



Fieldwork

Standard

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.

PRSG 17.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	PV	Version number:	3	Issue Date:	Sept /19

Introduction

Fieldwork is an essential part of University teaching and research, enabling and inspiring many staff and students in their academic and personal development.

Definitions

Fieldwork - 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, medical research 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.
- Students going to meetings and conferences etc off campus in the UK and abroad
- Staff going on business trips, conferences, meetings off campus **only when** they occur in a location to which the Foreign and Commonwealth Office (FCO) recommends **against** travel.

Fieldwork does not include:

- Staff going on business trips, meetings or conferences in the UK or abroad (unless the FCO recommends against travel there, in which case see above).
- Student Placements or Study Abroad (see relevant protocol).

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance and expects each faculty / service to ensure that:

1. The University-approved Fieldwork Risk Assessment Form is completed for all Fieldwork.
2. A system is in place to file and record the Fieldwork Risk Assessment Forms.
3. People are appointed to carry out the tasks identified for the roles of Fieldwork Activity Organiser, Fieldwork Coordinator and University Contact.
4. Before fieldwork occurs, the Fieldwork Procedure is followed.
5. Health surveillance is carried out where required by the risk assessment.
6. For fieldwork overseas, Foreign and Commonwealth Office (FCO) travel advice is checked and incorporated into the Fieldwork Risk Assessment Form.
7. Where FCO advice is *against* 'all but essential travel' or 'all travel' to the area, approval is obtained following the 'University travel against FCO advice Procedure'.
8. Whilst on fieldwork, if the FCO advice changes to advise against 'all but essential travel' or 'all travel to' the area, the 'University travel against FCO advice Procedure' is implemented.
9. All control measures identified in the original Fieldwork Risk Assessment Form are put in place, along with any controls identified later following changes to the activity, individuals or situation.
10. Any accidents, incidents, cases of ill health or near misses are reported to the School / Service as soon as possible so that they can be recorded on the University online accident and incident reporting system (Sentinel).
11. Where third party organisations are used, an assessment of the suitability of the organisation is carried out before they are used, which takes into consideration their:
 - Knowledge, health and safety experience, and competency
 - Any insurance or health and safety documentation in line with the host country's requirements.
12. Any variation to this Standard is formally agreed in writing by the Director of Health and Safety Services or Head of Health and Safety.

Author:	HSS	Document Ref	PRSG17.1	Version number:	V3	Approved by:	PV	Issue Date:	September 2019
---------	-----	--------------	----------	-----------------	----	--------------	----	-------------	----------------