the following link in your browser for general health and safety training requirements: "http://www.leeds.ac.uk/safety/training/health_and_safety_training.htm"