



University of Sussex

# Fieldwork Safety Policy

Oct 2013

Reference	Title	Created	Owner	Review
HSO-SC Aug 13	Fieldwork Safety Policy	May 2013	Health, Safety and Wellbeing Office HSO/(SC)	Oct 2016

**University of Sussex**

**Fieldwork Safety Policy**

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## 1. Introduction and Scope

There will be occasions when members of staff and students of the University may have to travel, either in this country or abroad in the course of University business or fieldwork activities. This may well take place in countries that are considered “safe for travellers”, but may well take place in countries (or parts of countries) where the Foreign Commonwealth Office (FCO) may advise against travel. **However, no member of staff or student should be expected to travel to a country where there are legitimate concerns about personal health or safety.**

## 2. Purpose

This document sets out the University procedure **for Heads of Schools, academic supervisors, fieldwork leaders and managers who are responsible for the health and safety of staff, students and other participants in fieldwork. Fieldwork must be properly managed so that the University can demonstrate that it has done all that is reasonably practicable to minimise risks to health and safety; and to reduce the likelihood of any reasonably foreseeable accident during fieldwork.**

## 3. Definitions

Fieldwork – Any work carried out by staff or students for the purposes of teaching, research or other activities while representing the University off-site.

This covers:

- All Staff
- All postgraduate and research students
- All undergraduate students who participate in fieldwork trips organised by their school, as part of their course of study

Fieldwork includes;

- visits to overseas universities and other academic institutions
- attendance at conferences and recruitment fairs
- Organised visits for groups of students e.g. geological/geographical features, museums, industrial plants etc.,
- undertaking social science/psychology visits and interviews,
- fieldwork such as survey/collection work carried out by geologists or biologists.

## 4. Responsibilities

### 4.1 Legal Requirements

#### 4.1.1 Criminal Liability

- The University has a 'duty of care' under the Health and Safety at Work etc. Act 1974 to protect the health, safety and welfare of its staff and students from reasonably foreseeable hazards.
- The Management of Health and Safety at Work Regulations 1999 state that the University must ensure that a suitable and sufficient Risk Assessment is made of the hazards and associated risks to health from such travel and its related work activities - and that suitable control measures are put in place to reduce the risks to as low a level as is reasonably practicable.
- Under the Corporate Manslaughter and Corporate Homicide Act 2007 an organisation is guilty of the offence of corporate manslaughter if the way in which its activities are managed or organised by its senior management causes a person's death, and amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased.
- Individuals and Institutions are also subject to the laws of the countries in which visits take place. Any criminal prosecution or civil action may also be brought in that jurisdiction either independently or as well as in the UK.

Failure to comply with these requirements can have serious consequences for both the University and individuals. Potential sanctions include fines and imprisonment, and any legal action can result in reputation damage.

#### 4.2 Civil Liabilities

The nature and extent of civil liabilities between the University and the fieldwork participant, and the nature and extent of their civil liabilities to others, are affected by many factors which can only be resolved in the courts and may depend upon which country's legal system is deemed to have jurisdiction.

#### 4.3 Managerial Responsibility

4.3.1 The responsibility for ensuring that suitable management systems are in place for the safe conduct of fieldwork lies with the University and ultimately with the Vice Chancellor and Council.

4.3.2 The Head of School/Department/Service has overall responsibility for health and safety in their School, Department or Service. They must ensure that fieldwork leaders and supervisors are authorised and competent, and that there is clarity of roles and responsibilities. The Head of School must ensure that the risk assessment of the fieldwork is made and that a safe system of work has been established for all staff, students and other participants. The Head may delegate this duty to the member of staff organising or leading the fieldwork, but overall accountability for health and safety cannot be delegated.

In addition to the above the Head of School must:

- Ensure compliance with the Fieldwork Policy;
- Approve any fieldwork activity that involves work in a country or geographical area to which the Foreign & Commonwealth Office advise no, or no non-essential, travel;

- Appoint a fieldwork leader who has the task of overall supervision;
- Ensure that staff involved in fieldwork have the personal capability and competency to lead, especially under possibly adverse conditions, and that they have sufficient awareness of the obligations to those under their supervision;
- Ensure that relevant information, instruction and training is provided to staff and students to allow adequate risk control for the activity;
- Ensure that fieldwork participants are informed of the risks and then trained in appropriate techniques to enable them to carry out fieldwork safely in the particular environment;
- Ensure that any accidents/incidents that occur are reported, the cause investigated, and that serious injuries or major incidents are reported directly to the Health, Safety and Wellbeing Office.

#### 4.4 Fieldwork Leaders and Supervisors Responsibility

Fieldwork leaders or supervisors are unlikely to be held personally accountable for breaches of health and safety, accidents or near misses unless they:

- act outside of the terms of his/her employment;
- do not adhere to the agreed risk control measures;  
do not maintain adequate supervision (as identified by the risk assessment) of the persons for which they are responsible

The fieldwork leader/supervisor is responsible for the day-to-day management of health and safety during the fieldtrip. They must also ensure that fieldworkers are familiar with the findings of the risk assessment, the control measures that have been put in place and that they have sufficient instruction, information and training to be able to work without endangering their own, or others, health, safety or welfare. This will include the arrangements in place for dealing with emergencies.

#### 4.4 Individual Responsibility

It is a legal requirement that employees comply with any measures designed to protect their health, safety and welfare and inform their supervisors or responsible persons of any failures in risk control. There is a legal requirement not to interfere with anything provided for their own, or others, health, safety and welfare. Vicarious liability usually means that the employer is responsible for the actions of his employees which result in injury to a third party. However, fieldwork group members who **act negligently or do not comply with the agreed terms of fieldwork may** be held personally liable for any damage or injury that results from their negligent acts.

##### 4.4.1 Student's Responsibilities

It is the responsibility of the student to follow the safety recommendations detailed in the risk assessment and to work as instructed by their supervisor. Students should not sign the fieldtrip risk assessment unless they feel they have been properly informed of the risks attached to the fieldwork activity.

Additionally, students should not sign if they feel they have not been given sufficient instruction and training to be able to work in accordance with the specified risk

control measures and without endangering their own, or others, health, safety or welfare.

Students are expected to act in a responsible manner at all times during a fieldtrip, even when there is no scheduled activity. Students who do not follow the University 'code of behaviour' (Appendix 4) may face disciplinary procedures.

## **5. Details of procedure/operational details**

### **5.1 Risk Assessment**

Risks from work, teaching or study undertaken away from the University need to be assessed and controlled to the same standard as work in the University. The key responsibility for this lies with the fieldwork leader or supervisor in charge of the trip. He or she is responsible for ensuring appropriate precautions are planned, put into place and followed. High risk activities or locations will require formal approval from the Head of School/Department before travel. There may also be a requirement for health clearance. See Health Declaration Form Appendix 5

Risk assessment for fieldwork should be 'suitable and sufficient' and will:

- Identify foreseeable significant risks
- Be appropriate for the level of risk and the activity
- Enable the assessor to identify and implement reasonably practicable control measures
- Detail accident and emergency procedures
- Reflect current knowledge of the activity
- Reflect the suitability of the activity for students with disabilities or special educational needs
- Remain valid for the period of the activity
- Be fully explained to students participating in the activity
- Be reviewed if there are any changes to either the activity or the age/experience/special needs of personnel involved.

Risk assessment and fieldwork practices for all student and staff activities should be agreed with either the Head of School/Department or the School Health and Safety Coordinator before execution of the fieldwork.

A copy of the risk assessment signed by either the Health, and Safety Coordinator (HSC) or the Head of School/Department will be retained as evidence that the activity has been approved. Any completed health declaration forms will need to be taken into consideration when carrying out the risk assessment and these should be kept by the HSC or school admin office.

**Only activities on the signed risk assessment should be carried out by fieldworkers.**

See Appendix 2 for the – 'Guidance for completing a risk assessment';

See Appendix 3 for the 'Risk Assessment template'.

It is vital that all fieldwork is planned sufficiently in advance of the intended departure, so that Schools and Departments can consider the proposal in suitable detail and approve it at an appropriate level.

## 5.2 Planning

All fieldwork is unique, and there will be variables that need to be considered for each instance of fieldwork. For example the varying competence of the group; participants' individual special needs; changes to or at the field site; and the introduction of new activities or methods. Schools/Departments may routinely send or allow participants to travel to remote, hostile or unstable environments, or to carry out work which of itself poses a risk. The effort and detail required in planning fieldwork is largely commensurate with the risks identified. Particular attention should be paid to fieldwork leaders becoming complacent with conducting well established but high risk activities and/or undertaking routine work in unfamiliar or higher risk surroundings.

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

See Appendix 1 for the 'Guidance to Planning for Fieldwork Activities'

## 5.3 Threat analysis

A fundamental part of the initial assessment of the safety of any fieldwork activity – either in the UK or overseas – relates to consideration of security and political threat levels, significant natural hazards, and health risks. This should include both the field site/destination and travel considerations. In order to assess these threats the fieldwork leader or independent fieldworker must have access to adequate, up-to-date information. For areas of political unrest this information must be kept under review at all stages both prior to departure, and during the work.

The threat analysis should be used to inform the risk assessment and influence the planning and authorisation process. Those risk assessments with high or unusual threat or risk levels will require approval by the Head of School/Department. Specific threats of violence arising from the nature of the fieldwork (for example some aspects of social research on contentious topics or with volatile individuals) should also be captured, and controls detailed in the risk assessment process.

## 5.4 Health Matters

5.4.1 General Health - All fieldworkers should be in good health. Advice should be sought from the Occupational Health Department if there is any doubt about the

effects of specific locations or environmental conditions on any individual medical condition.

All students are required to complete a Health Declaration Form prior to trip. See Appendix 5

5.4.2 Students with disabilities or special educational needs – Where possible, students with disabilities or special educational needs will be allowed access to fieldwork. **Reasonable** adjustments to planned activities should be made to accommodate such students.

Adjustments can include:

- Using more accessible sites
- Participation in group work activities with non-disabled students
- Observation and analysis off-site
- Participation through video and lab work
- Engaging in virtual fieldtrip activities

Exclusions from fieldtrips – There is justification for excluding any student from fieldwork if they have a condition or fitness profile which could adversely affect their own, or others, health safety and welfare.

Exclusion may also be justified if inclusion:

- Cannot be achieved by reasonable adjustments
- Could disadvantage the rest of the group
- Would educationally compromise the fieldwork activity or purpose of the expedition

5.4.3 Immunisation and Health Surveillance – Advice and medical opinion should be sought from the Department of Health. Staff can consult the University Occupational Health Adviser as to appropriate immunisation for work in different countries.

Participants should be encouraged to seek advice from their own medical advisers, both before fieldwork and, if any ill health is suspected, after fieldwork is completed.

## 5.5 Health Education

Fieldwork participants should receive information and instruction on possible health hazards and how to avoid them. Supervisors should familiarise themselves with the nature of the health risks in remote locations. The Occupational Health Unit should be able to give advice. See Appendix 4 for a list of contacts.

Health hazards:

- physical hazards (sunburn, hypothermia, frostbite, altitude sickness, dehydration etc.)
- chemical hazards
- biological hazards, including zoonoses
- dangerous animals and plants, including biting insects and those which spread disease
- gastro-intestinal disorders and food poisoning

Please note that staff are not allowed to give any medication to students. Accordingly, individuals participating in fieldwork activities should take along their own painkillers, anti-diarrhoeal preparations, anti-histamines, etc.,

### 5.6 Injury and ill health in the field

Any incidence of injury or ill health in the field should receive prompt medical attention. In some environments trivial injuries can quickly escalate to serious medical conditions.

For travel outside the UK, information about local medical facilities should be sought before the fieldtrip begins and the appropriate insurance forms or certificates should be carried at all times.

### 5.7 Emergency Response Planning

Prior to any travel it is essential that an emergency plan is put in place, the level and depth of the emergency plan will relate directly to the level of risk associated with the fieldwork or trip.

One copy of the emergency plan should be lodged within the School and a copy of the plan should accompany the fieldwork leader or supervisor. Where relevant, the plan should cover the following:

- Travel Itinerary – flight numbers, departure times, accommodation address, telephone number, schedule of any planned meetings, or events etc., with relevant contact details provided.
- Next of kin contact details
- Dealing with a medical emergency, consideration should be given to the remoteness of the destination, the fitness of participants, the access to hospital facilities and standards of health care available in the country.
- Financial Plan for emergencies
- Contingency planning for severe changes in weather conditions, natural disasters, civil unrest, etc.,
- Missing persons procedures.
- Reporting procedures for advising the University in the event of an accident or incident.
- Communication strategy, especially important for those going to remote locations.

#### 5.7.1 First-aid

Where appropriate fieldwork groups should contain at least one member who is trained in first aid and holds a first aid certificate.

It is also advisable for all members of staff on fieldwork trips to be familiar with the principles of emergency first aid.

Adequate first aid supplies should be taken along on **all** trips and all activities that take place outside of the University.

#### 5.7.2 Accident and emergency procedures

- an 'emergency procedures plan' should be established for all fieldwork

- fieldworkers should be informed of the content of the plan and trained in its execution
- fieldworkers should be warned not to put themselves at risk
- leaders should ensure that the accident or incident does not escalate – remove rest of party from hazardous location and ensure they have adequate supervision
- others should be warned of potential danger
- the fieldwork leader should have the means to send for help and should not delay in contacting the emergency services or other sources of assistance
- the fieldwork leader should know the whereabouts of the party at all times and should be able to inform the emergency services of the party's precise location
- **all** accidents or dangerous occurrences should be reported to:
  - the local fieldwork centre or host institution (if appropriate)
  - the School Health and Safety Coordinator
  - the University Health, Safety and Wellbeing Office

as soon as practicable.

- The school/unit Health and Safety Coordinator should complete an accident/incident report via the University's Incident Reporting System, further details on reporting incidents can be found at: <http://www.sussex.ac.uk/hso/healthandsafety/accidentreporting>
- Serious injuries must be reported to the Head of School/Department and also to the University Health, Safety and Wellbeing Office. Out of Hours: The Security Office (01273 873333) holds a cascade contact list of senior staff in all areas of the University.

Some accidents/occurrences may have to be reported to the Health and Safety Executive within a certain time scale (immediately for fatal accidents/major injuries and within ten days for injury resulting in absence from work, or an inability to carry out normal duties, for more than 7 days. Such reports will be raised by the University Health, Safety and Wellbeing Office). 5.8 Insurance

Employers Liability Insurance – covers the University for its legal liability to employees for death, injury or disease arising out of the normal business of the University.

Public Liability Insurance – covers the University for its legal liability for damages in respect of accidental injury to non-employees, and loss or damage to material property, happening in connection with the normal business of the University.

Criminal Liability – it is not possible to insure against criminal liability arising under the Health and Safety at Work, etc., Act; however, the employer's liability policy cover extends to include liability in connection with, or arising out of, defence costs in respect of the Act.

Travel Insurance – All staff travelling on behalf of the University are responsible for ensuring that they have informed the Insurance Officer that they are travelling in order to receive appropriate insurance cover. All staff must complete a travel insurance form and send it to the Insurance Officer at least a week prior to the intended departure date.

It is the responsibility of the Fieldwork Leader to ensure that all participants attending any fieldwork activity have appropriate travel insurance.

Further information regarding University provisions for student travel insurance can be found in Appendix 6

### 5.9 Publicity or Contact with the Media

In the event of a major incident or serious injury which may generate media interest, Fieldwork Leaders or supervisors should refrain from giving interviews or making comments to the media.

Any such communication should be referred to the University Press and Communication Department, who will make the announcement on the University's behalf.

## **6. Competence and Training**

The Head of School/Department is responsible for ensuring that the Fieldwork Leaders have sufficient information, instruction and training to be able to understand the importance of risk control measures. The level of information, instruction and training required will be identified by the risk assessment. Fieldwork Leaders should also have sufficient experience to ensure their own safety, and the safety of fieldworkers under their supervision.

Where appropriate Fieldwork Leaders should be trained in first aid and, depending on the activity, may need to be trained in survival skills and rescue techniques, e.g. for fieldwork conducted in potentially hostile environments, such as mountain work in winter, sub-aqua activities, etc.,

## **7. Monitoring, audit and review**

An appropriate level of monitoring of health and safety arrangements must be an on-going process during fieldwork, and procedures must be adapted and documents, instructions etc., updated as necessary.

In accordance with requirements to manage and supervise health and safety, and to keep policies and risk assessments under review, it is good practice post-fieldwork to review the activity to capture any recommendations for improvement.

The Health, Safety and Wellbeing Office will also conduct independent audits, inspection and compliance checks throughout the year.

## **Reference/Related Documents**

University of Sussex Risk Assessment Guidance  
<http://www.sussex.ac.uk/hso/healthandsafety/riskassessment>

[University of Sussex Guidance notes for staff engaging in overseas travel on international office business](#)

UCEA guidance on Health and Safety in Fieldwork  
<http://www.ucea.ac.uk/en/publications/index.cfm>

Foreign & Commonwealth Office  
<http://www.fco.gov.uk/en/travel-and-living-abroad/>

The National Travel Health Network and Centre  
<http://www.nathnac.org/travel/index.htm>

The Hospital for Tropical Disease  
<http://www.thehtd.org/>

Worldwise – Personal Safety Travel Advice  
<http://www.suzylamplugh.org/personal-safety/worldwise-general-personal-safety-travelling-advice/>

## **Training**

University of Sussex Risk Assessment Training  
<http://www.sussex.ac.uk/hso/training/coursesformanagersandsupervisors#risk>

IOSH Managing Safely  
[http://www.sussex.ac.uk/hso/training/coursesformanagersandsupervisors#managing\\_safely](http://www.sussex.ac.uk/hso/training/coursesformanagersandsupervisors#managing_safely)

Fieldskills and Training Expertise  
[www.fieldskills.com](http://www.fieldskills.com)

Suzy Lamplugh Trust  
<http://www.suzylamplugh.org/training/>

## Appendix 1

### Guidance for Planning

#### Meetings and Conferences

Off-site meetings and conferences usually present no significant health and safety risks, but travelling abroad may present additional risks that need to be addressed. Each school/department should have a generic risk assessment for such activities. However, where the Foreign Commonwealth Office advises against travel, a specific risk assessment should be completed and signed off by the Head of School/Department. Risk assessments and travel itineraries should be retained by the Health and Safety Coordinator/School Admin Office

[Please refer to Guidance notes for staff engaging in Overseas travel on International Office Business.](#)

Key things to consider are:

1. Emergency contact information – anyone attending a meeting or conference must leave information with their school/department on, details of the activity, location, itinerary, return time, and contact details.
2. Means of transport – Use of public transport should be encouraged, however where this is not possible and staff use their own cars or hire cars, travel times and rest breaks must be incorporated into the trip, reference should be made to the Driving at Work Policy and the associated guidance <http://www.sussex.ac.uk/hso/healthandsafety/riskassessment/workrelateddriving>
3. Lone Working – consideration should be given to; personal safety, medical emergencies, time of travel, unsafe areas, walking to car parks/public transport.
4. Health advice – if travelling abroad, advice on vaccinations and other travel health precautions must be sought <http://www.nathnac.org/travel/index.htm>
5. Security when abroad – The Foreign and Commonwealth Office (FCO) advice must be checked for security advice. If visiting potential 'hotspots', the checking process should continue right up to the day of travel and also whilst away, since it is possible that the situation may change quickly.  
<https://www.gov.uk/foreign-travel-advice>

#### Hosted Research

Hosted research has the same basic requirements as for conference travel – emergency contact information should be lodged with your school/department and, if the visit involves foreign travel, FCO security advice must be obtained and followed.

*Additionally*, if the visit will include involvement in hazardous research activity, then assurance must be obtained from the host institution that appropriate health and safety arrangements are in place for the visit.

## Fieldwork Activities

It is vital that all fieldwork is planned sufficiently in advance of the intended departure, so that Schools and Departments can consider the proposal in suitable detail and approve it at an appropriate level.

### Core Actions

- Establish the purpose of the fieldwork and the value of expected outcomes.
- Identify the proposed fieldwork team and as many of the participants and stakeholders as possible at an early stage of the planning.
- Identify potential participants including young (under age of 18) or vulnerable participants.
- Identify all permissions required in advance and ensure they are obtained.
- Identify any relevant legislation of the country where the fieldwork is taking place.
- Empower the fieldwork leader to act in the interests of safety, to change itineraries or abort fieldwork when the situation changes or puts individuals at risk of injury.

### Good Practice

- For supervised fieldwork ensure that participants are aware of the 'code of conduct' (see appendix 4), including potential disciplinary action.
- Plan all outline itineraries in advance - at the start of the planning process.
- Identify all stakeholders, e.g. Sponsors, Relatives, the responsible persons in organisations providing participants on a voluntary educational or charitable basis.
- Include fieldwork health and safety costs (training, equipment, etc.) when preparing estimates and grant applications.
- Develop a procurement plan if specialist equipment or services will be needed.
- For supervised fieldwork, where reasonably practicable, a preparatory visit should be made to the field site and evaluation made of local facilities and services with particular regard to the needs of known or likely participants.

## Appendix 2

### **Guidance for Completing a Risk Assessment**

The principles of risk assessment and duties imposed on responsible persons are detailed in the Management of Health and Safety at Work Regulations 1999.

Regulation 3 requires responsible persons to make a suitable and sufficient risk assessment of the risks to health, safety or welfare of persons not in the employment of the organisation, but who may be affected by its undertaking.

#### Principles of Risk Assessment

- Identify hazards
- Determine who may be affected by hazards
- Formulate control measures to eliminate hazards or reduce risk as far as is reasonably practicable
- Record assessment
- Review assessment at regular intervals and also if there are any changes in activity (personnel, equipment etc.), or as the result of an unplanned incident/accident.

#### To ensure risks are minimised and control measures used you must

- Ensure students have sufficient instruction, supervision and training to be able to perform tasks safely.
- Make the content and findings of the risk assessment known to students before starting the activity.

The magnitude of the risk and the nature of the activity will determine the appropriate staff/student ratio. The nominal ratio is 1:10. Students should not work unattended or unsupervised.

#### **Examples of physical hazards**

Climatic, amount of daylight, temperature, broken glass, metal fragments, needles, traffic, mud/sinking sand, high tide, swiftness of incoming tide, river depth/current, cliffs/depressions, steepness of slopes/banks, other users of site.

#### **Examples of chemical/biological hazards**

Oil, paint, pollution from industrial chemicals/sewage, excrement, discarded needles, allergenic substances, zoonoses (Hantavirus disease, Hydatid disease, Leptospirosis, Lyme disease, Orf).

#### **Possible controls**

Protective clothing, change of clothing, only students who can swim should be allowed near water, inspection/selection of site, clearing obvious hazards, life jackets, ropes, torch, accompanied by experienced person (increased duty of care required for persons under eighteen), information/instruction to students.

#### **First Aid**

Group should be accompanied by at least one first-aider, first-aid provision

#### **Emergency procedures**

Mobile phone and contact numbers, instructions on emergency procedures, importance of self-preservation (students should not put themselves at risk trying to help others), emergency equipment to be available.

### Core Actions

- Ensure that the complexity of the written assessment is proportionate to the perceived level of risk. Where appropriate, contingency plans should be built into risk assessment documentation before fieldwork begins and relate directly to the threat analysis/risks identified.
- Ensure that the risk assessment includes risks posed both to those participating in the fieldwork, and to other persons who may be affected. All assessments should record the name of the author and the date it was produced or updated.
- Share significant findings of risk assessments with fieldwork participants and ensure they are understood and accepted. An important aspect of this process is that any residual risks associated with the fieldwork should be clearly communicated. Consent is then on an informed basis and expectations of participants will be realistic.
- The risk assessment (and contingency plan, where appropriate) should be revised throughout the fieldwork to ensure that it is always up to date and relevant to changing circumstances.

### Good Practice

- Ensure that the fieldwork leader or the individual responsible for the activity has responsibility for producing the associated risk assessment.
- Include within the risk assessment document references to the source of information used to inform the risk assessment.
- For supervised fieldwork engage participants in the process of risk assessment as this can be a useful learning tool. However, the risk assessment produced must be signed off by the fieldwork leader and also the Head of school or unit for *high risk* activities. Participants could also be encouraged to review risks whilst in the field and suggest safety management strategies.
- Where possible, tie the risk assessment review process into another feedback mechanism e.g., student feedback.
- Consider ethical and environmental risks and include these issues within the management strategies adopted.

Appendix 3



**FIELDWORK RISK ASSESSMENT FORM**  
**SECTION 1 – FIELDWORK DETAILS**

<b>Fieldwork</b>	<b>Enter objective of fieldwork</b>
<b>Duration</b>	
<b>Location</b>	
<b>Description of activities</b>	
<b>Course Organiser/Fieldwork Leader</b>	
<b>Course Supervisor</b>	
<b>Staff/Students involved</b>	<b>Number of Staff/Postgraduates/Undergraduates</b>
<b>Management/Supervision</b>	<b>If lone working is unavoidable a detailed 'reporting in' procedure must be described. If fieldwork involves overnight accommodation away from home this must also be included see also Section 5</b>

**SECTION 2 – HAZARD IDENTIFICATION**

Potential Hazards?	Who is at risk and how could they be injured?	What Control Measures are in place?	Severity x Likelihood (after control measures have been implemented) = Risk Rating			
			Severity	Likelihood	Risk rating	Tolerable yes/no
<b>a) Location</b>						
<b>b) Weather</b>						
<b>c) Transport/Vehicles</b>						
<b>d) Accommodation</b>						
<b>e) Handling</b>						
<b>f) Health and Fitness</b>						

g) Lone Working						

SECTION 3 – PERSONS AT RISK	
Identify Persons at risk	

SECTION 4 – ENVIRONMENTAL PROTECTION	
Measures to protect the environment	

SECTION 5 – EMERGENCY PROCEDURES		
First Aid Arrangements	Carry a first aid kit Carry a fully charged mobile phone and switch it on – <b>NB ensure network coverage is available</b>	
Emergency Contact Arrangements	Name: Checking in times: Tel no:	
Contact Details	University Security (24 hours): 01273 873333 Line Manager/Supervisor: Parent/Guardian:	

SECTION 6 – TRAINING/COMPETENCE REQUIREMENTS	
<b>Staff</b>	<b>Enter training required</b>
<b>Students</b>	<b>Enter training required</b>
SECTION 7 – INSURANCE DETAILS	
<b>Staff</b>	
<b>Students</b>	
SECTION 8 – ACCEPTANCE OF RISK ASSESSMENT	
<b>Signed .....</b> <b>(Student)</b>	<b>Date:</b>
<b>Signed.....</b> <b>(Supervisor/Team Leader)</b>	<b>Date:</b>
<b>Signed.....</b> <b>(Health and Safety Coordinator)</b>	<b>Date:</b>
<b>Signed .....</b> <b>(High risk activities to be signed by Head of School/Unit)</b>	<b>Date:</b>

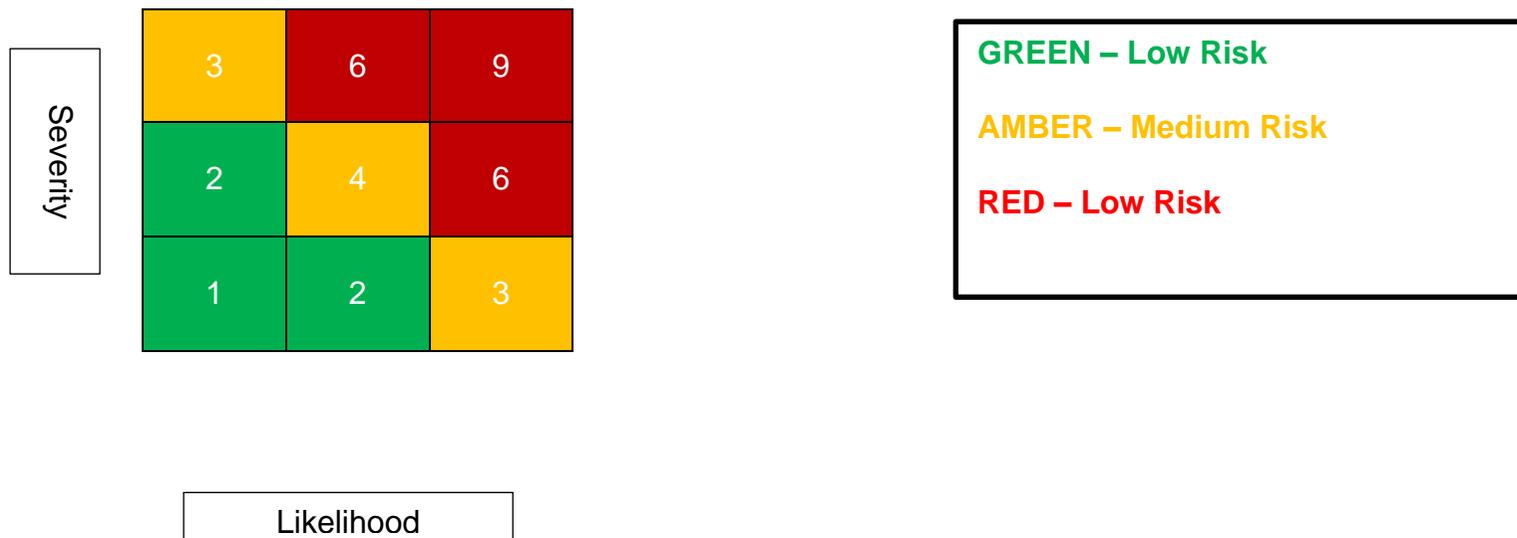
S = Severity Rating

Major (3)	May cause death or major injury (Broken bones, loss of limb, off work for more than a month)
Serious (2)	May cause injuries or illness resulting in short-term disability
Slight (1)	All other injuries or illnesses

L = Likelihood of occurrence and is graded as follows:

High (3)	Where it is certain harm will occur
Medium (2)	Where harm will often occur
Low (1)	Where harm will seldom occur

Risk Rating = Severity of harm x likelihood of occurrence



## **Appendix 4**

### **Student Code of Conduct**

It is expected that while working away from the University the following is taken into consideration:

- The student is responsible for turning up to scheduled sessions and is expected to be fit for work, with appropriate clothing and the required equipment and materials
- If unable to turn up for scheduled activities, or if travelling away from the fieldwork base, students must let the fieldwork supervisors know their location and their estimated return time
- The student is solely responsible for the way they spend time out with scheduled sessions; if necessary this might involve independent work (e.g. writing notes or data analysis)
- Individual behaviour (during or outwith scheduled sessions) should not conflict with other colleagues or co-workers activities, including work and leisure/rest time
- Local communities need to be respected; in some cases we will return every year to the same location and the reception we will receive will be dictated by past experiences
- The student is expected to respect local culture, property and customs
- Special consideration must be given when visiting foreign countries, especially communities with different cultural habits; this might include behaviour, clothing or even drinking alcohol in public; your tutor will be able to give further advice on those

**IN ORDER TO KEEP YOUR FREEDOM, PLEASE RESPECT OTHER PEOPLE'S FREEDOM**

### **Possible Sanctions for Misconduct**

**Action taken will depend on the degree and nature of the misconduct**

- Exclusion from the fieldtrip
- Exclusion from future fieldtrips or University activities
- Exclusion from programme of study
- Denial or amendment of final qualification

I have read the Code of Conduct and I understand that misconduct on fieldtrips may merit one or more of the sanctions listed above.

Signed

Print Name

Date

## Appendix 5

### Confidential

#### Fieldtrip Health Declaration Form

Please note the information provided in this form will be dealt with in the strictest confidence.

If you wish, you can consult your GP or the University Occupational Health Department and ask them to advise us of any health problems you may have and how we may accommodate you on the fieldtrip.

**Name**

**Address**

**Tel.**

**Email Address**

**Next of Kin**

**Relationship**

**Address** (if different from above)

**Tel.** (If different from above)

**Are you taking any medication?**

If yes, please provide details.

**Yes**

**No**

**Do you suffer from any of these illnesses?**

<b>Illness</b>	<b>Yes</b>	<b>No</b>
Asthma		
Epilepsy		
Heart Condition		
High Blood Pressure		
Diabetes		
Other		

**Are you waiting for a hospital appointment?**

If yes, please give details.

**Yes**

**No**

**Do you consider yourself to be in good health?**

**No**

If no, please give details.

**Yes**



## Appendix 6

### Fieldwork Travel Insurance for University Students

All University of Sussex students travelling on a University organised and supervised field trip can access free travel insurance under the University's Business Travel Policy.

The staff member leading the field trip must complete the [Travel Insurance Field Trip Application Form](#) which is available on the University web site at

<http://www.sussex.ac.uk/finance/services/corporateaccounting/insurance>

The completed form should be sent to the Insurance Department at Sussex House (ideally at the point expenditure on travel or accommodation is made, so as to benefit from full cancellation cover, but definitely before the trip commences), together with a list of all the students who will be part of the field trip, including the following information;

Full Name  
Date of Birth  
Student Registration Number

There is no requirement under the Insurance policy for staff or students to complete a health questionnaire, but no student or staff member should be travelling against medical advice or under a terminal diagnosis. Please contact the Insurance Officer if you have any query on this.

Insurance Officer – Christina Dale  
01273 873934  
[insurance@sussex.ac.uk](mailto:insurance@sussex.ac.uk)

The Insurance Department will issue confirmation of cover by e mail to the lead staff member together with a pdf. attachment outlining the 24 hour emergency assistance cover available, including emergency contact numbers.