

Health and Safety Department

# Fieldwork Policy and Risk Assessment Guidance

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## Contents

1. Introduction
2. Legal requirements
3. Policy
4. Definition and Scope
  - 4.1 Scope
5. Roles and responsibilities
  - 5.1 Deans and Heads of Departments
  - 5.2 The fieldwork / expedition leader or supervisor
  - 5.3 All participants
  - 5.4 Independent fieldworkers or those travelling on University business

Appendix 1: Fieldwork approval / planning process flow chart

Appendix 2: Fieldwork activity approval form

Appendix 3: Generic fieldwork risk assessment form

Appendix 4: Step by Step guide to fieldwork risk assessment

## 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 city center museum in the UK, or the collection of sediment from a lake in Greenland. This duty is recognized in both criminal and civil law. (See 2."Legal requirements"). It is therefore necessary for Schools and 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.

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

It also reflects the standards set out by the current UK health and safety guidance on fieldwork; "Higher Education Sector Guidance on Health and Safety in Fieldwork and Travel", as published by the Universities Safety & Health Association (USHA). (Go to the University Health and Safety website for the USHA and University fieldwork guidance; [USHA Guidance](#))

## 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. 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 organization is guilty of the offence of corporate manslaughter if the way in which its activities are managed or organized by its senior management causes a person's death, and amounts to a gross breach of a relevant duty of care owed by the organization 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 can also be brought under those jurisdictions.

### 3. Policy

It is the policy of Loughborough University, that all fieldwork is planned, approved, organized and managed so that it;

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

### 4. Definition

Fieldwork is defined as “Any practical work carried out by staff or students for the purposes of teaching, research or other activities whilst representing the University in locations or at premises not under the managerial control of the University”.

In view of the wider definition of fieldwork, there will be examples of fieldwork which can be demonstrably assessed as ‘low risk’, (for example attending a conference or recruitment fair in a local town or city) and can therefore be excluded from the requirement for a written detailed risk assessment.

#### 4.1 Scope

All activities should be considered for risk by the person planning them. However, for low risk activities, this may be a ‘dynamic risk assessment’. This means that risks should be considered, but that a written detailed risk assessment would only be required if higher risk activities are identified.

### 5. Definition

#### 5.1 Deans and Heads of Departments

- 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) Ensuring appropriate approval has been given for the planned fieldwork;
- d) Ensuring that the organizers of fieldwork are competent to lead and have sufficient awareness of their legal obligations to those under their supervision;
- e) Ensuring that the organizational structure within the School / Service 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) Ensuring that fieldwork supervisors and leaders are aware of their responsibilities and are sufficiently empowered to undertake those responsibilities;
- i) Agreeing who will carry out the fieldwork and ensuring that those involved are suitably competent so that they can carry out all their responsibilities;

- j) Ensuring there is a consistent approach across the whole School or Department regarding fieldwork;
- k) Monitoring and reviewing the School or Departments health and safety performance regarding fieldwork.

## 5.2 The fieldwork / expedition leader or supervisor

The person with delegated operational responsibility for all aspects of the fieldwork, specifically 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, monitored and 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, training and are adequately supervised.
- e) ensuring 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 All participants

All staff and students are required to comply with the University fieldwork health and safety policy

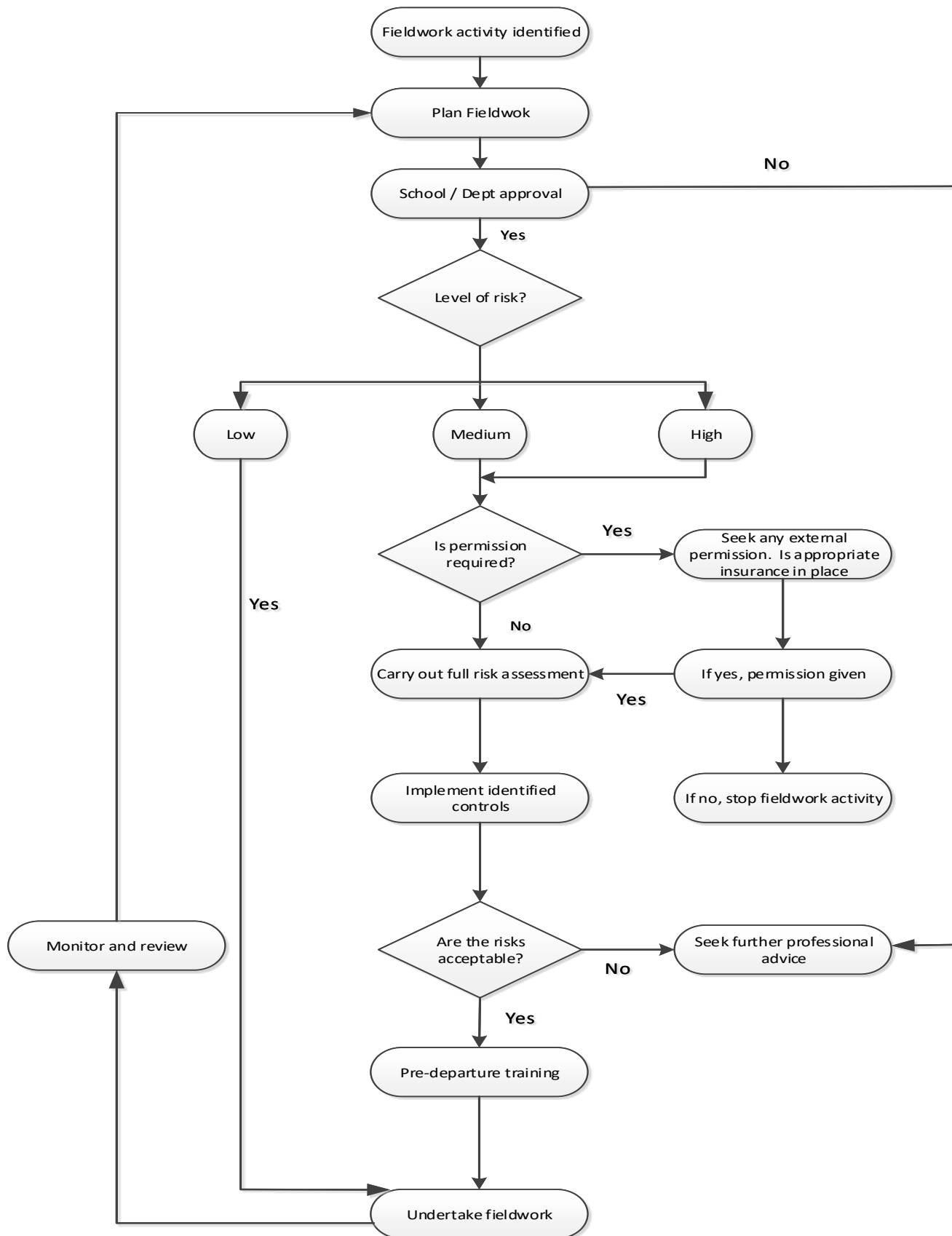
They must ensure they understand and comply with any instruction given to them by the fieldwork leader or supervisor, as well as reporting any potential hazards, defective equipment, incidents etc.

They must accept responsibility for their own health and safety and that of everyone's who may be affected by their actions.

## 5.4 Independent fieldworkers or those travelling on University business

They are responsible for taking reasonable care in their activities. In practice they will assume many of the duties of the fieldwork leader and must ensure that their work has been approved by their line manager / scientific supervisor.

## Appendix 1 - Fieldwork approval / planning process flow chart



## Appendix 2 - Fieldwork activity approval form

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 / Dept. 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

<b>1.Fieldwork Project Details</b>	
<i>For detailed guidance, see Appendix 4: "Step by Step guide to generic fieldwork risk assessment"</i>	
School / Department	<input style="width: 100%; height: 20px;" type="text"/>
Location of fieldwork	<input style="width: 100%; height: 20px;" type="text"/>
Brief description of fieldwork activity and purpose  <i>(To include address, area, map grid reference / co-ordinates (attach map or plan where applicable))</i>	<input style="width: 100%; height: 60px;" type="text"/>
Fieldwork itinerary  <i>e.g. flight details, hotel address</i>	<input style="width: 100%; height: 60px;" type="text"/>
<b>Organizer details</b>	<b>Contact details</b>
Fieldwork activity organizer / Course leader / Supervisor	<input style="width: 100%; height: 40px;" type="text"/>
Departmental fieldwork Co- Ordinator	<input style="width: 100%; height: 40px;" type="text"/>
Nature of visit  <i>Size of group, lone working, staff, PG, UG</i>	<input style="width: 100%; height: 60px;" type="text"/>

**Participant details****Contact details**

*Attach information as separate list if required (including next of kin details)*

## 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)

### RISK IDENTIFIED & RISK CONTROL MEASURES

*(e.g. Risk of exposure to falling from height – provide fall arrest equipment, alternative work methods, training, supervision, personal protective equipment (PPE) etc)*

#### 2.1 Nature of the site being visited

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

#### 2.2 Environmental conditions

*Are there extremes of temperature, altitude, high exposure to sunlight, potential serious weather conditions, tidal areas etc*

#### 2.3 Site specific conditions

*Are there cliffs, screes, bogs, featureless landscapes, local endemic infectious diseases, zoonoses etc*

#### 2.4 Process

*Will there be lone working, use of dangerous substances, lifting operations, driving vehicles, handling or working with animals etc*

#### 2.5 Transport

*What's the mode(s) of transport while on site, to and from site, how will dangerous goods be moved, what's road*

#### 2.6 Mechanical equipment

*Operation of machinery, tools, use of specialist work equipment etc*

<b>2.7 Violence</b>  <i>Potential for violence, muggings, social unrest etc</i>		
<b>2.8 Individual(s)</b>  <i>Are the Fieldworkers competent? Is their age, experience, abilities, training, skills, knowledge been assessed?</i>		
<b>2.9 Work patterns</b>  <i>What are the hours of work? Are there unsocial hours, rest periods etc?</i>		
<b>2.10 Approval / permissions required</b>  <i>Have permissions to enter local sites, land, any restrictions on access been obtained?</i>		
<b>2.11 Other specific risk assessments linked to generic assessment</b>  <i>e.g. COSHH, Manual Handling, Lone Working, noise etc.</i>		
<b>2.12 Have any underlying health issues that may impact on a fieldworker's participation been declared &amp; addressed?</b> <i>Including Physical &amp; Mental Health</i>		<b>Yes / No (if NO, re-assess activity – see section 2.12 “Health” of Appendix 4)</b>

### 3. Additional supporting information

*For detailed guidance, see Appendix 4: "Step by Step guide to generic fieldwork risk assessment"*

#### 3.1 Pre-departure briefing

*Details of when this was carried out and attendee's names recorded?*  
YES / NO - Details

#### 3.2 First aid provision

*Risk assessment of first aid needs completed? Requirement for trained first aiders or specialist first aid equipment, access to medical equipment and emergency facilities considered?*

#### 3.3 Personal Protective Equipment (PPE)

*Have PPE needs been risk assessed? Selection and provision of suitable PPE undertaken?*  
YES / NO - Details

#### 3.4 Training & supervision

*Level and extent of training and supervision required been identified?*

#### 3.5 Information on travel abroad

To logon to the portal to get up to date information on travel security log on to; "[www.drum-cussac.net/login](http://www.drum-cussac.net/login)".

- Type in your Loughborough University email address; [\\*\\*\\*\\*\\*@lboro.ac.uk](mailto:*****@lboro.ac.uk).
- Click "Register".
- Retype your Loughborough University email and click "Submit".
- You will be sent a verification email.
- Click on the link in the email to complete the registration.
- Create a password (type it twice) and click "Submit".
- You can then access travel and generic medical information about different parts of the world you may be interested in, by going to; [www.drum-cussac.com](http://www.drum-cussac.com). Login by clicking on "RISKMONITOR LOGIN", enter your Loughborough University email address, click "Continue" and then enter the password that you just created.

#### Training

#### TravelPrepare e-learning resource

**The University has access to "TravelPrepare", an expanded e-learning facility to assist both staff and students prior to travel. To access this service go to section 3.4 of the guidance attached.**

Details worthy of note for the intended destination

### 3.6 Global Response – Emergency advice and assistance

In the event of an emergency whilst travelling, call Global Response for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are:

✚ Tel: +44 (0)2920 662425

✚ E-mail: [UMAL@global-response.co.uk](mailto:UMAL@global-response.co.uk)

✚ Reference: UMAL/T092

✚ Contact Global Response before incurring any substantial medical expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Global Response.

### 3.7 Insurance and other controls

*e.g. Is appropriate insurance cover in place? Have Insurance limitations been considered? Have background checks for site visit's been done. Embassy registration complete where required?*

### 3.8 Accident / dangerous occurrence / near miss reporting

To report an incident use the incident reporting portals at <https://www.lboro.ac.uk/internal/> and <https://www.lboro.ac.uk/services/health-safety/>

### 3.9 Identify persons at risk and how they might be harmed

*This may include not only fieldworkers but others such as employees of partner organizations, passers-by etc*

### 3.10 Environmental impacts

*Consider the impact on the environment of your activities, proper safe disposal of waste, spill response kit available etc*

### 3.11 Accommodation

*Details of shelter against elements, provision of welfare provision, security of valuables etc*

### 3.12 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)**

### 3.13 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

4. Sign off		
<b>Assessment carried out by:</b>	<b>Name &amp; School/Dept</b>	
	<b>Signature:</b>	
	<b>Date:</b>	
<b>Fieldwork activity organizer / course leader / supervisor</b>	<b>Name &amp; School/Dept</b>	
	<b>Signature:</b>	
	<b>Date:</b>	
<b>Deans and Heads of Department (or their delegated representative)</b>	<b>Name &amp; School/Dept</b>	
	<b>Signature:</b>	
	<b>Date:</b>	

## Appendix 4 - Step by Step guide to 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 relevant School, Department or Professional Service.

### Risk assessment

This guidance is divided into various sections and reflects the Generic fieldwork risk assessment form, (see Appendix 3).

#### 1. Fieldwork project details (self-explanatory)

- School / Department, location of fieldwork etc.

#### 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
- Mist, fog, low cloud
- Storms, lightening, rain, sleet or snow
- Altitude
- Wind

- Tidal conditions etc

Determine whether a period of acclimatization 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

- 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, venomous snakes

#### Tropical and Subtropical

- Water purity
- Flooding due to heavy rainfall
- Prevalence of tropical disease associated with the area
- Wild animals, e.g. reptiles 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
  - Lymes 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 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 consequence
- 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 3rd party. Therefore, many of the considerations relate to the 3rd party partner organization and their ability and competency to carry out the tasks. Hazards to consider include:

- Diving
- Drowning
- Pollution
- 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. capsized, 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:

- Using dangerous substances
- Interviewing groups or individuals, (potential for lone working).
- Taking sample, e.g. splinters from rock
- Manual Handling.
- Driving off road or driving specialist vehicles, e.g. collision, overturning, moving loads
- 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 or to gain entry into restricted parts of the country? Include details of any permissions that you need to obtain and any restrictions on activities placed on them. Permission should be sought prior to the fieldwork. Please seek further advice from the Drum Cussac or Foreign and Commonwealth office website The Embassy or Consulate of the country to be visited will be able to advise as to any specific approvals or permissions required.

## 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

### 2.12.1

You must consider all the health risks to the group from the activity, including pre-existing medical conditions which will not be covered by the travel insurance policy, it is strongly recommended that traveller's with a pre-existing condition should visit their doctor prior to each trip, making sure there are no problems and obtain either a letter for travel or have the confirmation put in their medical notes. 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.

Organizers 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, mental health issues etc. using the health questionnaire.



Activities may be much more strenuous than the normal work of the participants and organizers 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 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, wellbeing, psychological effects. E.g. tiredness, harassment, solitude, home sickness, depression, relationship problems etc
- Dental health

### 2.12.2

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 vapors, 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.

### 3. Additional supporting information

#### 3.1 Pre-departure briefing

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

#### 3.2 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.

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).

#### 3.3 Personal Protective Equipment (PPE)

A suitable and sufficient risk assessment of the hazards presented to staff and students by their activities should ensure that exposure to hazards are prevented so far as reasonably practicable. If not prevented, exposure should be controlled and where appropriate these controls can include PPE.

Select PPE based on a formal assessment of the need to ensure that the PPE;

- provides adequate protection from the hazard e.g. Respiratory Protective Equipment is face fit tested,
- is compatible with other items of PPE,
- complies with European Standards (CE mark), and,
- is adjustable (or made to measure) and comfortable to wear.

Training may also be necessary to ensure people know what checks they need to make, how to store it and maintain it etc.

### 3.4 Training & supervision

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

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 for instance, 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 organization, their advice must be sought regarding supervision levels. Note that when a 3rd party partner organization 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, 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 Information on travel abroad

When researching the security of countries to which travel is required as part of fieldwork, the first recommended source of information, which details the risks that country's around the world represent is; Drum Cussac (Enter your institutional e-mail address (ending: lboro.ac.uk), click register and follow the instructions online. A verification email will be sent. Click the link, create your password and you're good to go!).

Drum Cussac is an online travel information service designed to inform business traveller's 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 – see below:

#### Risk Category

- 1 - Insignificant
- 2 - Low
- 3 - Medium
- 4 - High
- 5 - Extreme

For risk categories 1 and 2, you will be insured once you have completed a suitable risk assessment for the fieldwork and have approval from your line manager / supervisor for this and the trip. Before date of travel, please consult the [Drum Cussac](#) website in case there have been travel advice restrictions imposed to the country / location you are travelling to. Travel insurance may be invalidated this process is not followed.

For risk category 3, please see the [Drum Cussac](#) website first and check for any travel advice restrictions for the country / location you are travelling. If there are no restrictions, then please proceed as for categories 1 and 2 but with the inclusion of location specific issues in the risk assessment. The [Drum Cussac](#) portal will provide useful information and help in the risk assessment process. Please note that it is unlikely that approval and insurance for travel will be given if there are travel advice restrictions in place. If you have any queries please contact the University's Insurance Support Team (01509 222026 / [insurance.support@lboro.ac.uk](mailto:insurance.support@lboro.ac.uk)). Insurance cover may be invalidated if these actions are not taken.

For risk categories 4 and 5, travel to the areas stated should be avoided and you should consider whether your travel can be cancelled or deferred. If you still wish to travel you must also contact "Control Risk" on +44 (0)20 7939 8658 for specific pre-travel advice based on your planned itinerary **AND** also complete a Travel Risk Assessment form. This must be signed off within your School or Service in line with your local risk assessment approval process; otherwise you will not be insured for travel. In some case's there will not be any action that can mitigate the risk, or the advised action will not be affordable, in which case you should not travel as you will not be insured to do so.

### 3.6 Global Response – Emergency Advice and Assistance

In the event of an emergency whilst travelling, call Global Response for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are:

- Tel: +44 (0)2920 662425
- E-mail: [UMAL@global-response.co.uk](mailto:UMAL@global-response.co.uk)
- Reference: UMAL/T092
- Contact Global Response before incurring any substantial medical expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Global Response.

The services available from Global Response include:

- Medical assistance
- Medical monitoring
- Guarantees of payment
- Transfers and evacuations to a place of refuge or home
- Arranging for up to two relatives or friends to travel out to you - if this is considered medically necessary
  
- Repatriation services following curtailment, medical assistance, or death
  
- Pre-trip advice
- Visas
- Inoculations
- Medical advice

- Overseas support with lost luggage
- Message relay services following an incident, accident or admission
- Referrals to foreign & commonwealth office or embassies
- Legal referrals
- Provision of information to assist with a problem
- Security advice

To ensure that the assistance service operates smoothly when you need them most, in the event of an emergency or if you require repatriation you must:

- Telephone Global Response in the UK using the number shown above and remembering to use the correct international dialling code from the country in which you are calling
- Quote your Reference (see above), the title of your Institution and your name
- Give the telephone number where you can be contacted
- Give details of anyone you would like to be contacted - relative, friend, employer

## Training

### TravelPrepare e-learning resource

The University has access to “TravelPrepare”, an expanded e-learning facility to assist both staff and students prior to travel. To access this service:

- > Visit <https://travelprepare.drum-cussac.net/login/self-registration.php>
- > Enter your ‘...ac.uk’ e-mail address and the “re-captcha” code and click ‘submit’
- > A verification email will be sent. Click the link, add your details and create your password.
- > Day to day log in to the platform (once self registration is completed) is via:  
<https://travelprepare.drum-cussac.net>

### 3.7 Insurance and other controls

Check with the University Insurance office as to what insurance cover is required and whether it is in place. 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.

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

#### 3.71 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 if you are eligible for this. 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: <http://www.lboro.ac.uk/services/finance-office/>

### 3.8 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, hospitalization, absence from work by staff for more than seven days, these injuries must be reported immediately or at least, at the earliest opportunity by the quickest practicable means, (e.g. telephone or email), to the UHSS via the fieldwork organizer, Leader / Supervisor or School / Departmental Safety Officer.

**NOTE; To report an incident, use the incident reporting portals at**

<https://www.lboro.ac.uk/internal/> and <https://www.lboro.ac.uk/services/health-safety/>

### 3.9 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 organizations, institutions or the general public. Anyone who might be affected by the undertaking especially those who may need specific support.

### 3.10 Environmental considerations

Consider:

- the protection of Biodiversity
- the safe delivery, storage and disposal of any chemicals
- preventing accidental emissions to air and discharges to water
- emergency spill response procedures for chemicals, fuels and oils
- general waste management – recycling, hazardous wastes (batteries and chemicals)

Further advice can be found on the Universities Sustainability website at; <http://www.lboro.ac.uk/services/corporate/sustainability/> by contacting a member of the sustainability team.

### 3.11 Accommodation

Consider the factors that will need considering in determining the type of accommodation required for the fieldtrip. This may vary considerably from a well-known hotel chain to camping in remote areas. As a minimum, familiarization with accommodation emergency escape routes and welfare provision will be required.

### 3.12 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.

### 3.13 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.

### 3 Sign off

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

- The risk assessor
- Fieldwork organizer / leader / supervisor
- Deans and Heads of Professional Services (or their delegated representative)

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