



**St Mary's
University
Twickenham
London**

Policy for Fieldwork, Outdoor and Off-campus Activities

HSPG 21

(Version 3)

March 2017



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Policy for Field Work, Outdoor and Off Campus Activities.

1. Statement of Policy

St Mary's University shall ensure, as far as is reasonably practical, that where staff and students undertake field work or work off-campus, measures are taken to ensure their safety and health.

Heads of faculties shall ensure that suitable and sufficient risk assessments are undertaken prior to field work commencing and that risks are made known to all those taking part in the activity. Safe equipment and where necessary personal protective equipment shall be provided and work shall be supervised by an adequate number of trained and qualified personnel.

For the purposes of this document, fieldwork is defined as:

Any work carried out by staff or students of the University for the purposes of teaching, research, recruitment activities, attending conferences or otherwise representing the University in places that may be distant from the University. The University retains responsibility for the safety of its staff and/or students and others exposed to their activities.

This definition will therefore include activities as diverse as attendance at conferences and recruitment fairs, or undertaking social science interviews, as well as activities more traditionally associated with the term "fieldwork" such as survey/collection work carried out by geologists or biologists.

In view of this diversity of activities the Guidance is targeted not only towards fieldwork involving hazardous activities and locations, but on field trips entailing complex and detailed planning and team management. It is however recognised that, for many institutions, much of the fieldwork defined above is carried out by individuals travelling and working alone. It is envisaged that institutions will wish to reflect this distinction in their own policies and communicate clearly their expectations of field-workers in all circumstances that fall under the definition.

It should be noted that leisure activities are excluded. Additionally, advice for students on overseas placements is covered within other sector guidance and has also been excluded.

All fieldwork must be planned in advance.

2. Responsibilities

The responsibility for ensuring that suitable management systems are in place for the safe conduct of fieldwork lie with the senior management team of the Institution and ultimately the **Vice-Chancellor**.

2.1 The Head of Faculty

The Head of Faculty, or equivalent, and the Fieldwork Leader are responsible for planning the fieldwork at broad and detailed levels. Fieldwork health and safety costs (training, equipment, etc.) should be included when preparing estimates and grant applications.

Heads of faculties and Departments have overall responsibility for health and safety in their Faculty or Department, and are required by the Management of Health & Safety at Work Regulations to “make a suitable and sufficient assessment of (a) the risks to the health and safety of employees, and (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking”. It is therefore for the Head of Faculty/Department to ensure that the risk assessment of the fieldwork is made and to ensure that a safe system of work has been established for all staff, students and other participants. Frequently the Head will delegate this duty to the member of staff organising or leading the fieldwork.

If such delegation occurs, then the Head must be satisfied that the Fieldwork Leader has the personal capability and is competent to lead – especially under possible adverse conditions – and has sufficient awareness of the legal obligations to those under supervision. In any case, the Head must ensure that the organisation of the fieldwork meets Faculty/Departmental health & safety criteria, that any accidents that occur are reported, investigated and, if necessary, statutory notifications are made.

Responsibility for the health and safety of participants in fieldwork lies with the Head of Faculty/Department, or the person with overall authority who approved the fieldwork. They must ensure that Fieldwork Leaders and supervisors are authorised and competent, and that there is clarity of roles and responsibilities.

2.2 The Fieldwork Leader

The Fieldwork Leader has the task of overall supervision. They should also ensure that there is a general appreciation of safety measures and that this appreciation has been passed down the chain of management to the participants. They must also allocate:

- Specific supervisory duties.

- A competent leader to each sub-group where groups are subdivided during the fieldwork.
- Explicit responsibility to each leader to know the total number and identities of the participants they are responsible for supervising.

It is important that, during fieldwork, there is a clear command structure within the group. While this structure may be perfectly obvious on most field trips, there can be confusion when command passes from the Fieldwork Leader to others, for example a Boat Skipper or a Diving Organiser. When this type of transfer occurs, all members of the party must be kept fully informed.

The Fieldwork Leader is responsible for ensuring that all safety precautions are observed for the duration of the fieldwork, and this duty may require positive logging in high risk areas such as quarries, mines, cliffs or on water. This duty may be passed to other responsible persons (e.g. Boat Skipper) but the overall duty to ensure the safety of the expedition remains with the Fieldwork Leader.

It is the responsibility of the Fieldwork Leader to ensure that the level of supervision is adequate for any given situation, and to make necessary adjustments to itineraries in the interests of safety, including – where necessary – cessation of an activity. The Fieldwork Leader must be explicitly empowered to discharge these responsibilities and also to implement the contingency plans if necessary.

2.3 Members of Staff

Individual members of staff undertaking solo travel or self-managed field work have a responsibility to take reasonable care in their activities. In practice they will assume many of the duties of the Fieldwork Leader and therefore some of their responsibilities that should be agreed in advance with the Head of Faculty/Department.

2.4 Participants

It is the responsibility of **participants** to heed, understand and observe any instruction given to them by a supervisor and to bring any questions or problems to the attention of their supervisor. Participants must acknowledge their own responsibilities for the health and safety of both themselves and others. The authority and responsibilities of the Fieldwork Leader must be clearly defined and understood by all members of the party. Participants unable to accept such authority should be excluded.

3. Arrangements

3.1 The following arrangements will apply

St Mary's University has a duty to care for the health and safety of all employees whilst at work under Section 2 of the Health and Safety at Work

Act (HSWA) 1974. Although this policy covers activities which are undertaken away from the University and may not be open to direct management and supervision, the University still has a duty of care to ensure that students and staff are not put at risk by their work activities.

In addition to this, Section 3 of the HSWA requires the University to have a duty of care to those who may be affected by the activities being carried out off site. These may include employees of another organisation or members of the public. Likewise, where off site workers are working on a third party's site, that third party, who is in control of the site, has a duty of care to those workers who may be affected by the activities which are being carried out and with which they may not be familiar.

3.2 Risk Assessment/ Analysis for fieldwork

Heads of Faculties/Departments shall ensure a suitable and sufficient assessment of the risks associated with outdoor or off-campus activities is undertaken and recorded prior to the activity commencing. Risks may typically be associated with transport, hazardous substances, machinery, equipment, the environment, diseases, accommodation, manual handling, lack of potable water and sanitary facilities. Guidance on risk assessment is given in St Mary's University Health and Safety Policy also see Appendix 1.

In undertaking the assessment, the assessor should consider the capabilities, experience and knowledge of the persons involved. Young people are likely to be inexperienced and special consideration must also be given to the risks posed to staff and students with disabilities.

The assessment report, including recommendations for the reduction of risk where reasonably practicable, must be passed to the Head of Faculties/Department or nominated representative who shall initiate the required additional controls. In addition, a copy should be lodged with the Health and Safety Officer and the University Security Services.

Where the assessment indicates an unacceptable level of risk, in the opinion of the assessor, to which additional controls cannot be applied, then the Head of Faculty/Department shall not allow the field work to take place.

The findings of the assessment should be made known to all the leaders taking part in the field work.

Once an outline plan has been given authorisation to proceed, it will be necessary to consider whether a separate written risk assessment will be required. For low risk activities, (e.g. attendance at a conference in Paris), St Mary's will be able to comply with requirements by adherence to the travel policy, or generic risk assessment which would cover the basic precautions and flag up any circumstances where further documentation would be necessary e.g. if a person aged under 18 is involved with the visit.

Activities requiring detailed written assessments are likely to include undergraduate off-site courses, research projects overseas and any travel planned for teaching or recruitment in destinations showing instability.

The risk assessment produced should aim to identify foreseeable hazards and associated risks, in advance. A hazard checklist to assist with this process is suggested in Appendix 2. The risk assessment produced should detail the mechanisms in place to control the risks to an acceptable level. The risk assessment should be completed by a competent member of staff. All aspects of the work should be considered on a thorough and systematic basis. Any significant residual risks apparent at the end of this process should be clearly identified in the paperwork. (Residual risk is defined as the remaining potential for harm following implementation of proposed controls to reduce predictable hazards).

In order for the risk assessment to be “suitable and sufficient” it should clearly identify what further action needs to be taken before the activity proceeds, how and by whom the actions will be taken, and detail the timescale for outstanding action to be completed.

It is also likely that an element of dynamic risk assessment (i.e. risk assessments which are completed during the course of the fieldwork or assessments which are continually updated for activities with changing risk factors) will be required during some visits to allow flexibility. However, this process should not replace adequate contingency planning or introduce completely new categories of activities which have not been approved. The findings of dynamic risk assessments must also be communicated and understood throughout the fieldwork team.

The established method of balancing risk against cost (to determine whether a risk has been controlled so far as is reasonably practicable) should be adopted in the risk assessment process. However, the acceptability of an inherent or residual risk will also be judged by each institution taking into account the benefits in terms of the value of the educational experience or research proposed.

3.3 Threat Analysis for the destination

A fundamental part of the initial assessment of the fieldwork activity – and in particular the location or destination – relates to consideration of security and political threat levels. In order to assess these threats the researcher or fieldwork leader must have access to adequate, up-to-date information. For areas of political unrest there is a need to keep this information under review right up until the final stages prior to departure, and during the trip. Contact UMAL, the University insurers for advice and for valuable source of information. It may be that insurance factors are a major limiting factor when considering travel to unstable areas.

The control measures needed to ensure, so far as is reasonably practicable, the reduction of the threats identified should be detailed. This must also include an evaluation of residual risk, including the robustness of controls.

The risk assessment and threat analysis processes will run in parallel to and beyond the planning and authorisation process.

3.4 Safe System of Work

In the light of the findings of the risk assessment, a safe system of work should, if considered necessary by the Head of Faculty/Department and the field work leader, be devised, documented and approved by the Head of Faculty/Department. The field work leader should inform all participants of the defined system of work and ensure that it is understood. It may be circulated as appropriate to the participants.

For all overseas travel see Risk Assessment Flow Chart (Appendix 3) which will ensure the starting of a safe system of work.

3.5 Supervision and Training

A key control measure for ensuring the health and safety of personnel, particularly students in the field, is supervision. The level of supervision will be dependent on the nature of the work being undertaken, the experience of the students and the number of students. The Head of Faculty/Department shall authorise the level of supervision, i.e. the required number of supervisory staff, as part of the approved system of work.

Heads of Faculty/Department must ensure that field work leaders and supervisors are:-

- i. trained and competent in the work to be undertaken
- ii. in possession of necessary additional skills, e.g. first aid
- iii. capable of leading a team in the field
- iv. knowledgeable of the hazards involved
- v. fully conversant with emergency procedures

To ensure leaders and supervisory staff meet the above requirements it may be necessary for additional training of staff to be provided. No fieldwork should take place unless leaders and supervisors are qualified and there is evidence of appropriate training and qualification.

Where specialist equipment is to be used in the field, including safety equipment, it may be appropriate for the training of users of that equipment to take place prior to the field work. Additionally general safety training of students should be provided which may include:

- environmental hazards
- hazardous substances
- dangerous animals / plants

- hygiene and sanitary arrangements

The training provided should be recorded.

3.6 Planning and Preparations

It is vital that all fieldwork is planned sufficiently in advance of the intended departure in order that there is enough time to consider the proposal in suitable detail and approve it at an appropriate level (see Appendix 4 for Outline Planning Checklist).

The proposed Leadership Team and as many of the participants and stakeholders as possible should be identified at an early stage of planning. If there are changes to the team later which deviate significantly from the profile agreed, these changes may need to be approved separately.

The purpose of the fieldwork, together with a summary of expected outcomes, must be clearly established at the planning stage. This will provide a context against which the Faculty/Department can form a view as to whether the expected outcomes are “worth the risk”. It will also aid in considering financial approval, ethics and other considerations beyond the scope of this guidance.

Itineraries should be planned carefully with adequate time allowed to accomplish objectives. It is helpful, particularly for hazardous work (or for work in, or travel to or through hazardous or unstable areas) and potentially elaborate plans, to provide an outline itinerary with a draft proposal at a very early stage of planning to expedite the approval process.

All known third party providers, and their proposed responsibilities, must be identified at the planning stage. If responsibility for supervision of all aspects of the field trip is planned to pass entirely to a third party, a formal agreement should be made at the planning stage in writing.

3.6.1 Incident Management

Each field trip is unique with its own set of objectives and risks. A field trip may require a written contingency plan and an incident and emergency plan. Planning for incidents and emergencies is different to contingency planning, as immediate action will be required to respond to a serious situation. A contingency plan is an alternative plan that is required to ensure that the fieldwork is able to continue in foreseeable circumstances, whether or not emergency plans are invoked.

The level and depth of emergency and contingency planning will relate directly to the level of risk associated with the fieldwork and to the level of competencies of the leaders and participants.

Where external stakeholders, including partner institutions, have roles or responsibilities in the Incident and Emergency Plan, it is vital that they are briefed (preferably face-to-face). If there are young or vulnerable participants, their parents or guardians must be identified as stakeholders in writing. Sharing this understanding at the level of approval, and amongst the fieldwork leadership team, will aid communication during the fieldwork and should there be deviations from the plan.

Also see Appendix 8.

3.6.2 Health and Medical Checks and Immunisation

Depending on the nature, duration and location of the field work certain medical checks and precautions may be necessary. In particular trips to undertake field work overseas within a hostile environment should be preceded by appropriate medical examination, dental checks and immunisation.

Medical questionnaires should be completed by all participants in the field class and filed by the leader. A summary should be forwarded to the Head of Faculty/Department.

When planning off-site field work, all involved must be mindful of the need to maintain the health of participants and as such work with the institution's occupational health or medical advisers to develop appropriate policies, procedures and advice necessary to manage any health concerns.

In the absence of an occupational health service or in-house support, alternative procedures should be developed which allow for medical advice in relation to the health of participants to be sought from appropriately qualified personnel e.g. a Travel Health Practitioner, GP or Practice Nurse.

A risk assessment of the medical hazards associated with the particular field trip should be undertaken during the planning stages. These hazards may include, for example, the presence of certain diseases, parasites or venomous animals.

An assessment should also be undertaken at participant level. This should include any pre-existing medical conditions that may be exacerbated by participating in the fieldwork.

The assessment of individual health needs and the provision of appropriate travel health advice for each participant will vary in complexity depending on the participant's health status and identified hazards for the fieldwork. For example, participants who have identified ongoing health concerns or disabilities may require more formal medical assessment and may need additional support. Also see Appendix 7.

3.6.3 First Aid

Each party of staff and students when undertaking field work must include at least one qualified first aider and a first aid kit, where the risk assessment deems this necessary. However, if first aid treatment can be supplied by the host then the Head of Faculty/Department should ensure that this has been agreed prior to arrival and that adequate cover is available for the period of activity. The number of qualified first aiders required shall be determined by the Head of Faculty/Department commensurate with the type of work and numbers of students. More than one portable first aid kit may be necessary to cater for situations where groups are working remote from each other.

Dealing with a medical emergency is a possibility which should be considered on every field trip or visit. Consideration should be given to the duration of the trip, the remoteness of the destination, the fitness of participants, the access to hospital facilities and standards of health care available in the country.

3.6.4 Schedule and Plan

A programme of work should be drawn up at the planning stage by the organizer/leader of the field work to include a schedule of activities. Emergency arrangements shall be detailed in the programme. A copy of this plan should be lodged with the Administration of the Faculty/Department concerned together with contact telephone numbers.

The programme shall be copied to all participants. Details of telephone numbers to be used in an emergency shall be made known to all concerned.

Significant changes to the schedule or plan owing to circumstances when out in the field should be notified to the Faculty/Department.

3.6.5 Third Party Providers

One of the more challenging aspects of organising fieldwork is the vetting of third party providers, particularly overseas. Examples of typical third party providers are: specialist outdoor activity leaders, safari companies, in country guides, suppliers of specialist equipment and laboratory facilities. Collaborating staff acting as supervisors from overseas institutions, and other host or partner organisations, should be treated as third party providers.

It may be tempting to rely on previous experience of or “word of mouth” recommendation of a third party provider as the major means of control of approval, and in many cases – particularly overseas – such controls may be the only meaningful and practicable measures available. However, ST MARY’S will be exposed to criticism and potential legal action in the event of an accident unless formal checks are made prior to the field trip and records kept – particularly if the third party provider has a safety-critical or supervisory role. This must be checked thoroughly by other means.

If responsibility for the safety and conduct of participants is to pass to a third party provider, this should be agreed with the third party in writing. The extent to which formal contract arrangements are needed will vary depending upon the risk involved and the level of control expected of the third party. Some formal agreement will be needed in particular when responsibility passes to local transport providers and charters, including boat captains, diving supervisors and armed escorts.

It is important that, during fieldwork, there is a clear command structure within the group. While this structure may be perfectly obvious on most field trips, there can be confusion when command passes from the fieldwork leader to others, for example a boat skipper or a diving organiser. When this type of transfer occurs, all members of the party must be kept fully informed.

3.6.6 Accommodation

The type of accommodation that will be used will vary considerably from luxury hotels in busy cities to hostels, bunk houses and camping in very remote areas. Many factors will need to be considered in determining the type of accommodation required. These include the requirements of the fieldwork, the needs of all the participants and the availability of accommodation in the location of the fieldwork.

Developing countries can have differing national standards and it may be necessary to assess accommodation – prior to the trip as far as possible – and comprehensively on arrival. The overall aim is to reduce intrinsic risks associated with the accommodation to a level acceptable to the institution and to the fieldwork team. Please note that if the host does not provide accommodation risk assessments, the organiser must complete such an assessment.

3.6.7 Catering

The type of catering required for field trips can vary between a full self-catering arrangement, to being fully catered for by a third party provider.

3.6.8 Transport and travel

Where the University provides its own or self-drive road transport, then the field work leader shall ensure that the driver(s) is qualified to drive the vehicle and the appropriate insurance cover is in place. The vehicle should also be subject to checks on tyres, oil, water, lights and washers. Transport by other means shall be the responsibility of the contracted transport company and the leader shall determine if he/she considers the actual mode of transport provided to be safe.

Providing suitable transport for fieldwork can be a challenging aspect, particularly in developing countries. Travel requirements may include transport to and from airports and transportation within a country, sometimes to remote areas. If the risk or complexity of the travel dictates, it may be necessary to actively manage transport arrangements to ensure that all participants arrive safely at a particular location. Please ensure that vehicle and travel arrangements are risk assessed to ensure safe travel.

3.6.9 Equipment

All equipment supplied or hired by the University for use in the field must be safe for normal use. To confirm that equipment is safe it should be inspected and operationally checked before being transported to the site. Defective equipment should be repaired or not used. All users of equipment on site shall be trained by a competent person in its use. This training must also be logged.

All equipment necessary for the fieldwork should already have been identified and specified at the planning stage, including any equipment or clothing expected to be provided by participants. Equipment must be specified and selected carefully to ensure that it is suitable for the intended use and conditions, and any prior and ongoing requirements for testing, examination and inspection should be detailed – including any required competencies to inspect or use the equipment. Damaged equipment and equipment that has not been approved must not be used.

Hired equipment should be similarly specified and any maintenance records verified. Where no such records exist it will be down to the judgement of the Fieldwork Leader and experienced team members, erring on the side of safety where there is any doubt

3.6.10 Protective Equipment

Adequate and suitable personal protective equipment shall be supplied by the University to supplement other risk control measures. Instruction and training shall be given in the correct use of such equipment and appropriate provision made for its storage.

3.6.11 Participants with disabilities

Institutions need to ensure that participants with disabilities have equitable opportunities in attending fieldwork, research and travel in general. It is unlawful to discriminate against or treat students and others with disabilities or special needs less favourably. Reasonable adjustments must be made, provided that health and safety standards will not be compromised by making the adjustments, if these participants might otherwise be disadvantaged.

In exceptional circumstances it may be that a participant with a disability or illness may not be able to participate in specific activities in order to

safeguard their health and safety and that of other participants. This decision should be taken only after consultation and advice from the Medical Practitioner responsible for the health of the participant.

3.6.12 Insurance

When planning fieldwork it is important to consider insurance requirements from the various perspectives of what could go wrong and who might be adversely affected. It is important to liaise with the person responsible for insurance at the University to ensure that the level of cover is adequate. For this contact the Legal Team.

This section provides a brief summary of the insurance generally available for both institutions and individuals that is particularly relevant to field work. In the event of an injury during the course of the fieldwork, the injured party may be entitled to compensation if the injury is due to someone's negligence. St Mary's University has Employer's Liability (EL) and Public Liability (PL) insurance to defend itself against allegations of negligence and cover **its** legal liability for death/injury arising out of the fieldwork.

St Mary's are vicariously responsible for the negligent acts of their employees if such acts cause injury to others. This liability should be covered by the institution's PL policy. Vicarious liability may not apply if the employee acts in a wholly unpredictable and irresponsible manner, or if they are "on a frolic of their own" in which case the individual member of staff may be held personally liable.

Professional Indemnity (PI) provides cover for claims of financial loss or damage by a third party if St Mary's or one of its officers has been found negligent in some or all of the services provided for them for a fee.

All Participants should have travel insurance which covers the risks associated with travel overseas. Typically the policy may include: Emergency medical expenses/search and rescue costs/repatriation; cancellation/curtailment; personal liability/personal accident; loss or damage to equipment/personal effects; kidnap and ransom.

The cover available depends upon individual arrangements. It is not set in stone and may be negotiable once an assessment has been made of the risks that require cover.

3.6.13 Field Work

The field work leader shall be responsible for the health and safety of the party under his/her control. He/she shall confirm before leaving the campus that all preparatory actions and precautions specified in this policy have been carried out. To assist in this confirmation he shall complete the Risk Assessment shown in Appendix 10.

The leader shall allocate work in the field having regard to capabilities and the level of supervision required. The safe working system, if specified,

shall be adhered to unless exceptional circumstances dictate otherwise, reasons for any variation shall be noted.

All personnel shall be appropriately equipped for the conditions and work to be undertaken. Supervisory staff shall be fully aware of the programme of work and the names of students allocated to that work shall be recorded.

3.6.14 Communication

Often it is failures in the communication mechanisms which can lead to incidents and accidents. Good face-to-face communication prior to a field trip minimises the possibility that people have overlooked written correspondence. Requirements for communication extend throughout the field trip and should be included in the risk assessment. Communication in the event of an emergency is a key area to plan, especially when remote locations are included on the itinerary.

3.6.15 Provision of Information

The provision of clear information is critical for satisfactory performance of activities both at home and overseas. This applies to staff and participants on courses or undertaking research. Information needs to be provided well in advance of the fieldwork to ensure that any problems can be addressed. On receiving written information participants will be able to take steps to ensure they adhere to requirements and misunderstandings will be minimised.

3.6.16 Competence (Training and Induction)

Fieldwork leaders, participants and others working off site need to be competent to plan and undertake fieldwork safely. Competence in this context is defined as being not only the combination of knowledge, experience and qualifications, but also being able to acknowledge one's own limitations. Competence is gained through ongoing staff development and institutions may be able to link fieldwork training opportunities to existing development programmes for academic, research and support staff. The Head of Faculty or Department must be satisfied that the Fieldwork Leader has the personal capability and competent to lead – especially under possible adverse conditions – and has sufficient awareness of the legal obligations to those under their supervision.

It is important to distinguish that a leader's and/or participant's competence in an academic subject or in research techniques is different to competence in management and leadership, and supervisory skills.

3.6.17 Supervision

Many factors need to be considered when assessing the level of supervision required for any particular fieldwork. Supervision requirements will vary tremendously, for example an inexperienced group of first year

students will require a higher level of supervision than would be necessary for postgraduate student level. The factors that must be considered include the:

- Nature of the fieldwork.
- Environment and conditions in which the fieldwork takes place.
- Experience of the members of staff in supervisory roles.
- Experience of the group.
- Needs of individuals in the group, taking into account their age, level of maturity, experience and any individual special needs.
- External requirements such as those that may be outlined by National Governing Bodies.

Two different levels of supervision can be identified – direct and indirect: Direct supervision describes where a member of staff is in charge of the participant(s) at all times and is able to intervene in person immediately if necessary. This type of supervision is appropriate for high risk activities or for less experienced participants.

Indirect supervision describes a situation where the member of staff manages the fieldwork but would be unable to intervene in person immediately. Examples of this type of supervision may include individual research placements, lone working, postgraduate research project fieldwork, and participants working together in group activities or social activities

3.6.18 Personal Time and Down Time

Personal time can be defined as time when programmed fieldwork activities are not taking place but participants remain under the general jurisdiction of the institution. It is unlikely that participants will be directly supervised during these periods. Common examples of personal time activities include sightseeing, social activities and outings.

Down time can be defined as a period of time, occurring within the overall duration of the fieldwork but outside the jurisdiction of the institution.

3.6.19 Lone and Small Group Working

It is recognised that students may be required to work independently when in the field; however, students must not work alone or, when not working, wander off by themselves into unknown and potentially hazardous areas.

The working areas of groups shall be pre-determined and individuals should always be within sight of a colleague or their supervisor.

A means of mobile communication should be provided in situations where small groups are working remote from each other and the leader should coordinate appropriate check in arrangements.

3.6.20 Accident and Emergency Procedures

Emergency procedures specified in the work programme shall be made known to all participants. Specific procedures to be followed when in the field shall be advised to participants by the leader or supervisor before work commences. (See Appendix 8).

3.6.21 Accident Reporting

The circumstances of all accidents or illnesses in the field must be recorded as soon as possible. Statements from witnesses, physical evidence and photographs will greatly assist any investigation. Accidents or illnesses should be reported immediately to the Faculty/Department Administration and to the University Health and Safety Officer. A written report should be submitted as soon as possible. This procedure is important as serious accidents and diseases have to be reported to the Health and Safety Executive. This will normally be done by the University Health and Safety Officer.

3.6.22 Monitoring and Review

As part of any general review of the field work, the health and safety provisions and procedures should be scrutinised. Shortcomings thus identified can be addressed and improvements instigated for future field work activities.

In accordance with requirements to manage and supervise health and safety, and to keep policies and risk assessments under review, each Faculty/Department should develop processes to ensure ongoing monitoring of health and safety of fieldworkers, together with a formal post-fieldwork feedback facility. It is advisable to collate details of incidents centrally to allow for “institutional learning” and for policies to benefit from the experience of those who travel extensively as part of their work.

Appendix 1 Risk Profiling Tool

Risk Profiling for the Management of Fieldwork

Factor	Risk Profile	Indications	Possible Specific Action to Reduce Risk
Planning	High	Heads of Faculties are unaware of or do not discharge their responsibilities for health and safety on fieldwork. There is no consistent mechanism at Faculty level to ensure that all fieldwork is considered in a systematic and objective way, or that includes a robust escalation process for fieldwork that poses unusual or elevated risks. There are no systems in place to ensure that fieldwork is planned in advance.	Introduce a systematic approach throughout the institution to ensure that fieldwork policy is universally understood and adopted. A series of training courses may be required for Heads of Faculty and fieldwork leaders.
	Medium	Institutional fieldwork management system is in place but it needs to be effectively communicated to all stakeholders. A consolidating system is required to ensure that health & safety elements are universally understood and adopted.	Communicate or remind staff of procedures in place, and develop methods of auditing compliance.
	Low	A robust management system is in place commensurate with the level of risk. Head of Faculty has delegated responsibility to a competent coordinator who ensures that all Faculty safety criteria are met and that all fieldwork is reviewed on an annual basis.	None
Risk assessment	High	Risk assessments are not completed for all fieldwork, or if risk assessments are in place they are not reviewed and pre-authorised.	Head of Faculty to be made aware of risks, and need for assessments to be completed and signed off by line management prior to any field trip taking place.
	Medium	Risk assessments are completed but implementation of the control measures identified is not robust. No mechanism is in place for the review of risk assessments in the light of any incidents or near misses and to allow for future recommendations for improvement. Risk assessments are completed by participants for individual activities but no mechanism is in place to ensure supervisors sign these off.	Provide training for fieldwork leaders and coordinators on risk assessment. Introduce effective signing off procedures to ensure that all assessments are suitable and sufficient prior to the fieldwork taking place.
	Low	A risk assessment document is produced by trained members of staff, and is used as a planning tool. It outlines mechanisms to control risks to an acceptable level. The assessment is commensurate with the level of risk and is shared with participants at a briefing session. Feedback is received from participants via a debriefing session or feedback form, with lessons learned fed back into the risk assessment process.	None
Supervision	High	Supervision levels are not proportionate to the risk, with untrained staff asked to take on this role. There is no management system to ensure an effective means of communication, and no emergency plan for participants exposed to risks and who are indirectly supervised. Compliance for fieldwork involving participants who are under the age of 18, or who are classified as vulnerable adults, is not assured.	Ensure Fieldwork Plan is not signed off by Head of Faculty until supervision arrangements are appropriate to risk. Specify a regular communication plan. Ensure compliance with legislation prior to the fieldwork taking place.
	Medium	Arrangements are in place to provide suitable supervision but not for deputising.	Provide adequate training for deputy supervisors proportionate to the risk.

Factor	Risk Profile	Indications	Possible Specific Action to Reduce Risk
		Systems are in place to train participants if they are involved in indirectly supervised fieldwork but there are no procedures to assess their competence.	Amend fieldwork activities to reduce the risk.
	Low	<p>The fieldwork activity is risk assessed to determine the type and level of supervision required to secure the health and safety of participants. Supervision arrangements are in place with all in a supervisory role trained and assessed for competency.</p> <p>All participants are made aware of the supervision arrangements.</p> <p>Effective monitoring is in place, during and after the fieldwork, to ensure that levels of supervision are proportionate to the risk and that any lessons learned are put into practice.</p>	None
Personal time and down time	High	Previous experience of the fieldwork is that participants have undertaken high risk activities that are not covered by insurance policies. Down time and personal time arrangements are not effectively communicated to participants.	Ensure that participants are effectively briefed and information is provided face-to-face and in writing. Alter the itinerary to remove any down time periods.
	Medium	Details of the management of personal time, and any sanctions applied to participants in the event that the provisions are not adhered to, have been communicated but are not followed.	Consider changing the itinerary to provide personal time only at times where it can be adhered to easily by all participants.
	Low	<p>The start and finish of any down time is effectively communicated to all participants.</p> <p>Personal time is fully managed and communicated.</p>	None
Training	High	Training is neither available nor compulsory for supervisors or participants.	Provide a briefing to all participants prior to fieldwork. Ensure that all supervisors and deputies are trained.
	Medium	Supervisors are trained but there is no system in place to assess their competency or for them to undertake refresher training. Training records do not exist or are incomplete.	Ensure a system is introduced to assess competency levels of supervisors. Provide refresher training as necessary. Keep all training records for a suitable period.
	Low	Supervisors have been trained in all aspects of the fieldwork and are assessed for competency using a combination of techniques including interview and the provision of a written statement of qualifications and experience. Training is provided for participants in the form of a briefing session, and an in-house risk assessment course is available for those who are required to undertake individual fieldwork assessments.	None
Implementation	High	<p>Fieldwork may be considered to be high risk if it has one or more of the factors listed below and that there are no management systems in place to control the risks:</p> <ul style="list-style-type: none"> Instability or significant risk of civil disorder, crime or similar danger (e.g. fieldwork in conflict zones or areas where 	If locations, activities and/or circumstances are excluded from the institution's travel and other insurance cover, consider other fieldwork. If the fieldwork is to proceed, additional specific insurances may be available. Consult the insurance adviser. Brief participants on limitations of insurance cover (the small print).

Factor	Risk Profile	Indications	Possible Specific Action to Reduce Risk
		<p>the Foreign and Commonwealth Office (FCO) advises against travel).</p> <ul style="list-style-type: none"> • Hazards that have the potential to cause permanent injury or fatalities. • Means of communication are likely to be difficult or compromised. • Significant travel to reach the fieldwork location, prolonged or on local transport facilities of suspect standard (poor driving or vehicle safety standards). • Third party providers are being used without reassurance of their competence. • Working with animals. • Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device). • Accommodation is very basic in nature. 	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Arrange a briefing or information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. participant on previous fieldtrip or a fieldwork supervisor at a local institution in the overseas country).</p> <p>Brief participants on travel and accommodation arrangements and discuss implications with them.</p> <p>Consider the participants' experience. Get confirmation from them that they have relevant driving licences, qualifications, immunisations and insurances.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium	<p>Fieldwork may be considered to be medium risk if all or most of the following criteria are met but the management controls do not seem to be universally adopted:</p> <ul style="list-style-type: none"> • Higher than normal risk of civil disorder, crime or comparable danger. • Significant travel involved with regard to the fieldwork that may involve night driving or lone working. • Hazards that have the potential to cause significant harm. • Third party providers used for some of the fieldwork activities 	<p>Brief participants on travel and accommodation arrangements and confirm that these are acceptable to them.</p> <p>Advise participants to check that they have the necessary driving licenses and insurances.</p> <p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Supplement general briefing with information about risk factors. If locations, activities and/or circumstances require prior acceptance from the institution's insurers, ensure notification and acceptance is given.</p>
	Low	<p>Fieldwork may be considered to be low risk if all or most of the following criteria are met and management controls are universally adopted:</p> <ul style="list-style-type: none"> • The fieldwork is within the UK. • There are no hazards which would be considered to have the potential to cause permanent injury or fatalities. • The accommodation is of a high standard. • No driving is associated with the fieldwork. 	None
Health Issues	High	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations. However no assessment of a participant's health needs is undertaken prior to the fieldwork.</p>	<p>Consult an occupational health or medical/health adviser regarding immunisations and other preparations.</p> <p>Revise fieldwork activities if suitable first aid arrangements cannot be put in place.</p>

Factor	Risk Profile	Indications	Possible Specific Action to Reduce Risk
		<p>Medical and rescue services are not available quickly or locally and first aid has not been fully addressed.</p> <p>Fieldwork participants have health conditions or a disability relevant to the fieldwork, and which may require specific adjustments or support, or makes them susceptible to episodes of illness.</p>	<p>Engage with occupational health and disability advisers to develop reasonable adjustments. Confirm these in the written communication with the participant and the fieldwork supervisor.</p> <p>Consider pre-fieldwork site visit.</p>
	Medium	<p>Regional or local conditions require some precautionary measures, e.g. optional inoculations or access to medical supplies. Management arrangements are in place to ensure that participants with health conditions or disabilities are provided with support during the fieldwork.</p> <p>There are arrangements to enable participants who need regular prescribed medication to take it with them.</p>	<p>Consult a medical or occupational health adviser regarding immunisations and other preparations.</p> <p>A medical travel kit is a sensible precaution.</p> <p>Engage with occupational health and disability advisers to develop reasonable adjustments. Confirm these in the written communication with the participant and the fieldwork supervisor.</p> <p>Ensure that a policy is in place with regard to medication.</p>
	Low	<p>The fieldwork is taking place where there are no significant environmental health risks. Fieldwork leaders are trained as first aiders. Health risks that exist, and their controls, have been adequately and effectively communicated to all participants.</p> <p>An assessment of each participant's health needs is undertaken, and appropriate travel health advice is offered to all.</p> <p>The fieldwork does not involve any participant who has long-term medical conditions or a disability that is likely to cause episodes of illness or require specific support.</p>	None

Appendix 2 Hazard Checklist

Hazard checklist

- ✓ TRAVELLING TO SITE
- ✓ TRAVELLING ONCE AT LOCATION
- ✓ SECURITY RISK (TERRORISM OR PERSONAL)
- ✓ DEFECT/FAILURE OF EQUIPMENT
- ✓ UNSAFE ACCOMODATION
- ✓ CONTACT WITH THE PUBLIC
- ✓ ENVIRONMENTAL ADVERSE EFFECTS (EXTREMES OF WEATHER
SUNSTROKE/HYPOTHERMIA)
- ✓ HAZARDS ASSOCIATED WITH AREAS OF WORK (SEA OR WATER COURSES,
LANDSLIDE, ROUGH TERRAIN, WORK IN TRENCHES, AVALANCHE)
- ✓ CONTACT WITH HAZARDOUS FLORA AND FAUNA
- ✓ CITY ENVIRONMENT
- ✓ DISTANCE FROM MEDICAL FACILITIES
- ✓ SUPERVISION/LONE WORKING
- ✓ COMPETENCE AND EXPERIENCE OF LEADERS AND PARTICIPANTS
- ✓ HAZARDOUS ACTIVITIES (DIVING, SNORKELLING, SWIMMING, CAVING, CLIMBING)
- ✓ COMMUNICATION DIFFICULTIES
- ✓ ABILITY TO DEAL WITH AN EMERGENCY/CONTINGENCY PLANNING
- ✓ STUDENT/PARTICIPANT BEHAVIOUR
- ✓ IDENTIFICATION OF INDIVIDUALS WHO MAY NEED SPECIFIC SUPPORT
- ✓ ENVIRONMENTAL IMPACT

Examples of suitable Control Measures that may be included in the risk assessment

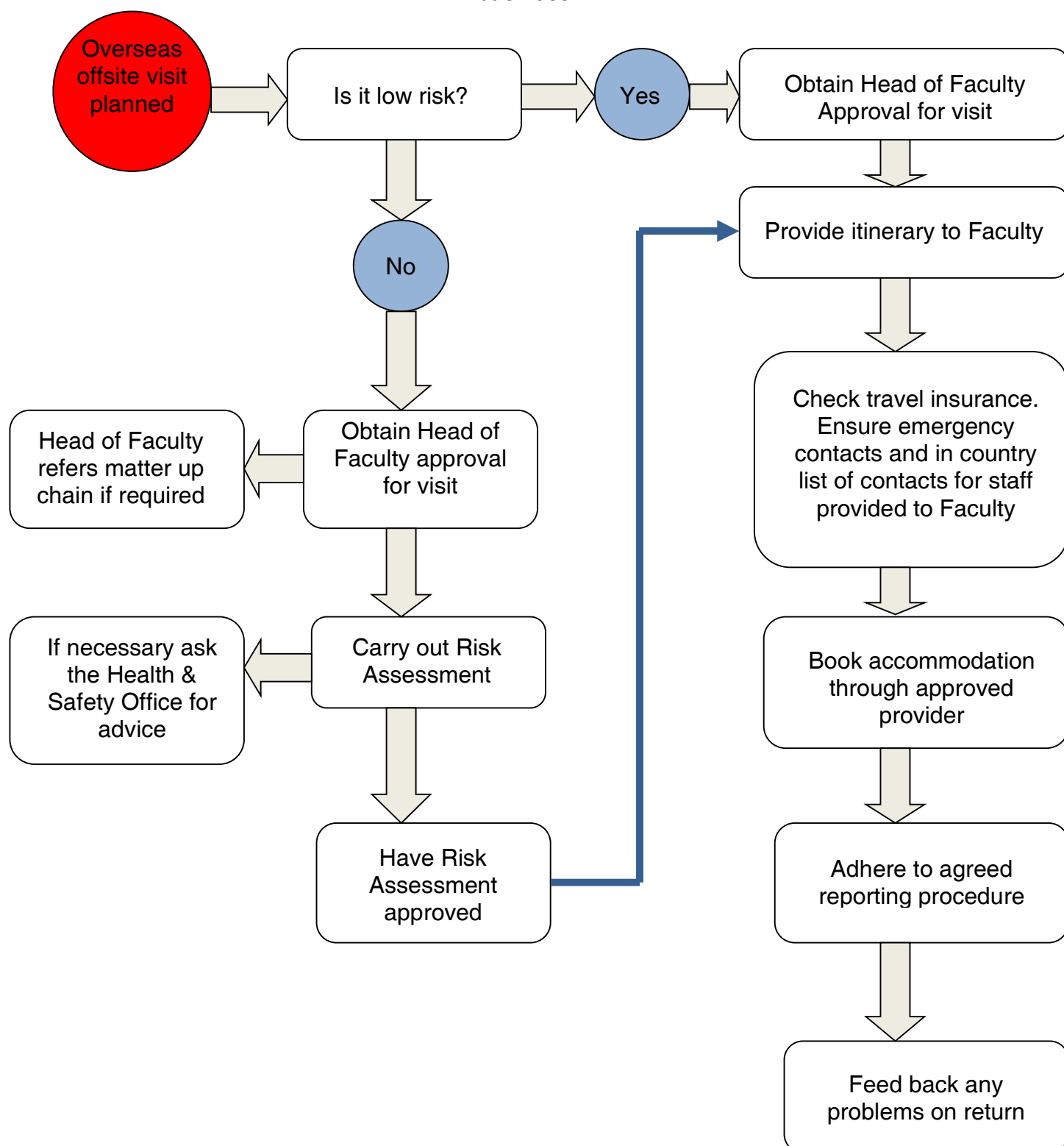
- ✓ A pre-fieldwork briefing is carried out highlighting the risks identified and detailing action to be taken by participants to control these.
- ✓ Fieldwork leaders providing direct supervision are First Aid Trained. Medical Kits (to the approved institutional standard) are to be carried by Supervisors at all times.
- ✓ Lone Working procedures are in place. These are included in the induction talk.
- ✓ Arrangements are in place for Supervisors to monitor participants in the field at a ratio of 1: (*specify maximum appropriate to risk*).

Appendix 3

Flow Chart for Approval of Travel

OVERSEAS TRAVEL RISK ASSESSMENT FLOW CHART

Flow chart for those intending to travel overseas on University business



Appendix 4 Outline Planning Checklist

The following is a list of considerations that may be relevant to in the initial stages when planning various fieldwork, field trips and expeditions, as a precursor to more detailed planning and risk assessment. It is not intended to be exhaustive.

FACULTY:	MODULE:
Field Work Venue:	Dates:
Leader:	No. of Students:
Supervisory Staff:	No. of Staff / Students with Disabilities or situations requiring special care:
Has field work been approved by the Head of Faculty?	
What does the fieldwork involve? Describe the purpose and scope, and any risks inherent in the proposal:	
Who is involved? <ul style="list-style-type: none"> • Identify stakeholders – include young people and specific roles • Identify participants – including young and vulnerable • Third parties • Staff, supervisors, leaders – existing competencies, gaps and vacant roles Other interested parties, e.g. government agencies	
When will it take place, and for how long?	
Has field work been approved by Head of Faculty?	
Where will the fieldwork take place, including all travel, stopovers and bases?	
Why is this work necessary? Describe the benefits – both to participants and in terms of research value:	
Risk Assessment considerations:	
How will the fieldwork be carried out? Give as detailed an itinerary as is available.	
How will any inherent risks identified above be controlled?	
Have risk assessment(s) been done and recorded?	
Have field work programme, telephone numbers, safe working system been distributed to staff, students and faculty administration office?	
Are the leader and supervisors trained and qualified?	
Are there adequate first aiders available?	

Are portable first aid kits available and fully stocked?	
Has equipment been checked? (Use separate equipment checklist if appropriate.)	
Have users of equipment for use in the field been trained?	
Is protective equipment suitable if required?	
Have students been advised of Health & Safety requirements and risks?	
Have health checks and / or immunisations been done and are they recorded?	
Have arrangements been made for staff and students with disabilities?	
Are mobile phones available?	
What other forms of communication are available?	
Have vehicles been checked and are they roadworthy if used?	
Additional Considerations and Comments	
Budgetary considerations:	
Are there any Ethical considerations?	
If so, has approval been sought separately?	
Joining instructions , including a statement about the risks inherent in the field trip and any expectations of qualifications or competencies:	
Flag Additional Hazards (early identification for consideration in a more detailed risk assessment):	
<ul style="list-style-type: none"> • Political instability (FCO status) • Access to cash • Travel alteration/breakdown • Loss of contact (2-way) • Local antagonism/cultural taboos 	<ul style="list-style-type: none"> • Local crime & harassment • Local communication/language • Health & medical contingency • Food safety & allergy • Environment/climate/wildlife • Other (specify)

- | | |
|--|--|
| <ul style="list-style-type: none">• Lone working | |
|--|--|

Appendix 5 External Permissions

Many types of fieldwork will take place in open countryside/water/forest involving, for example, the study of the people, flora, fauna, soils or geological conditions in that area. Under these circumstances it is the duty of the fieldwork leader to identify the permissions needed to carry out the fieldwork and to ensure that they have been obtained.

If the work takes place off public land then the permission of the land owner must be obtained. This will not remove the fieldwork leader from responsibilities under the Wildlife and Countryside Act, or equivalent legislation overseas, and leaders should be familiar with all relevant local legislation if their work is likely to have any impact, directly or indirectly, upon the flora and fauna.

If the work takes place on a Site of Special Scientific Interest (SSSI) then the site owner should, in theory, seek permission from the appropriate authorities such as Natural England or Scottish National Heritage. In practice, it may be more expedient for the Faculty to liaise with such authorities directly and to inform the landowner that this has been done. The authorities will also be able to advise the fieldwork leader if the work is likely to contravene the Wildlife and Countryside Act and to discuss the granting of a licence if necessary. Local offices of these authorities will also be able to advise on the hazards associated with the area.

For fieldwork overseas, fieldwork leaders are advised to establish a clear and written agreement on permitted work areas and work practices. This would often be with a host institution, but the country's embassy will advise if necessary.

Other permissions that might need to be obtained include those for travel (such as passports, visas, local permits and medical certificates); local licences for performing fieldwork activities; permits for the collections of specimens; permission from parents and guardians of young people, and employers (e.g. local authorities).

Appendix 6 Code of Conduct

FIELD WORKING POLICY(to be appended to participant information pack as a return slip)

CODE OF CONDUCT

Staff and other participants working in the field or off-campus are considered to be representatives of the institution for the duration of the trip, including during leisure or 'off-duty' periods. Their actions throughout this time will reflect not only their own personal values but also those of the institution. Anyone that they meet or interact with will judge the institution by the way in which they conduct themselves. Essentially they are ambassadors for the institution.

This Code of Conduct defines the expected standards of behaviour that all participants should conform to during any field trip.

The Fieldwork Leader and their appointed deputies are responsible for discipline during the fieldwork. They should lead by example. While engaged on fieldwork the decision of the fieldwork leader on matters of conduct is final.

All staff and participants should:

1. Obey all reasonable instructions given by their fieldwork leader.
2. If visiting another organisation, comply with the rules of that organisation.
3. If travelling abroad, comply with all laws of the country visited.
4. Comply with health and safety arrangements for the work.
5. Not behave in a manner which could damage the reputation of the institution during work and leisure time.
6. Respect the social and cultural beliefs of your hosts. This includes modesty in your dress if required by local customs or religious observance.
7. If drinking alcohol, do so responsibly and within the boundaries of local laws and customs.
8. Keep the fieldwork leader, or deputy, informed of whereabouts and intended time of return if going out independently – including during personal time.

The Person in Charge of an offsite visit should ensure participants are aware of this code of conduct and any specific standards of behaviour necessary in the course of the visit to comply with the code, for example, the rules of the host organisation where relevant or cultural expectations.

Signed

Date

Appendix 7 Confidential Health Questionnaire

CONFIDENTIAL FIELD TRIP/EXPEDITIONS/STUDY/WORK ABROAD HEALTH DECLARATION FORM

1. To participate in a departmental field trip you must complete and sign the following health declaration form.
2. In the majority of cases the information provided by you in this, your “Health Declaration”, will be sufficient, when signed by Student Occupational Health / Travel Health Adviser to pass you as medically suitable for your field trip. Some students however may be required to discuss information contained in their Health Declaration in further detail with a Doctor or travel health adviser and may subsequently require a medical examination.
3. Additionally you may need to arrange an appointment for your travel advice and any recommended vaccinations if required.
4. Please note any medical details supplied will remain confidential to Student Occupational Health or your travel health adviser and no information will be provided to others without your informed consent.

NB

- **Field Trip Placement Certificate (if required by Faculty or Field Trip Co-ordinator), will be issued.**
- **Student Occupational Health will NOT issue you with your signed Field Trip Certificate unless your completed Health Declaration has been screened and you attend for any recommended vaccinations.**
- **Vaccinations are often required when travelling overseas. It is the applicants own responsibility to check their vaccination status is fully up to date and any necessary vaccinations needed for overseas travel have been completed prior to departure.**
- **You may be excluded from the field trip, by your faculty, if you do not possess a signed Field Trip Certificate.**

**Confidential
HEALTH DECLARATION**

Surname:	Forename:
Proposed date of travel: Return date:	Date of Birth:
Travel Destinations:	Accomm: e.g. Hotel / Hostel etc
Department / Faculty:	Course:
Address:	
Previous Overseas travel (Dates & Destination)	
Telephone:	Mobile:
Email:	GP:

Your Health and Functional Capabilities

1 Do you have problems with any of the following:

a	Mobility? e.g. walking, using stairs, balance	Yes		No	
b	Agility? e.g. bending, reaching up, kneeling down	Yes		No	
c	Dexterity? e.g. getting dressed, writing, using tools	Yes		No	
d	Physical exertion? e.g. lifting, carrying, running	Yes		No	
e	Communication? e.g. speech, hearing	Yes		No	
f	Vision? e.g. visual impairment, colour blindness, tunnel vision	Yes		No	
g	Learning? e.g. dyslexia, dyspraxia, dyscalculia	Yes		No	

If **yes** to any of the above, give details (e.g. extent of impairment, how you manage, support needs)

2 Do you have or have ever had any of the following

a	Chronic skin conditions? e.g. eczema, psoriasis	Yes		No	
b	Neurological disorder? e.g. epilepsy, multiple sclerosis	Yes		No	
c	Allergies? e.g. to latex, medicines, foods	Yes		No	
d	Endocrine disease? e.g. diabetes	Yes		No	
e	Asthma	Yes		No	

If **yes** to any of the above, give details (e.g. when condition developed, severity, effects, treatment)

3 Have you ever been affected by:

a	Sudden loss of consciousness e.g. a fit or a seizure	Yes		No	
b	Chronic Fatigue syndrome (or similar condition)	Yes		No	
c	Mental health problems e.g. anxiety, depression, phobias, OCD, nervous breakdown, personality disorder, over-dose or self-harm, drug or alcohol dependency	Yes		No	
d	An eating disorder e.g. bulimia, anorexia nervosa, compulsive eating	Yes		No	
e	An illness requiring more than two weeks' absence from Faculty or work	Yes		No	

If **yes** to any of the above, give details (e.g. when condition developed, severity, effects, treatment)

4	Have you ever received treatment from a psychiatrist, psychotherapist or counsellor?	Yes		No	
5	Are you currently taking any medication or treatment?	Yes		No	
6	Do you have any disability or health condition not already mentioned for which you think you may require support during your Field Trip?	Yes		No	
7	Do you have any religious or other constraints on medical treatment	Yes		No	

If **yes** to any of the above, give details

If you would like any further advice on your health in relation to your course, please contact the Student Occupational Health Service / Travel Health Adviser.

NB Ensure you have answered ALL questions. Your assessment cannot be completed until you do.

Declaration

I certify that my answers to the questions are complete, accurate and no information has been withheld. I understand that if this is later shown not to be the case it may result in my Field Trip Certificate being withdrawn or reconsideration of my suitability to travel. If between now and my due date of departing, my medical circumstances should change, I undertake to seek medical advice regarding my suitability to travel.

I give my consent for my General Practitioner to provide the medical staff at the Student Occupational Health Service/Travel Adviser with any medical information relevant to my assessment.

Signed..... Date

Print Name

Name_____DoB_____Destination_____

VACCINATION HISTORY

Please give details of your vaccinations against the following diseases. This is particularly important if your course/field trip exposes you to biological hazards. These details may be available from your General Practitioners medical records or Child Health Records.

	Date of First	Second	Third	Fourth	Fifth	Occ Health/Travel Health Adviser - Date Given
Polio						
Tetanus						
Diphtheria						
BCG/Mantoux (TB vaccination)						
Hepatitis A						
Hepatitis B						
Combined Hep A & Hep B						
Hepatitis B Anti HBs			Antibody Level	Date		
Typhoid						
Hep A & Typhoid						
Meningitis C						
Meningitis ACWY						
Japanese Encephalitis						
Rabies						
Yellow Fever						
Cholera						
MMR						
Other						
Malaria Prophylaxis						

Signature: _____ Date: _____

ADDITIONAL FOR OCCUPATIONAL HEALTH / TRAVEL ADVISER			
Has Traveller / Student been issued with:			
First Aid kit (if outside EU or for Group Leader for students) YES / NO	Sun cream / Insect repellent YES / NO / NA	Travel Leaflet YES / NO	Insurance Details YES / NO
Do Insurers need to be notified of health issues?	YES / NO	Does Traveller have EU health insurance card	YES / NO
NATHNAC / MASTA Checked	YES / NO	Occupational Health Health Adviser Signature	YES / NO

CONSENT FORM

FOR FIELD TRIP/STUDY/WORK ABROAD
CO-ORDINATOR / HEALTH ADVISER TO BE INFORMED OF IDENTIFIED
MEDICAL CONDITIONS

I _____ give my consent for the field trip co-ordinator
/ Health Adviser to be informed of my medical condition.

Medical Condition: _____

Advice re: Practical Implications:

FIELD TRIP DESTINATION: _____

Signature: _____

PRINT NAME: _____

Date: _____

FITNESS TO TRAVEL CERTIFICATE

FIELD TRIP/STUDY/WORK ABROAD

NAME:

D.O.B

COURSE:

YEAR OF ENTRY:

DATE OF TRAVEL:

DESTINATION:

THIS IS TO CONFIRM THAT BASED ON MEDICAL INFORMATION AVAILABLE, THE ABOVE NAMED STUDENT IS MEDICALLY SUITABLE TO ATTEND THE DEPARTMENTAL FIELD TRIP/PERIOD OF APPROVED RESIDENCE (WORK OR STUDY) ABROAD.

Additional comments if appropriate:

Signature:

Date:

Occupational Health / Health Adviser / GP / other qualified medical staff

STUDENT DECLARATION

I undertake to inform Field Trip Coordinator as soon as possible of any change in my medical circumstances between the date signed and the beginning of my Field Trip/Study /Work Abroad.

Signature:

Print Name:

Date:

Appendix 8 Example of an Emergency Incident Procedure

GUIDANCE NOTES FOR THE FIELDWORK LEADER AND SUPERVISING STAFF

NOTE: *Faculty/Department/Base Emergency Contact details - before giving a copy of this form to each member of supervision staff, the Fieldwork Leader must insert the names and contact telephone numbers as required below.*

DEFINITION

An emergency incident is defined as,

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury, or
- Circumstances in which a fieldwork team member might be at serious risk or have a serious illness, or
- Any situation in which the press or media are or might be involved.

INTRODUCTION

The following procedure is intended as a guide to enable staff to follow a course of action covering the main priorities at times of stress. Obviously no such list will ever be finite and there will be other necessary actions depending upon the situation. However, it is important that the relevant information is quickly and easily available whenever groups are off-site and whatever the time of day or night.

All staff supervising a group undertaking fieldwork, particularly an overseas visit, need to be familiar with the emergency procedures to be followed in the event of a serious accident/incident or fatality.

PLANNING AND PREPARATION

The fieldwork leader and supervising staff **must** have the following emergency contact information at hand:

- Faculty/Departmental and Security Emergency Contact telephone numbers.
- Lists of all participants, with address and telephone number of next of kin.
- Copy of **Risk Assessment** together with complete details of the itinerary.
- Copy of the **Emergency Incident Response Form** and the **Narrative Log**.

FACULTY/DEPARTMENT/BASE EMERGENCY CONTACT(S):

NAME:	HOME TEL. NO.:	MOBILE TEL. NO.:

ACTION TO BE TAKEN BY THE FIELDWORK LEADER OR SUPERVISING STAFF

1. Assess the situation.
2. Protect the group from further injury or danger.
3. Render first aid or other service as appropriate. Call Emergency/Rescue Services and/or Police as appropriate. State the nature of the emergency. Give your name and address/location and telephone number followed by:
 - The location of the incident.
 - The nature of the incident.
 - The names of the individuals involved.
 - The condition of those involved and where they are located.
4. Phone your Faculty/Department/Base Emergency Contact as soon as possible. Before making contact, it is advised that a copy of the *Emergency Incident Response Form* is completed, to ensure all relevant information is reported. It is likely that both leaders and participants will be in a state of shock, therefore:
 - Remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - If necessary request the police to assist.
 - Calm and comfort the participants and arrange for their evacuation.
5. Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy. Refer the press/media to the Pro Vice-Chancellor's Office at St Mary's.
6. If possible, do not allow group members to contact home directly until you have received authorisation. This measure is intended to ensure that relatives of those involved are contacted either by the institution or the appropriate authorities.
7. Retain all equipment involved in an unaltered condition.
8. Do not allow anyone external to see any group member without an independent witness being present.
9. No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.

WORLD WIDE EMERGENCY MEDICAL ASSISTANCE

The institution's contracted provider will assist in a medical emergency worldwide. They will:

- Arrange for the payment of all medical fees.
- Consult with doctors and hospital authorities abroad regarding treatment.
- Where it is considered preferable, bring the patient back to the United Kingdom.

- In cases of medical repatriation from abroad, where it is necessary for a medical attendant to accompany the patient this will be arranged.
- Where it is necessary, they will make the arrangements for a person to visit the patient or to accompany him/her.
- Ensure that this forms part of the risk assessment.

PROCEDURE TO ACTIVATE EMERGENCY MEDICAL ASSISTANCE

When you contact the Helpline; state that you are a visiting student group requiring medical assistance. The operator will request the following information:

- Name of patient.
- Location of patient.
- Name of the Department.
- Type of assistance required, e.g. payment of medical fees.
- Institutional Policy Number

Emergency Incident Response Form for Field Trips

St Mary's Security Emergency Number 0208 240 4060

SECTION 1 - to be completed when making telephone call		
a)	Name of person reporting the incident:	
b)	Contact Number:	Fax Number:
c)	Name of person receiving telephone call:	
d)	Date:	Time:
SECTION 2 - to be completed before telephoning St Mary's		
a)	Fieldwork Leader's Name:	
b)	Location:	
c)	Representing Establishment:	
d)	Name of Contact (if different from 1a above):	
e)	Dedicated Telephone Number to Use (if different from 1b above):	
SECTION 3		
a)	Nature of incident:	
b)	Location of incident:	
c)	Date of Incident:	Time of Incident:

SECTION 4

a)	Number of people involved in incident:		
	Injured:	Fatalities:	
b)	Names of Casualties and Witnesses:		
Casualty or Witness	Surname and First Name or Initial	Adult or Child	Injuries

SECTION 5

a)	Are all party members accounted for?
	If not what measures are being taken to locate missing party members?
b)	Who is co-ordinating this search?

SECTION 6

a)	Which services or advice have been called? (e.g. Police/Ambulance/Fire & Rescue/Mountain Rescue/Coastguard/Doctor/Health & Safety etc)
b)	Which services or help are at scene of incident?
c)	What other action has been taken?

d)	What immediate assistance is required?
SECTION 7	
a)	Location of Hospital where injured taken:
b)	Telephone Number:
c)	Name of member of staff accompanying injured to Hospital:
d)	Name of member of staff who is supervising the uninjured members of the party:
e)	Location of uninjured members of the party:
SECTION 8	
<p>Following the initial report of the incident, the Officer identified below is now nominated as the Contact Officer in respect of this incident.</p> <p>Name : _____</p> <p>Tel No: _____</p>	

FIELDWORK INCIDENT NARRATIVE LOG

[illegible]

Appendix 9 Health Advice

Common Health and Medical Conditions

It is not possible to provide comprehensive details of all possible health / medical conditions, and many travel health reference books are available. Five of the more common considerations for fieldwork are listed below:

Deep Vein Thrombosis

It is believed that there is an association between long haul travel and the risk of Deep Vein Thrombosis even though the incidence is low. It is possible that aircraft conditions and sitting in a fixed position for long periods of time may contribute to this risk which can be reduced by the following:-

- If you have concerns vis-à-vis your medical history, discuss this with the Occupational Health Service / your General Practitioner / Specialist.
- Wear compression stockings (below the knee and correctly fitted)
- Avoid sleeping tablets
- Exercise legs and calf muscles during the flight
- Avoid dehydration by drinking lots of water and fluids during the flight but try to avoid alcohol.

Jet Lag

Crossing time zones can result in fatigue and disorientation.

- Try to adapt as quickly as possible to the new local time, e.g. by resting at night even if not tired; and avoid “naps” as this delays adaptation.
- Be cautious with the use of drugs to induce sleep as these may prolong adaptation.
- If at all possible avoid driving for at least twenty-four hours after arrival.

Diarrhoea

This is the most common ailment to affect travellers, especially in hot countries. It may result purely from a change in routine, temperature, diet etc but may also be due to infection which can largely be avoided by taking simple hygiene precautions.

- Wash hands before handling food and after going to the toilet.
- Check the potability of the water supply and if appropriate or in doubt use bottled or sterilised water (use this also to clean teeth.)
- Eat only hot, freshly cooked food from appropriate sources, e.g. avoid street vendors.
- Avoid ice cream and ice in drinks.
- Only eat “peelable” fruit.
- Avoid salads which may have been washed in contaminated water.
- Avoid shellfish.
- Avoid unpasteurised milk.

Sunstroke

Never underestimate how ill you can become following exposure to the sun. It is sensible advice to:

- Wear a hat with a brim, long loose clothing, sunglasses etc.
- Use appropriate sun block.
- Avoid the midday sun.

- Avoid dehydration and ensure that you drink copious fluids (non alcoholic), especially if exercising.

Travel and Altitude Sickness

Travellers who arrive at high altitude airports, and those who climb mountains above 2400 metres, are at risk of developing altitude sickness. There is no way of anticipating who will be affected, and neither does a previous episode predict whether a traveller/participant will be vulnerable on another occasion. It is important to allow time in your schedule for acclimatisation which allows for the physiological changes required to cope with the potentially fatal effects of low oxygen at altitude. On arrival at a high altitude airport from low altitude/sea level, you should try to schedule one to two days of rest before attempting ascent to a higher level. If walking, plan to climb no more than 400 metres each day. However, this should be reduced to 150 to 300 metres per day if your total ascent will be more than 4300 metres. For those visiting multiple destinations, it is important to remember that any physiological changes gained are lost within one to two days after descending to sea level and you should therefore plan your itinerary with this in mind.

As far as treatment is concerned, simple headaches can be relieved by using analgesics such as paracetamol. Acetazolomide at 125-250mg twice daily may provide a useful prophylaxis against acute altitude sickness. However in the case of persistent symptoms e.g. headaches, nausea etc it is advisable to descend 300 metres immediately and if the symptoms fail to subside you should continue descent.

Appendix 10 Risk Assessment

ASSESSMENT OF RISK FACTORS INVOLVED IN FIELDWORK AND OTHER OFF-SITE ACTIVITIES

To comply with requirements of the Health and Safety at Work Act (HSWA) 1974 and The Workplace (Health, Safety and Welfare) Regulations 1992.

To be completed by named leader prior to an activity in the field.

Copies to be retained by named leader (in field) and senior line manager (base). It is the named leader's responsibility to inform in advance all leaders and students of safety codes and practices.

ORGANISATION

Description of activity																				
Fieldtrip locality/localities																				
Dates																				
Named leader(s)																				
<p>Details of leaders. (Status categories include: academic staff; technician; postgraduate; student leaders; field centre member.)</p> <table border="1"> <thead> <tr> <th><u>NAME (in full)</u></th> <th><u>STATUS</u></th> <th><u>EXPERIENCE</u></th> <th><u>QUALIFICATIONS</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>NAME (in full)</u>	<u>STATUS</u>	<u>EXPERIENCE</u>	<u>QUALIFICATIONS</u>																
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Staff-student ratio																				
Maximum size and number of supervised groups																				
Minimum size and number of supervised groups																				
Nature of (full-time / part-time / independent) fieldwork and expected hours of supervision																				
Emergency contact name, address and telephone number for field party																				
Emergency contact name(s), address(es) and telephone number(s) for base (both senior line manager and University). Include hours of availability.																				

ITINERARY AND LOGISTICS OF FIELDTRIP

Summary of travel / accommodation arrangements. (Include itinerary, addresses and relevant risk assessments).
Summary of potential delaying factors
Language barriers (if foreign fieldwork)
Security for party / equipment
Have all external permissions been granted?

MEDICAL AND PERSONAL

Summary of medication requirements of named members (also attach medical questionnaires and Fitness to Travel Certificates)
Summary of vaccinations, if required (also attach vaccinations history or list)
Summary of physical / mental well-being of named members (see medical questionnaires)
Availability of medical care / emergency services

Possible contacts with animals / zootonic infections
Details of any health advice circulated to all participants
Interpersonal relationships
Language difficulties in group

PHYSICAL

The nature of the environment
The best / worst climatic scenario
Tide tables
Expected river states
The taking / handling of specimens
Possibilities of encounters with wild animals

FIRST AID

Summary of first available including first kits and named qualified first aider
Details of nearest hospital(s) and standards of healthcare available

EMERGENCY ARRANGEMENTS

Has a detailed Incident and Emergency Plan been created? (Please attach)	
Has a copy of the plan been left with the University base?	
Does the level and depth of the plan consider the level of risk associated with the fieldwork?	
Does the level and depth of the plan consider the level of competencies of the leaders and participants?	
Does the level and depth of the plan consider the level of risk associated with the country of destination?	
Have all stakeholders been given a copy of the plan?	
Do you have access to the Emergency Incident Response Form for Fieldtrips?	

LEGAL

Protective / safety clothing needs
Potential for hazardous unauthorised actions
The law of trespass
Relevant legislation UK / EU / Other
Insurance cover
Liability

AGREEMENT AND AUTHORISATION BY SENIOR LINE MANAGER
(E.g. Head of Faculty)

Signature of named leader	Date
Authorisation signature of senior line manager	Date
Name and position of senior line manager	
Comments by senior line manager	

Please note that an assessment of the accommodation used in each case is usually provided by the host organisation. If this is not provided, the fieldtrip leader/organiser must carry out a risk assessment of the accommodation prior to the visit.

Document title	Policy for Fieldwork, Outdoor and Off-campus Activities
Version	3
Person responsible	Facilities/ HSO
Author	Terry Docherty/Graham Smith
Document date	March 2006
Last amended	January 2013, Feb 2016, March 2017, Oct 2019, Aug 24
Effective from	March 2006
Review date	October 2026
Impact Assessment date	TBC
History (where discussed / who circulated to / committees considered	HSOSC and HSC/Dinah Asante/