



FIELDWORK – CHECKLIST

When planning fieldwork it is easy to overlook factors that may transpire to be significant. The following list is an aide memoir to reflect upon during the process. The list is not exhaustive but focuses on areas easily forgotten.

It is important that the University agreed risk assessment and management process is undertaken as prescribed. It is appropriate to consider the knowledge level and experience of the target audience when writing the assessment and information.

Remember to allow as much time as possible for planning and making any necessary appointments.

Additional considerations

Health matters

- Ensure you have sufficient quantities of any prescribed medication. Transport in hand luggage in the original packaging.
- Are any vaccinations recommended? Contact Occupational Health for advice.
- Blood group confirmation
- Specific first aid/medical kits required?
- Are health passports required? This may include a medical examination.

2. Insurance

- Liability of self, department, the University.
- Evacuation and repatriation

3. Contact information

- UK base
- Embassy/Consulate
- Colleagues
- Family

Information on immunisations, medical kits and health considerations are available from the Occupational Health Service; where required medicals can also be undertaken.

Useful sources of information can be found in the RESOURCES section of this website.

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