

Cover Sheet for Papers being considered by University Committees



Paper Title: Fieldwork health and safety policy and guidance

Author: Hugh Weaver, Deputy Health & Safety Manager

1. Specific Decision Required by Committee	To consider and approve a new University Fieldwork health and safety policy
2. Relevance to University Strategy	Embedding compliance with University health and safety policy and strategy by addressing risks in Fieldwork activities and which sets out clearly and concisely the responsibilities of duty holders and which maintains legal compliance.
3. Executive Summary	The policy provides a framework for establishing procedures that will enable staff, students and others to undertake fieldwork safely. It provides a way of demonstrating that the University is following good practice to manage fieldwork, thereby facilitating it in low risk and more challenging environments and circumstances. It also reflects the standards set out by the recognised UK health and safety guidance on fieldwork; "Guidance on Health and Safety in Fieldwork - including offsite visits and travel in the UK and overseas". (USHA & UCEA).
4. Essential Background Information	This policy has been developed to reflect the national guidance and to provide a framework for the consistent management of risk associated with the planning and execution of fieldwork
5. Risks, Risk Mitigation and Governance/ Accountability	N/A
6. Implications for other activities	N/A
7. Resource and Cost	None
8. Alternative Options considered	N/A
9. Other Groups/Individuals consulted.	Schools and Departments including specifically Civil & Building, Department of Geography , the Insurance office and Change Management
10. Future Actions, Timescales & Frequency of Review by this Committee.	Monitor effectiveness of policy and amend as required, reporting to future committees as necessary
11. Success Criteria (KPIs)	Legal compliance and mitigation of accidents, injuries and near misses
12. University Executive comment (required for Council papers only)	

Fieldwork health and safety policy and guidance

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1. Introduction

Fieldwork, by its very nature, can be extremely varied and can cover many disciplines. Universities must exercise a "duty of care" to employees and those that they supervise, no matter what the fieldwork activity entails. Whether it's a trip to a museum in a city in the UK, or a study of sediment in lakes in Greenland. This duty is recognised in both criminal and civil law. (See Section 2."Legal requirements"). It is therefore necessary for Heads of Schools / Departments to ensure that fieldwork is properly planned, approved, risk assessed and that a safe system of work is established for, and communicated to, all relevant staff and students. (See Appendices 1 to 4).

This policy and guidance can be used to provide a framework for establishing procedures that will enable staff, students and others to undertake fieldwork safely. It provides a way of demonstrating that Loughborough University is following good practice to manage fieldwork, thereby facilitating it in even the remotest and most challenging environments and circumstances.

It also reflects the standards set out by the recognised UK health and safety guidance on fieldwork; "Guidance on Health and Safety in Fieldwork - including offsite visits and travel in the UK and overseas", as published by the Universities Safety & Health Association (USHA) and the Universities and Colleges Employers Association (UCEA) in 2011. (A copy is available at the University Health & Safety Service (UHSS) website via the following link; ["Guidance on health and safety in fieldwork".](#))

2. Legal requirements

- Primary responsibility for the management of health and safety for a member of staff and for any post doctorate researcher or postgraduate student while on fieldwork lies with the University under the Health and Safety at Work etc. Act 1974 (HASAWA)).

- The University also has a duty in respect of students and non-employees (HASAWA and the Management of Health and Safety at Work Regulations 1999 (Mngt Regs)).
- All employees have a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others, (HASAWA). Those holding more senior positions also have specific responsibilities under the HASAWA.
- Fieldwork must be risk assessed under the Mngt Regs and other relevant statutory provisions, e.g. the Control of Substances Hazardous to Health Regulations 2002 (CoSHH).
- 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.
- All Fieldworkers must be adequately and appropriately insured. The University provides both Employers Liability, (under the Employers Liability (Compulsory Insurance) Act 1969) and Public Liability insurance.
- Individuals and institutions are also subject to the laws of the countries in which visits take place. Criminal prosecutions or civil actions may also be brought under those jurisdictions.

3. Policy

It is the policy of Loughborough University, that all fieldwork is planned, approved, organised and managed so as to;

- comply with all health and safety legislative requirements relevant to fieldwork.
- protect the health and safety of all staff, students, visitors and any other persons who may be affected by the fieldwork.
- assist Schools and Departments in achieving continual improvement in the management of health and safety in fieldwork.

3.1 Scope

This policy applies to any practical work carried out by staff or students of Loughborough University for the purpose of teaching and/or research in places which are not under University control, but where the University is responsible for the safety of its staff and / or students and others exposed to their activities.

4. Definition

Fieldwork

Any work carried out by staff or students for the purposes of teaching, research or other activities while representing the institution off-site. 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 wide range of activities the following guidance is targeted not only towards fieldwork involving hazardous activities and locations, but also routine low risk activities

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away from the institution. It is recognised that, for many institutions, much of the fieldwork defined above is carried out by individuals travelling and working alone. It is envisaged that Schools / Departments will wish to reflect this distinction in their own risk assessments, policies etc. and communicate clearly their expectations of fieldworkers, in all circumstances that fall under the definition.

5. Roles and responsibilities

5.1 Heads of Schools and Departments are responsible for:

- a) The implementation of the fieldwork policy;
- b) Ensuring that the risk assessment of the fieldwork is made and to ensure that a safe system of work has been established for all staff and students;
- c) Ensure appropriate approval has been given for the planned fieldwork;
- d) Ensuring that the organisers of fieldwork are competent to lead, and have sufficient awareness of the legal obligations to those under their supervision;
- e) Ensuring that the organisational structure within the School / Department is appropriate to manage fieldwork;
- f) Ensuring that adequate resources e.g. finance, personnel, time etc. are provided to meet the requirements of the fieldwork policy;
- g) Ensuring that the same management standard is applied to fieldwork as to other management functions;
- h) Fieldwork supervisors and leaders are aware of their responsibilities and are sufficiently empowered to undertake that responsibility;
- i) Agreeing who will carry out the fieldwork and ensuring that those involved are suitably informed, trained, instructed and supervised so that they can competently carry out their responsibilities;
- j) Ensuring there is a consistent approach across the whole School / Department regarding fieldwork;
- k) Monitoring and reviewing School / Departmental health and safety performance regarding fieldwork.

5.2 The fieldwork leader or supervisor

The person with delegated operational responsibility for all aspects of the fieldwork, in particular the overall supervision of the activity and ensuring compliance with the legislation and this policy, is responsible for;

- a. thoroughly planning the fieldwork.

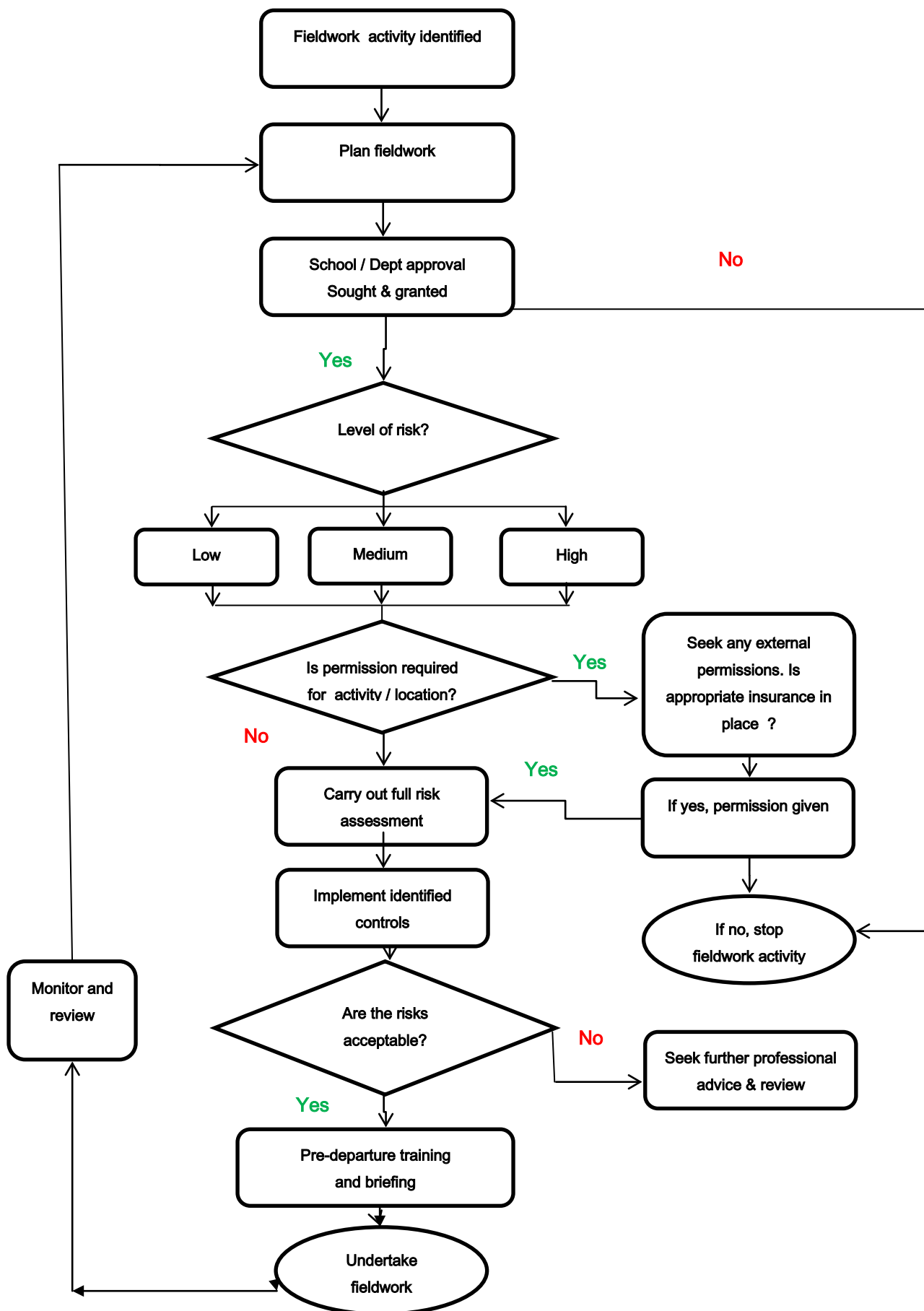
- b. ensuring that the necessary approvals are sought and that health or safety hazards are risk assessed and that any preventative or precautionary measures are put in place, communicated to all participants and are adhered to for the duration of the activity.
- c. ensuring adequate levels of supervision are provided which need to be assessed as appropriate for the activity and environment. There should be flexibility to deal with any potential changes in fluid situations. This will include, if necessary, ceasing the activity if it cannot be completed safely.
- d. ensuring that those undertaking fieldwork have received adequate information, instruction and training.
- e. taking the appropriate action to ensure adequate and appropriate insurance cover is provided for the activity.
- f. ensuring they are explicitly empowered to discharge the responsibilities stated here and to implement emergency or contingency plans where needed.

5.3 Participants

- a. All staff and students are required to support and comply with the University Fieldwork health and safety policy
- b. Must ensure they understand and comply with any instruction given to them by the fieldwork Leader or supervisor, as well as reporting any potential hazards, defective equipment etc.
- c. They must accept responsibility for their own health and safety and that of others who may be affected by their actions.

Version	Owner	Revised by	Summary of revision	Date of draft/revision	Comments
V1	UH&SS	Original draft H Weaver		23/05/2014	Original draft seen by HSEC. Revision required for Oct HSEC
V2	"	H Weaver / Tim Ellis	-Revised health question in risk assessment form. -Low / medium / High risk assessments forms revised down to 1 form	Sept 2014	
V3	"	H Weaver & C Moore	-Final revision before seeking approval for the policy from HSEC in June 2015	May 2015	

Appendix 1: Fieldwork approval / planning process flow chart



Appendix 2: Fieldwork activity approval form

(To be completed by Head of School / Department or Fieldwork leader / supervisor)

The following ;

Name(s)

(please print)

requests approval to undertake fieldwork activities at / in ;

Location

on ;

Date(s)

The activities are as follows ;

A Fieldwork risk assessment has been completed and a copy is attached

The main issues arising from the risk assessment are:

The fieldwork activity has been approved and those concerned have undergone all relevant training and briefing required for the trip.

Should the nature of the fieldwork change during this period, the risk assessment will be reviewed.

Name:

Signature:

Date:

To be completed by Employee/Student

I have carried out, or been briefed on the content of, the fieldwork risk assessment and associated documentation by my School / Department. I agree to comply with the arrangements set out in the risk assessment and acknowledge that approval for the fieldwork will be withdrawn if I am found in to be working outside the agreed arrangements.

Name:

Signature:

Date:

Appendix 3: Generic fieldwork risk assessment form

1. Fieldwork Project Details	
<i>For detailed guidance, see Appendix 4: "Step by Step guide to generic fieldwork risk assessment"</i>	
School / Department	
Location of fieldwork	
Brief description of fieldwork activity and purpose <i>(To include address, area, map grid reference / co-ordinates (attach map or plan where applicable))</i>	
Fieldwork itinerary <i>e.g. flight details, hotel address</i>	
Organiser details	Contact details
Fieldwork activity organiser / Course leader / Supervisor	
Departmental fieldwork Co-ordinator	
Nature of visit <i>Size of group, lone working, staff, postgraduate, undergraduate</i>	
Participant details <i>Attach information as separate list if required</i>	Contact details <i>(including next of kin details)</i>

2. Hazard identification

Identify all significant hazards specific to the fieldwork trip and associated activities, describe existing control measures and identify any further measures required. For detailed guidance, see Appendix 4: "Step by Step guide to generic fieldwork risk assessment"

HAZARD(S) IDENTIFIED

CONTROL MEASURES

(e.g. alternative work methods, training, supervision, personal protective equipment (PPE))

2.1 Nature of the site

Where are fieldworkers going. Is it a School, University, urban or remote area, laboratory, office, workshop, construction site, farm, etc?

2.2 Environmental conditions

Extremes of temperature, altitude, exposure to sunlight, potential weather conditions, tidal condition etc

2.3 Site specific conditions

e.g. cliffs, screes, bogs, featureless landscapes, local endemic infectious diseases, zoonoses etc

2.4 Process

Operating machinery, electrical equipment, driving vehicles, handling or working with animals etc

2.5 Transport

Mode of transport while on site, to and from site, carriage of dangerous goods etc

2.6 Mechanical equipment

Operation of machinery, tools, use of specialist equipment etc

2.7 Violence

Potential for violence (historical incidents etc)

2.8 Individual(s)

Age, experience, abilities, training, skills, knowledge? (Competence)

2.9 Work patterns

Time and location e.g. shift work, lack of sleep

2.10 Approval / permissions required

Contact details, restrictions on access to land, details of permissions/local rules/procedures

2.11 Other specific risk assessments <i>e.g. COSHH, Manual Handling, Lone Working etc. If so what controls have been identified? Are there any additional training requirements?</i>		
2.12 Have any underlying health issues that may impact on a fieldworker's participation been declared and addressed?		Yes / No (if not, re-assess activity – see section 2.12 of Appendix 4)
2.13 First aid provision <i>Risk assessment of provision required? Requirement for first aid or specialist first aid equipment, access to medical equipment and hospitals</i>		
3. Additional supporting information <i>For detailed guidance, see Appendix 4: "Step by Step guide to generic fieldwork risk assessment"</i>		
3.1 Pre-departure briefing <i>Carried out and attendees names recorded?</i>		YES / NO
3.2 Training <i>Identify level and extent of information; instruction and training required consider experience of workers, details of relevant training</i>		
3.3 Information on travel abroad (Business travel) <i>Check current advice for travel to the area required. (AON Worldaware website-see guidance)</i>		
3.4 Supervision <i>Identify level of supervision required e.g. full time, Periodic telephone / radio contact</i>		
3.5 Insurance and other controls <i>e.g. Is appropriate insurance cover in place? Have Insurance limitations been considered? Have background checks for site visit's been done. Embassy registration?</i>		
3.6 Accident / dangerous occurrence / near miss reporting How to report and to whom? Records kept?		
3.7 Identify persons at risk and how they might be harmed <i>This may include not only fieldworkers but others such as employees of partner organisations, passers- by etc</i>		

3.8 Risk rating

Likelihood		Y/N	Severity		Y/N
5	Very likely – risk will occur repeatedly		5	Fatality	
4	Likely – will occur several times		4	Major injury – permanent disability	
3	Possible – may occur sometimes		3	Over 7 day injury – employee unavailable for normal work for over 7 days	
2	Unlikely – but may occur		2	Minor injury – less than 7 days lost time	
1	Very unlikely		1	No injury – no lost time	

Likelihood x Severity = Risk rating score

_____ x _____ = _____

(LOW RISK 1-8 / MEDIUM RISK 9-15 / HIGH RISK 16-25)

3.9 Residual risk

Are risks controlled to an acceptable level? If not, what additional measures are needed to reduce the risks to such a level?

Yes / No (If not, review risk assessment and introduce additional controls)

4. Sign off

Assessment carried out by:	Name:	
	Signature:	
	Date:	
Fieldwork activity organiser / course leader / Supervisor	Name:	
	Signature:	
	Date:	
Head of School / Department (or their delegated representative)	Name:	
	Signature:	
	Date:	

Appendix 4; Step by step guide to generic fieldwork risk assessment

Introduction

This step by step guide takes you through the University generic fieldwork risk assessment form and provides guidance on how to complete it.

It should be noted that this guidance is in no way a comprehensive guide on every aspect of all fieldwork activities undertaken by the University. If there are any concerns or questions that relate to an activity it is important that you seek further guidance and specialist advice and support from the University Health and Safety Service, the University Occupational Health Advisor, or experts in the School, Department or Support Service.

Risk assessment

This guidance is divided into various sections and the risk assessment form, (see Appendix 4) follows the same format.

1. Fieldwork project details

- School / Department.
- Location of fieldwork.
- Brief description of fieldwork activity and purpose.
- Fieldwork itinerary
- Organiser details; fieldwork organiser / leader / supervisor, Departmental co-ordinator, nature of visit and participant details, including numbers.

2. Hazard identification

2.1 Nature of the site

- Include all locations to be visited during the trip; these could be logged as part of the itinerary. Any changes during the trip should be recorded on the itinerary and be approved by the activity leader, supervisor etc and recorded on or off the site.
- Site information must include:
 - Nearest local contact point(s) (such as a hospital, police station or hotel).
 - System for contact appropriate to the location (e.g. mobile phones or a 2-way radio).
 - Prearranged contact times if appropriate.
 - Grid references and maps for rural and remote areas.
 - Tide-times where appropriate e.g. for coastal trips.

2.2 Environmental conditions

- Climate
 - Assess the local climate and weather conditions to identify suitable equipment and clothing and ensure this is suitable and readily available to the user. Consider:
 - Extremes of temperature.
 - Humidity.
 - Exposure to sunlight, e.g. exposure to UV.

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- Mist, fog, low cloud.
- Storms, lightening, rain, sleet or snow.
- Altitude.
- Wind
- Tidal conditions etc

Determine whether a period of acclimatisation is needed for the participants when visiting and returning from climates with extremes of temperature. Also consider hazards associated with specific climates such as:

- Alpine and Sub-Alpine
 - Purity of water.
 - Exposure to sunlight.
 - Altitude sickness.
 - Access and evacuation in case of emergency.
 - A place for safe refuge.
 - Supply of food and water.
 - Sudden weather changes.
 - Lack of local infrastructure
 - Skiing.

- Desert and arid
 - Dehydration.
 - Wild animals such as predators, venomous snakes and insects.
 - Prevalence of disease.
 - Water purity.
 - Extreme sunlight e.g. sunburn and temperature, heat exhaustion.
 - Political instability and hostile local people.
 - Lack of local infrastructure.
 - Other consideration should be given to transport, food and water supplies.

- High mountains and Polar regions
 - Altitude sickness.
 - Lack of local infrastructure.
 - Lack of rescue services.
 - Extreme weather conditions, e.g. high winds.
 - Dehydration.
 - Extreme cold. e.g. Hypothermia, frost bite.
 - Wild animals, e.g. Polar bears

- Tropical and Subtropical
 - Water purity.
 - Flooding due to heavy rainfall.
 - Prevalence of tropical disease associated with the area.
 - Wild animals, e.g. venomous snakes and insects.
 - Political instability and hostile local people.
 - Lack of local infrastructure.

Consider site access and evacuation in the event of an emergency, and the supply of food and drinking water.

2.3 Site specific conditions

It is vital that knowledge of the site is gained prior to the trip. Where possible an assessment of the site should be undertaken before fieldwork starts, to assess any hazards and the suitability for the activities to be undertaken.

This may take the form of a pre-trip visit or contact with local people who can pass on any relevant information. There may also be hazards inherent in the site itself that will need to be considered. Some specific examples include:

- Biological
 - Farm stock, e.g. Bulls, Pigs, Sheep
 - Flora and fauna, e.g. Poisonous / irritant plants, fungi, reptiles, arthropods
 - Microbiological
 - Water borne infections, e.g. Weil's disease, wound infections
 - Tetanus
 - Cholera
 - Typhoid
 - Ebola
 - Lyme Disease
 - Algal toxins
 - Food borne illness
 - Water borne / faecal infections

 - Commercial and industrial
 - Traffic including commercial vehicles such as forklift trucks or industrial plant.
 - Chemical, biological and radiological hazards as a result of the processes being undertaken.
 - Physical violence or abuse.
 - Domestic and feral animals.
 - Collapsing structures or falling objects particularly in demolition or building sites.
 - Trenches / storage tanks / grain silos / old mine shafts / quarry etc.

 - Excavations, boreholes, mine, quarries
 - Excavations, boreholes etc must be;
 - carefully planned and constructed by competent persons.
 - protected against collapse and inspected regularly.
 - protected against toxic and flammable gases and oxygen depletion,
 - sited so as to avoid underground services and spoil heaps.
 - adequately cordoned off
 - provided with appropriate warning signs.
 - provided with adequate safety information and protective clothing -for the use of visitors.
- Hazards to be considered in association with mines, quarries and confined spaces are;
- vehicles
 - explosive, toxic gases
 - use of explosives
 - flooding
 - roof collapse

- Farmland

Any access to farmland must be agreed with the landowner and/or farmer, to prevent damage to crops and harm to animals, as well as highlighting any hazards that may be encountered by participants. Examples of specific hazards associated with farmland are:

- Aggression from domestic animals that have been disturbed. If large domestic animals may be encountered, participants should be aware of what to do if a large domestic animal becomes aggressive.
- Mechanical hazards from farm machinery. It is crucial to be aware of the types of machinery that may be encountered. Remember that noise levels associated with machinery may reduce the operators awareness of approaching groups or people or verbal warnings.
- Chemicals such as pesticides and herbicides. The presence of these will vary depending on the time of year.
- Wild animals.
- Domestic/wild animals with young.
- Knowledge of open shooting season (usually October to January).

- Hills and mountains

- Climbing, e.g. falls from height
- Rock falls
- Unstable conditions underfoot
- Mud slides
- Exposure, weather conditions and temperature may be very different at the summit compared to the base.
- Sudden changes in weather such as fog or snow.
- Exhaustion.
- Remoteness of the location, e.g. where small injuries can have far more serious consequences.
- Hypothermia and hyperthermia - body temperature falling dangerously low or climbing dangerously high.

- Inland waters, lagoons, rivers

- Tides
- Flotsam and jetsam
- Drowning
- Underwater obstacles
- Mud, sludge

- Inner city / suburban / residential

- Vehicular traffic.
- Physical violence or abuse as a result of the fieldwork activity or due to becoming a victim of a crime.
- Domestic animals.

- Marine: including inshore, coastal and shorelines

The scope of fieldwork in marine environments will often lend itself to using specialist equipment and / or working with a third party partner organisation. Therefore many of the considerations relate to the third party partner organisation and their ability and competency to carry out the tasks. Hazards to consider include:

- Diving
- Drowning.
- Pollution.

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- Infection from ingesting polluted waters, e.g. Weil's disease.
- Falling rocks from cliffs.
- Landslips.
- Getting cut off by tidal changes or rapidly changing water levels.
- Quick sands and mudflats.
- Potentially dangerous wildlife e.g. stinging jellyfish.
- Hypothermia and hyperthermia - body temperature falling dangerously low or climbing dangerously high.
- Boats, e.g. capsize, sinking.

- Military activities
 - explosion
 - ammunition

- Moorland

Moorland poses similar hazards to those associated with hills or mountains. Also consider the potential for becoming lost due to the lack of landmarks or as a result of poor visibility during bad weather. Consider the previous and current use of moorland, e.g. artillery firing ranges. Some areas have been used for military training and so there may be unexploded ammunition present.

Other risks to consider include:

- Fire.
- Wild animals with young.
- Knowledge of open shooting season (usually October to January).

- Railways and major roads
 - Vehicles
 - Trains
 - Electricity

Work alongside railways and major roads, requires permission. The hazards associated with these types of environment are high, so work must be planned in conjunction with the controlling authority. Their advice must be sought and followed on the procedures required.

- Woodland and forests

Seek permission for access to woodland and forests from the relevant landowners and give consideration to the risks associated with woodland. These risks include:

- Fire.
- Getting lost due to the lack of landmarks.
- Forestry operations such as tree felling.
- Potentially dangerous animals (usually abroad), such as wild bears.
- Wild animals with young.
- Knowledge of open shooting season (usually October to January).

2.4 Process

Consider what processes are involved – does it include:

- Operating machinery
- Interviewing groups or individuals.
- Taking sample, e.g. splinters from rock
- Manual Handling.
- Driving off road or driving specialist vehicles, e.g. collision, overturning, moving loads..

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- Handling or working with animals, e.g. farming, riding horses
- Cooking /catering e.g. burns, Carbon Monoxide poisoning

2.5 Transport

Travel is one of the areas where most incidents happen during fieldwork. Consider;

- Transport to and from the site. Where appropriate, record the mode of transport used, itinerary, including flight times and numbers.
- Transport on site.
- Also consider whether you are carrying any dangerous goods.

2.6 Mechanical equipment

What equipment is needed for the activities to be undertaken? Consider:

- Plant and machinery.
- Specialist tools and equipment e.g. climbing, sailing, forestry etc.
- Electrical equipment, e.g. generators, extensions, portable mains powered tools.

2.7 Violence

Consider the potential for violence, political or civil unrest. Violence can be encountered anywhere, but the chances are increased in urban environments. Violence can take the form of:

- Violent crime e.g. mugging.
- Being caught up in local unrest such as political demonstrations.

Violence could result from people misinterpreting why activities such as questionnaires are being carried out. This is more likely when working alone, dealing with particular high risk individuals and groups, or working in areas with high crime rates.

2.8 Individual(s)

Consider peoples levels of skill, knowledge, physical abilities and experience within the group to ensure that these are catered for as far as possible and that individuals have the opportunity to take part. Other factors to consider are;

- Competence
- Ability to communicate
- Training
- Age
- Attitude
- Behaviour
- Gender
- Lone working, e.g. isolation

2.9 Work patterns

Consider the pattern of work while undertaking the activity. Will people be working shifts, working at night, long hours? Also consider the possibility of a lack of sleep, exhaustion etc.

2.10 Approval / permissions required

Do you require permission to carry out the work, e.g. from the owner of the land, for entry into the country etc? Include details of any permissions that you have obtained and any restrictions on activities placed within them. Establish which organisation or group runs or controls the

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location you are working at. Ensure local rules and procedures are known and adhered to. Any special permissions or licenses should be sought prior to the fieldwork starting. When overseas, the Foreign and Commonwealth Office (FCO), (<https://www.gov.uk/government/organisations/foreign-commonwealth-office>), UK Embassy or Consulate of the country, will be able to advise as to the legislative requirements and permissions required. Staff can also refer to the AON Worldaware travel advice website before confirmation of travel arrangements. Go to; <https://www.world-aware.com/welcome/3DDD-DC70-5FDC-8BAZEEE> to carry out a risk assessment of the security aspects of the country you wish to travel to. (Type in "Loughborough" into the company name box and click "Login").

2.11 Other specific risk assessments

If significant hazards, such as the use of hazardous substances, manual handling, lone working etc, are identified, then more specific, separate risk assessments, dealing with those risks, will be required. These risk assessments must be submitted with the generic risk assessment.

2.12 Health

2.121

You must consider all the health risks to the group from the activity. In particular to those individuals who you know to have underlying health conditions and/ or disabilities that may be affected by the activity. Any individuals with such problems should have a confidential discussion with the fieldwork leader to agree actions and any adjustments needed, in line with the Equality Act 2010. Further advice on this can be obtained from the University Occupational Health Advisor (OHA). If all health risks have not been considered, re-assess.

Organisers of fieldwork trips must give careful consideration to the maintenance of the general health of participants and, where necessary, the advice of the OHA should be sought.

For trips of an extended time period and particularly for overseas trips, information on any issues that could compromise participant's health should be gathered and assessed e.g. diabetes, asthma, epilepsy, vertigo etc using the health questionnaire.

Activities may be much more strenuous than the normal work of the participants and organisers should ensure, so far as is reasonably practicable, that fitness levels are appropriate for the tasks. Some specialist activities e.g. sub-aqua, will require specific health checks that must be part of the risk assessment. It is possible that fitness / health problems could exclude some potential participants in fieldwork activities. Other health issues to consider include;

- Contact with pathogens or microbiological contamination. E.g. diseases associated with untreated waste water,
- Epidemic diseases. E.g. Ebola,
- Risks from participants running out of medicines they may be taking for pre-existing conditions,
- Allergic reactions. E.g. insect stings or bites, food intolerance
- Diarrhoea, food poisoning, headaches,
- Stress, mental health, psychological effects. E.g. tiredness, harassment, solitude, home sickness, depression, relationship problems etc
- Dental health

2.122

Individuals should be encouraged to declare information (in confidence) to the School / Department using a health questionnaire. In some cases, evidence of fitness to undertake the trip or specific activities may also be required from a General Practitioner.

Where people indicate they are currently taking medication, they must ensure that they have sufficient for the duration of the trip, including enough to allow for any delays, e.g. flight cancellations. They should also know the correct name of the medication, not just the trade name. It is not always easy to obtain medication abroad and there may be issues for instance, regarding differing compositions of drugs from those available in the UK.

2.123

The possibility of exposure to certain hazardous substances may require a more extensive level of health surveillance and monitoring. Health surveillance may be required under COSHH for instance. (Detailed advice can be sought from the UHSS and OHA).

Also give consideration to whether the site might contain any potentially hazardous substances. These may occur naturally, as a result of previous activity or as the result of pollution. Pre-existing medical conditions may make an individual more vulnerable to the adverse effects of some substances and in some cases, pathogens, if they have reduced immunity.

Substances to be aware of include:

- Specified biological agents (human or transmissible animal pathogens, “zoonoses”).
- Carcinogens.
- Toxic substances.
- Allergenic substances (e.g. some wood dusts, paint vapours, lubricants and animal fur).
- Radioactive material.

For more information on these substances, consult the University Health and Safety Manager, University Radiation Protection Officer or OHA.

2.13 First aid provision

A risk assessment must be made, considering all the significant hazards associated with the fieldwork. The risks, likelihood and severity of injury, illness etc must be assessed and quantified and suitable and appropriate provision made for first aid. It could be that a trained first aider is required on the trip. Alternatively it may suffice for an appointed person, who would do no more than monitor first aid provision and take charge of any situation that may arise. (E.g. contact emergency services) is appointed. A basic first aid kit should always be provided and should contain certain basic types of equipment; e.g. bandages, dressings, plasters etc, in sufficient quantities appropriate to the number of participants, the duration of fieldwork and the risks associated with the planned activities.

Consideration should also be given to any specialist equipment not normally required in a basic First Aid Kit (e.g. hypodermic needles, syringes, sterile saline). All participants must be informed of the arrangements for first aid, the location of facilities when on fieldwork, who the first aider(s) is / are and the reporting mechanism following an accident.

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When visiting some areas of the world consideration of emergency provision for injury or ill-health must be made. It may be necessary to include some medications, sterile solutions such as water and sterile hypodermic needles and syringes in the emergency kit. It is recommended that this is only done when absolutely necessary and following advice from the Occupational Health Advisor; (Tel; 01509 222851).

3. Additional supporting information

3.1 Pre-departure briefing

The briefings to cover the organisation and arrangements for health and safety during the fieldwork. All attendees must sign a register to record the fact that they attended and received the briefing.

3.2 Training

During the planning and risk assessment process additional training requirements may have been identified. Include details of these is and whether training has been provided.

3.3 Information on travel abroad (Business travel)

Loughborough University travel insurance is in place for all University employed staff and research fellows whilst engaged on official University activity involving:

- Travel outside the United Kingdom
- Travel within the United Kingdom involving an overnight stay away from home
- Travel in an aircraft

Travel Cover Summary for Staff and PGR students

The Travel Cover Summary shows what cover is provided and should be carried by all staff and students while travelling in connection with the business or research of the University as detailed above.

Confirmation of travel insurance cover can be provided to staff and students to support visa application requirements. Please contact Insurance Support: (Tel; 222026, 228032, 228721) to obtain a letter of confirmation.

Please note that for insurance cover to be valid there must be prior approval to the member of staff or student for the business trip from the School or Department.

Staff must refer to the AON Worldaware travel advice website before confirmation of travel arrangements. Go to; <https://www.world-aware.com/welcome/3DDD-DC70-5FDC-8BAZEEE>. (Type in "Loughborough" into the company name box and click "Login").

AON WorldAware is an online travel information service designed to inform business travellers about the security situation in individual countries around the globe, help them plan more effectively and stay safe whilst abroad. It has a risk assessment matrix for ease of reference when assessing the risks associated with travelling abroad.

3.4 Supervision

The levels of supervision required for the activities should be appropriate to the experience of the individual participants and the activities themselves. When on a group fieldwork activity the ratio of Staff to Students or experienced to novice participants, should be determined by taking into account the type of activity, size of the group and their experience.

When undertaking specialist activities such as diving, which are being run by, or in conjunction with a partner organisation, their advice must be sought regarding supervision levels. Note that when a third party partner organisation is used they must provide appropriate health and safety documentation any other requirements (e.g. specific personal protective equipment (PPE)) for the activities.

Supervisors must be named in the risk assessment and plan, and any specialist responsibility, qualifications, training, in-house or otherwise and previous experience must also be included; e.g. trained in first aid, or a specialist instructor in rock climbing or sailing etc.

3.5 Insurance and other controls

Check with the University Insurance office as to what insurance cover is required and whether it is in place. Check what limitations there are on insurance cover in the country to be visited. Trips to UK destinations tend to be low risk. However, some locations, activities and/or circumstances require special consideration before the fieldwork proceeds. There may be cover in place but not in the format or of a type expected in the UK. This is a medium risk and requires further assessment and enquiries with the University Insurance office.

Those locations where the proposed fieldwork is to take place which are of high risk should not proceed without full consultation with the University Insurance office. (Go to; <https://www.world-aware.com/>)

Consider any further controls such as registration with the British Embassy or relevant local authorities when entering a country.

3.51 Health Insurance

Adequate health insurance should be in place for participants in the fieldwork activity. Within the European economic area, a European Health Insurance Card (EHIC) should be obtained. This is available through the following NHS website; <https://www.ehic.org.uk/Internet/startApplication.do>.

All enquiries concerning Employers, Public, Product liability and cover for travelling abroad, should be directed to Insurance Office via the following link; the University Insurance office website.

3.6 Accident / dangerous occurrence / near miss reporting

All accidents, dangerous occurrences, near misses and cases of ill-health associated or linked to the fieldwork must be reported to the School / Department / UHSS at the earliest opportunity through the University accident reporting system. When these incidents include fatalities, serious (major) injuries e.g. broken bones, hospitalisation, absence from work by staff for more than seven days, these injuries must be reported immediately or at least, at the earliest

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opportunity by the quickest practicable means, (e.g. telephone or email), to the UHSS via the fieldwork organiser, Leader / Supervisor or School / Departmental Safety Officer.

3.7 Identify persons at risk and how they might be harmed

Identify anyone else who may be at potential risk from the work being carried out. This may include employees of partner organisations, institutions or the general public. Indeed, anyone who might be affected by the undertaking.

3.8 Risk Rating

Quantify the risk relating to the hazards arising from the proposed activity using the risk assessment matrix in the Generic fieldwork risk assessment form, (Appendix 3). If the risk is acceptable, proceed with the fieldwork. If it is not, put more risk controls in place to reduce the risk rating further, so that it becomes acceptable.

3.9 Residual risk

Are the risks controlled to a tolerable / acceptable level by the existing controls? If not, review the risk assessment and decide upon additional control measures that can be put in place to reduce the risk level further, so that it is tolerable / acceptable.

4. Sign off

Risk assessment to specify name of, and be signed by;

- The risk assessor
- Fieldwork organiser / leader / supervisor
- Head of School / Department (or their delegated representative)

For further advice and guidance please contact the University Health and Safety Manager. (Tel; 01509 222181 or email; hse@lboro.ac.uk)