

Code of Practice for Safety in Fieldwork and Off-Campus Trips for Undergraduates and Masters Students, Department of Geography, University of Sussex

Please read the following advice based on the *Local Rules and Notes of Guidance for Safety in Fieldwork* SSC/79/1 1996 and the *Draft Guidance on Safety in Fieldwork in the UK and Overseas 2010*, then sign and hand in the slip at the foot of the page.

Safety Advice:

1. Responsibility for fieldwork safety operates through a chain of command—from the Head of School through the Head of Department, Laboratory Director, fieldwork supervisor or leader to the individual students.
2. The fieldwork leader will assess the potential hazards and risks, and issue safety advice. Each student has a clear responsibility to follow the advice given, and to give due regard to the safety of other students and members of the public. On field classes to non-hazardous environments (e.g. safe urban areas) the field class leader may instruct students to undertake group or individual field data collection activities. In these situations the student, following guidance from the field class leader, is responsible for his/her own safety.
3. All students who are scheduled to undertake fieldwork excursions must inform their fieldwork supervisor of any relevant health problems e.g. diabetes, epilepsy, at the earliest opportunity. At the time of departure into the field, they must also make sure that their fieldwork leader is aware of any health problems so that he or she can make sure that the appropriate organisational arrangements can be made.
4. Field excursions and other off-campus trips (e.g. to museums and archives) will involve a departure and return check and it is essential that students adhere to the procedure to ensure that no false search operations are mounted unnecessarily.
5. Some fieldwork may involve exposure to severe weather. Students must ensure that advised equipment and clothing are used.
6. Where special equipment has been advised by the organiser (e.g. life jackets, torches, compasses whistles, first aid kits), it is essential that students do not proceed without this equipment.
7. On private property follow local safety rules—often warning notices are posted e.g. in quarries you may need to wear goggles to keep grit from your eyes or to wear helmets where loose rocks may fall. You may have to keep clear of sprayed crops.
8. If an accident occurs, get the injured person to medical attention, if required. Report the incident to your fieldwork leader or fieldwork supervisor.

Simple Rules:

- Unless trained to do so, do not handle wild animals or farm livestock.
- Do not smoke or undertake operations, which might cause fire in dry vegetation.
- Try not to get lost—if you are in small groups or in pairs you must keep together—never out of earshot. Try to avoid exposure and cold.
- Students undertaking project work on their own MUST report when they have set off and when they have returned. Details of arrangements must be worked out with their project supervisor.
- Think carefully—and be alert to possible hazards—even during leisure activities.
- Consult your supervisor before undertaking any fieldwork operations, and ensure that you have considered the possible hazards, have obtained advice and have worked out a safe system of work to minimise the risk.
- REMEMBER on completion of work always report back to the fieldwork leader at the appointed time.

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I have read the Code of Practice for Safety in Fieldwork as it applies to undergraduates, and agree to follow these procedures.

Name:

Signature:

Date:.....