

## **Health and Safety Code of Practice**

### **SCP14 Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises**

<b>Responsibility for Policy:</b>	Finance Director, Deputy Chief Executive and University Secretary
<b>Relevant to:</b>	All LJMU Staff and Students
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#### **RELEVANT DOCUMENTS**

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Driving at Work Regulations 1997
- Equality Act 2010
- Data Protection Act 1988
- Approved Code of Practice and guidance L107 Diving at Work Regulations 1997
- BS 8848 A1 2009 Fieldwork, Visits, Expeditions and Adventurous Activities
- Guidance on Safety in Fieldwork UCEA/USHA 2005
- Guidance on Safety in Fieldwork UCEA/USHA 2011
- Code of Practice for Safety in Fieldwork CVCP 1995
- Scientific Diving Supervisory Committee
- UK National Facility for Scientific Diving
- European Scientific Diving Committee
- National Guidelines for Climbing and Walking Leaders – Mountain Leader Training UK (2009) 4<sup>th</sup> Edition

#### **RELATED POLICIES & DOCUMENTS**

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- SCP7 Reporting and Investigation of Adverse Events
- SCP18 Risk Assessment
- SCP23 Placement of Students for Work Experience
- SCP24 Travelling and Working Overseas

SCP 14 Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises

- SCP27 Driving at Work
- Student Code of Conduct
- Placement Learning Code of Practice

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY POLICY  
AND REPLACES ALL PREVIOUS ISSUES**

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Appendices 4 to 9(b) are reproduced as Word documents, accompanying this Code of Practice on the Health and Safety Unit website.

## 1. INTRODUCTION

This Code of Practice provides information to support the safe management of fieldwork including visits, expeditions and adventurous activities off University premises.

For information in regard to student placements, the University has a separate Placement Learning Code of Practice for this purpose. Please see: <https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=113&l=1>

### 1.1 Definition of fieldwork

Fieldwork is defined as any work undertaken by staff or students for the purposes of teaching, research, or other activities while representing the University off-site. This includes activities such as attendance at conferences and recruitment fairs, diving, mountaineering, city visits, social science interviews as well as recognised areas such as survey/sample collection work.

### 1.2 Basic principles

Sections within this Code of Practice detail specific requirements for outdoor activities. However, it is important that the following basic principles are observed for all fieldwork activities:

- All individuals involved in the activity must have a clear understanding of its nature, purpose and aim
- In planning the work care must be taken not to over-estimate what can be achieved, bearing in mind the experience and training of the group and the nature of the environment
- Consideration should be given to contingency plans in the event of an emergency during the trip and all participants should be advised of these plans

## 2. RESPONSIBILITIES

### 2.1 Director

The **Director** must ensure that supervisors of all types of fieldwork are adequately trained and competent to lead a party for the varied types of work and evaluate the associated risks.

Fieldwork Leaders, independent fieldworkers and participants working off-site need to be competent in order to plan and undertake fieldwork safely. Competence in this context is defined as being not only an appropriate combination of knowledge, experience and qualifications, but also being able to acknowledge one's own limitations.

The Director must be satisfied that the fieldwork leader has the personal capability and competence to lead, especially under possible adverse conditions and has sufficient awareness of their obligations to those under supervision. It is important to recognise that a leader's and/or fieldworker's competence in an academic subject, or in research techniques, is different from competence in management, leadership, and supervisory skills.

The Director is required to authorise all fieldwork risk assessments.

### 2.2 Academic Supervisor/Fieldwork Leader

**Academic Supervisors/Fieldwork Leaders** are responsible for undertaking the risk assessment prior to the work starting. A safe system of work should then be devised based on the results of the assessment. All participants must be made aware of the

assessment and safe system of work. There should be a clear command structure within the group but the overall duty to ensure health and safety lies with the fieldwork leader. The command structure can become confusing when command passes from the fieldwork leader to a diving organiser, for example. It is important to keep all members of the party fully informed.

They must also, where appropriate, allocate specific supervisory duties; allocate a competent person to lead any sub-groups; delegate explicit responsibility to the leader of each sub-group to know the total number and identities of those they are responsible for supervising.

### 2.3 Independent fieldworkers

**Independent field workers** undertaking solo travel or self-managed fieldwork have a responsibility to take reasonable care in their activities. They will assume many of the duties of the fieldwork leader and therefore some of their responsibilities, which should be agreed in advance with the Director.

### 2.4 Students/participants in a fieldwork team

**Students/participants in a fieldwork team** have a responsibility to adhere to sensible standards of behaviour and they should be made aware of the standard expected of them. It is imperative that students co-operate and behave responsibly in order to reduce the risk of accidents. Specifically they must:

- Attend all briefings prior to the activity
- Indicate any medical condition or circumstances which may affect their ability to undertake the activity safely
- Carry any necessary medical cards providing blood or allergy details along with their University ID card
- Obey all instructions given by the Fieldwork Leader or supervisor. Anyone not conforming to the standards required may be dismissed from the field course
- Stay with the group, except by clear arrangement with the Fieldwork Leader or supervisor and observe instructions for reporting after completion of work
- Report any personal injury or illness arising during the activity to the Fieldwork Leader or supervisor

Fieldwork leaders must consider participants' personal equipment and make a judgement as to its suitability for the task. Where equipment is deemed unsuitable, participants may be prohibited from participating, as they have a responsibility to ensure that students observe the provisions regarding personal safety.

There is considerable potential for accidents to occur during leisure time, particularly through the abuse of alcohol and drugs. Students who undertake trips that include an element of leisure time should be informed of the known hazards of the locality, the standard of behaviour expected of them and the penalties for inappropriate behaviour. For example, this may lead to exclusion from future trips or expulsion from the course. The University has a Student Code of Behaviour which applies both within and off campus: <https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=127&l=1> Students should familiarise themselves with this prior to off-campus work.

### **3. FIELDWORK PLANNING**

#### **3.1 Legal considerations**

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 place duties on the University towards employees, post doctorate researchers, postgraduate students and students while on fieldwork. It is the responsibility of the University to ensure that appropriate standards are met in relation to health and safety in fieldwork and work off University premises.

Staff and students undertaking fieldwork should be aware of the hazards associated with the work. In addition, there is a requirement under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 that individuals must be provided with the necessary information and, as appropriate, instruction and training to undertake the work safely.

The Health and Safety at Work etc. Act 1974 requires employees to take reasonable care of their own health and safety and that of others affected by their acts or omissions and to cooperate with the University with regard to health and safety arrangements to enable the University to meet its statutory obligations.

The nature and extent of civil liabilities between the institution 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. Civil liabilities are affected by the nature of any agreements between the parties, of any statements made by the parties in advance about what they offer, and by civil law relating to contracts and services.

#### **3.2 Risk assessment**

**When considering routine travel arrangements, for example individuals attending business meetings and conferences within the UK, a simple procedure should be sufficient to control the risk adequately. This should be further to the carrying out of a risk assessment (described in more detail below).**

Activities requiring detailed written assessments are likely to include supervised off-site courses, research projects overseas and any travel planned for teaching or recruitment in destinations showing instability. Please refer to SCP24 Travelling and Working Overseas.

All fieldwork ~~is~~ must be planned sufficiently in advance of the intended date of departure to allow the consideration of the proposal in suitable detail and approval at an appropriate level. 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 conducting 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.

The Director of School/Department has overall responsibility for health and safety in his/her School/Department and should ensure that a suitable and sufficient assessment of the risk is undertaken prior to the start of the activity and appropriate measures are introduced to meet an acceptable standard of safety prior to the start of the activity. Risk assessments must be undertaken by someone who is competent to do so.

The assessment must consider:

(a) The risks to the health and safety of employees

(b) The risks to the health and safety of persons not employed by the University arising out of or in connection with the conduct of the undertaking

Appendices 4 and 5 have been designed to help the Director of School/Department check the suitability of the risk assessment.

Should the task of risk assessment be delegated to the Fieldwork Leader then the Director must be satisfied that the Fieldwork Leader is competent to lead and has sufficient awareness of the legal obligations to those under supervision. He/she must also ensure the University's adverse event reporting and investigation procedures are in place (please see SCP7 Reporting and Investigation of Adverse Events).

The aim of the risk assessment procedure is to identify the foreseeable hazards associated with the work and then to assess the actual risk that the hazards present given the circumstances. A "suitable and sufficient" assessment will:

- Identify foreseeable risks
- Be appropriate for the level of risk
- Enable the assessor to decide on action to be taken and priorities to be established
- Be compatible with the activity
- Remain valid for the period of the work
- Reflect current knowledge of the activity

SCP18 Risk Assessment should be referred to for details about undertaking an assessment. The risk assessment must be recorded, signed and kept up-to-date (see Appendix 6 of this Code of Practice for the form). If the fieldwork does not include outdoor activities, the standard risk assessment form that accompanies SCP18 may be used, but reference should be made to those considerations given in Appendix 6 of this Code of Practice. In all cases, the risk assessment must be approved by the Director.

### **3.2.1 Threat analysis**

A fundamental part of the initial assessment of the safety of the fieldwork activity – either in the UK or abroad – relates to the consideration of security and political threat levels, significant natural hazards and health risks. This should include both the field site/destination and travel considerations. For areas of political unrest this information must be kept under review both prior to departure and during the work.

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.

### **3.2.2 Personal safety**

Please refer to the guidance provided in Appendix 10 of this Code of Practice.

### **3.2.3 Aspects to consider**

Points to consider in relation to fieldwork are detailed below. The degree of significance of each point will vary depending upon the nature of the fieldtrip. However, it is important in all field work exercises clearly to define the object of the exercise and the stages within it (see Appendix 1: planning stages for risk assessors).

Aspects to consider in undertaking a risk assessment are:

- Feasibility
- The risks inherent in the site or locations to be visited
- The risks inherent in the work

- The organisation of the work
- The conduct of the work/exercise

Each of these factors contains a number of points for consideration and there are checklists provided to assist in identifying the hazards (see Appendix 2).

For local routine visits that are well supervised it may be appropriate to make a standard generic assessment and develop a procedure setting School/Departmental standards and procedures for such activities. However, more extensive assessment and planning are required for more hazardous, distant trips or those occurring on an irregular basis.

The Director should be satisfied that there is a suitable number of competent supervisors, adequate first aid cover, that a suitable and sufficient risk assessment has been undertaken, that there are suitable lines of communication available and that accidents are reported in line with SCP7 Reporting and investigation of Adverse Events.

### **3.2.4 Additional unplanned exercises or alterations to the programme**

Should the opportunity arise during field studies to undertake additional unplanned exercises, the activities must not be undertaken without first making an adequate risk assessment. If this is not achievable the activity should not proceed.

During a field trip the Fieldwork Leader may have to alter the planned programme due to unforeseen or unexpected circumstances in order to maintain an acceptable standard of safety. This could arise, for example, due to changes in weather conditions or changes in the capability of the group perhaps due to ill health. The risk assessment should record the procedure and authority for making such alterations.

An element of dynamic risk assessment will be required to respond to changes in circumstances or new risks, but these should not be a substitute for adequate emergency and contingency planning.

### **3.2.5 Participants' physical fitness**

The risk assessment should take account of participants' physical fitness to undertake the fieldwork. A functional questionnaire should be completed and submitted to the Occupational Health Unit if necessary (see Section 4 and Appendix 7 of this Code of Practice).

## **3.3 Insurance**

All participants in the activity must be adequately insured – this is to include staff and students.

Staff and students visiting commercial concerns may be covered by the site owner's insurance. The University's Employer's Liability policy provides an indemnity to the University for its legal liability arising from death, bodily injury or disease sustained by employees during the course of their employment. The policy also provides an indemnity for loss of or damage to third party property and death, injury or disease to third parties happening in connection with the University's business. Third party liability is covered only if LJMU is found to be negligent for the incident/accident.

It is important to note that the policy does not provide an indemnity for the legal liability of an external service provider if it is used during field work. Therefore, it is important to ensure that the provider has adequate insurance. The laws covering liability and insurance are complex. Therefore, all members of staff wishing to undertake Fieldwork or visits must complete all appropriate forms (appended to this Code of Practice) to



ensure that all foreseeable risks have been assessed and that the Combined Liability policy covers the planned activities before the trip commences.

Any member of staff intending to travel abroad on University business must inform the Insurance Officer to ensure that the appropriate cover is in place. Pre-notification is required for all travel outside the UK by completing the Application form for Travel Outside UK: [https://www2.ljmu.ac.uk/fin/secured/finance\\_allJMU/116465.htm](https://www2.ljmu.ac.uk/fin/secured/finance_allJMU/116465.htm)

Students are automatically covered and will just need to take a copy of the policy summary with them.

It is important to have adequate medical insurance for trips abroad and in the European Community and Switzerland to carry a card of health insurance. The EHIC card is free and available through NHS Direct online:

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

Outside the EU an NHS card or equivalent for overseas students and staff should be carried. **N.B these cards have expiry dates so must be checked to ensure they are valid for the duration of the work.**

Drivers or group leaders should confirm that appropriate insurance arrangements are in place for the vehicle to be used, for example drivers of private vehicles should establish that their insurance cover is valid for the conditions for which the vehicle is to be employed.

### 3.4 Agreements for access to sites

Fieldwork organisers should ensure that access to sites and proposed work is legal and/or permission has been granted and that licences are obtained if required. For work overseas, clear written agreements for permitted work and work practices should be established.

### 3.5 Communication

Good communication minimises the possibility that those engaged in fieldwork have overlooked policy requirements or other correspondence. This applies to independent fieldwork and supervised fieldwork.

Requirements for communication extend throughout the duration of the fieldwork and arrangements should be explicitly included in the risk assessment to a detail commensurate with the risk.

Communication in the event of an emergency is a key area to plan, especially when remote locations are included on the itinerary.

Effective face-to-face communication well in advance of supervised residential fieldwork can be a critical part of ensuring that those about to engage in the fieldwork fully appreciate the type of experience planned. Full discussion of elements such as the type and quality of accommodation, eating arrangements, sleeping arrangements and the hours of work (as well as any restrictions in place for activities during personal time) can pre-empt mismatches in leader/participant expectation which might lead to disappointment and difficulties with participants whilst on fieldwork, and will be an important part of gaining informed consent from participants.

### 3.6 Third party providers

A challenging aspect of organising fieldwork is the vetting of third party providers, particularly overseas. The University has obligations to ensure that any third party

provider has considered the health and safety implications of its activities and their potential impacts on the institution and its fieldworkers and has minimised or controlled these.

In addition to accommodation and transport providers a wide range of other third party providers may be used; each of these must be vetted for suitability. Examples are: specialist outdoor activity leaders, drilling contractors, dive services, field study centres, in-country guides, suppliers of specialist equipment and laboratory facilities. Host or partner organisations should be treated as third party providers. Use of a third party provider does not absolve the University of its obligations under the Health and Safety at Work etc. Act 1974. Use of such a provider may help to improve the overall safety management of the fieldwork. However, unless there is due diligence in the selection of the third party, overall risks to the institution and its fieldworkers may increase.

It may be tempting to solely rely on previous experience or word of mouth recommendation for a third party provider as the major means of control or approval, and in many cases – particularly overseas – such controls may be the most meaningful and practicable measures available. However, the University will be exposed to potential legal action in the event of an incident unless formal checks are made prior to the fieldwork and records kept – particularly if the third party provider has a safety-critical or supervisory role. An appropriate level of vetting is expected.

Overseas, where many local contacts will not be accustomed to their safety arrangements being questioned, it is likely to be necessary to use a variety of techniques to establish confidence in a third party provider. The level of due diligence required will depend upon the individual circumstances of the fieldwork and the provider itself. For example, fieldwork carried out in Europe over a week in which travel and accommodation are provided by a well-known and reputable UK based travel agent would require far less effort to demonstrate due diligence than six months of data gathering fieldwork in a remote region where such arrangements are being made by local agents.

### **3.7 Supervision**

Supervision levels for field work or visits will vary. An inexperienced group of first year students will require to be more closely supervised than postgraduates or experienced members of staff. During the activity the responsibility rests with the Fieldwork Leader to ensure that the level of supervision is adequate for a given situation. A plan of work including a proposed itinerary, timetable and contact times for groups or independent workers should be held by the School/Department office.

In considering the appropriate level of supervision, factors that must be considered include:

- The nature of the fieldwork
- The environment and conditions in which the fieldwork takes place
- The experience of the members of staff in supervisory roles
- The experience of the group
- The needs of individuals taking into account their age, level of maturity and any individual special needs
- The external requirements of, for example, regulatory authorities or bodies

Three levels of supervision can be recognised: fully supervised; expeditions and lone working.

### **3.7.1 Fully supervised and unsupervised fieldwork**

These will normally be visits/work of short duration and usually but not always in low hazard environments. Participants may be inexperienced and health and safety instruction should therefore be an integral part of the excursion. They must be made aware of local rules applying to industrial or commercial sites. People should not be allowed to work independently and must not be exposed intentionally to hazardous situations.

Staff/student ratios are an important consideration. The size of the group and the number of group leaders required will depend on a number of factors. When deciding group sizes consideration should be given, but not limited, to:

- Adequate deputising provision for Fieldwork Leaders (and drivers) in case of incapacity
- The environment
- The prevailing conditions
- The Leaders' experience
- The group's experience
- The nature of the task or activity
- The logistics of foreseeable emergencies, casualty care and sending for help

For example, parties of inexperienced people may be difficult to co-ordinate in rugged country. A minimum of four people to a sub-group will mean that if there is an emergency one can stay with the casualty and two can go for help.

Some low risk fieldwork is unsupervised, for example small research groups attending meetings with public agencies and NGOs related to their project work.

### **3.7.2 Expeditions**

Expeditions may be prolonged and in remote environments. Participants should normally be experienced and/or will have received training in work techniques and health and safety procedures. The Fieldwork Leader of such a trip must be adequately trained in appropriate skills that may include survival, communication, and navigational techniques. He or she should be aware of local hazards and be familiar with the precautions to be taken.

The Director should be satisfied that the Fieldwork Leader has the personal capability and competence to lead especially under adverse conditions. The authority and responsibilities of the Fieldwork Leader must be clearly defined and understood by all members of the party and serious consideration should be given to excluding people unable to accept such authority. Adequate deputising arrangements should be made in case of incapacity, or if the party splits up into smaller groups so an adequate number of experienced and trained persons can accompany the group.

### **3.7.3 Lone working**

Working alone by employees and students is to be discouraged, as far as possible, but it is recognised that in some situations it is not reasonably practicable to avoid.

Lone working should only be sanctioned after a thorough assessment of the risks. The nature of the work, the hostility of the location, the location of the site and the experience of the employee/student should be taken into account. There are specific situations where it is illegal for people to work alone, for example working in confined spaces, fumigation and diving operations. A safe system of work should be devised, so far as is reasonably practicable, to safeguard the health and safety of the employee/student as

required by Sections 2 and 3 of the Health and Safety at Work etc. Act 1974 and reduce risks from foreseeable hazards to an acceptable level.

The employee/student should be involved in the risk assessment process. In the case of students they must be aware that they are still under the supervision of the academic supervisor. The academic supervisor bears a degree of responsibility to the student in his/her charge and under no circumstances should a student undertake fieldwork without consultation with the supervisor.

Schools/Departments must formulate clear guidelines for the scope of activities that can be undertaken alone, including the types of terrain, checking in procedures, emergency arrangements and training required.

An effective means of communication must be established. This may include the use of mobile phones, VHF radios, satellite phones or emergency position-indicating radio beacon station (EPIRBS). Other means of attracting attention, such as whistles or torches should also be considered. It is acknowledged that there will be occasions when communication in remote areas will not always be possible and participants should be aware of the risks and have contingency plans for establishing communication in difficult areas.

In outdoor activities the danger of personal injury, possible exhaustion and hypothermia should be considered during the risk assessment and may be considered too great for lone working in some circumstances.

Pre-planned checks should be made at regular intervals for example by telephone, radio or through intermediaries. The frequency should be determined by the nature of the activities and perceived hazards. Appropriate emergency plans must be in place should the lone worker fail to check in.

### **3.8 Training**

Adequate training should be provided for those undertaking fieldtrips. All employees engaged in fieldtrips to remote locations should have a minimum of emergency aid training. There should be an appropriate number of fully certificated first aiders determined by the group size, location and the activity. Fully certificated first aiders would not be required in low risk field trips where there is good local medical provision.

It is advisable that all employees/students involved in activities on water should be able to swim at least 50 metres under the expected conditions and an appropriate level of fitness for the activities to be undertaken should be attained.

Formal qualifications may be required for specialised activities e.g. diving for scientific study will require a scientific diving licence in accordance with the Diving at Work Regulations 1997 and the supporting Approved Code of Practice L107. Reference should be made to diving guidance from the HSE, UK Scientific Diving Supervisory Committee, UK National Facility for Scientific Diving and European Scientific Diving Committee.

### **3.9 Exchange of information**

The provision and exchange of clear information is critical for UK and overseas fieldwork. This applies to fieldwork teams, participants on fieldwork and independent fieldworkers. Information ought to be provided sufficiently well in advance of the fieldwork to allow any areas of concern to be raised and addressed. Timely provision of information allows for the purchase of any equipment, further medical advice to be sought if necessary, and adherence to the planning and risk assessment requirements

mentioned in earlier sections. This is particularly important when responsibilities are split between institutions.

When Directors receive clear written information on activities planned by fieldworkers they will be able to seek any further clarification necessary prior to authorising the fieldwork. For supervised fieldwork, when participants receive clear written information, the potential for misunderstandings will be minimised and participants will be able to take action to ensure they adhere to requirements.

There is also a need for an audit trail to be established to demonstrate that informed consent is given by fieldworkers to engage in certain (possibly higher risk) activities and to establish clarity for all those with specific roles and responsibilities. This point can be critical when recruiting staff who may need to carry out fieldwork in locations where intrinsic risks are higher. It is also very important when organising supervised fieldwork to locations which do not have ready access to medical help.

The fieldwork leader should provide information covering the scope of supervised fieldwork. This should include the times, location and type of work, and must specify any fieldwork that cannot be undertaken without direct supervision.

Information should be reviewed frequently by the fieldwork leader, with any changes to itinerary and contact details communicated as appropriate; final details should be communicated immediately prior to departure.

### **3.10 Approval of fieldwork**

All types of fieldwork and a relevant risk assessment must be approved by the Director. Details of the work including itinerary, party members, contact details, passport and visa details and next of kin contacts should be held by the School/Department. All staff and students are recommended to carry their University identification card to support the legitimacy of the work or presence and for emergency ID.

## **4. HEALTH MATTERS**

### **4.1 Health screening**

Health Screening is constrained by restrictions in the Equality Act 2010 and the Data Protection Act 1988 and can only be undertaken for a specific purpose related to a specific hazard or risk. All medical information must be processed and stored in the Occupational Health Unit. The risk assessment for fieldwork will identify any specific hazards or risks.

It is entirely appropriate for supervising academics to know relevant information about a student or member of staff who has a medical condition, which could become a problem if medical attention couldn't be given readily. To avoid asking irrelevant and intrusive personal questions of the students or staff, the supervising academic may obtain relevant information while complying with data protection and equality legislation.

The first step in the process is to consider the risks involved for the fieldwork/travel. If the risk is deemed to be high by virtue of its location and/or activities, a functional questionnaire should be given to all students and staff members to complete. Fieldwork itineraries even for low risk activities will be shared with all participants, including staff; should any aspect of the itinerary potentially be an issue for an individual he/she will be asked to complete a health questionnaire for consideration by Occupational Health Unit. Please note- **confidential medical information should not be entered on the functional questionnaire.**

**Please note that most fieldwork in the UK, unless in remote areas will not constitute a high risk. If in doubt, please e-mail the Health and Safety team for**

**advice about risk assessments or the Occupational Health Unit regarding functional questionnaires.**

It is essential that a close working relationship is maintained between the Occupational Health Unit, the Work Organiser or the Overseas Team Leader. Due to workload priorities and timely provision of vaccinations, the Occupational Health Unit should be contacted at least 6 weeks prior to departure date.

The steps to follow are indicated below. Please note that template forms to be used are contained in the Appendices 6-9 of this Code of Practice (fieldwork risk assessment; functional questionnaire for fieldwork; Occupational Health referral letter; and consent form for Occupational Health referrals).

1. A risk assessment should be undertaken for the fieldwork. If the risks are low, no further action is needed.
2. If the risks are high, then the specific risky activity must be described so that the participants and supervisor can understand and control these risks, and so that the Occupational Health Unit can understand what risks to assess against.

If you need further advice on how to conduct the risk assessment, please contact the Health and Safety Unit.

3. If the risk assessment indicates that there is a high risk, a functional questionnaire should then be completed by all staff and students on fieldwork in which the significant hazard or risk has been identified. Participants must be told that confidential medical information should not be entered on the functional questionnaire.
4. If a person indicates on the returned questionnaire that he/she has problems with the ability to carry out normal day-to-day activities, or has any impairment or condition which causes sudden loss of consciousness, or any impairment or condition which causes sudden loss of balance, or any impairment with which additional help may be needed during fieldwork a referral to the Occupational Health Unit is required.
5. Fully informed consent must be taken from the member of staff or student before referral, by the referring academic or P&OD Business Partner, in accordance with the Data Protection Act (the Occupational Health Unit does not need a copy of the consent form.) This should be stored by the referring manager in the student's admin file (or other appropriate secure system) or member of staff's personal file.
6. The Occupational Health Unit will be sent the risk assessment, (or precise details of the risks), referral letter and functional questionnaire with a covering e-mail to: [OHAdmin@ljmu.ac.uk](mailto:OHAdmin@ljmu.ac.uk).
7. The Occupational Health assessment may require a face to face consultation with the participant, other forms of dialogue with the participant, or may be based on assessment of documentary evidence only. Students and staff will be contacted by their University e-mail address in the first instance.
8. Health clearance, which will usually take the form of an email from the Occupational Health practitioner, will be issued by the Occupational Health practitioner to the referring manager/supervisor once health screening is complete.
9. Any adjustments which are needed on medical grounds, to enable participation in the relevant fieldwork, will be specified in the health clearance document. It is the responsibility of the referring manager to judge whether recommended adjustments

are reasonable, on grounds of cost and practicality, and to implement these adjustments.

## 4.2 General health information

Participants must receive information on the likely health hazards associated with the work, including physical hazards of the environment such as hypothermia, frostbite, dehydration and infection such as Leptospirosis and Lyme disease.

## 4.3 Travel advice and vaccinations

The Occupational Health Unit can offer travel advice and vaccinations for staff travelling to any international visit outside Western Europe and North America on University business. You should apply for health clearance at least 6 weeks before intending to travel.

Please contact the Occupational Health Unit by e-mail: [OHAdmin@ljmu.ac.uk](mailto:OHAdmin@ljmu.ac.uk). Please quote your full name, date of birth to ensure data accuracy. You will be sent a travel form for your line manager to complete, requesting precise details of the dates, duration and destinations, accommodation and the precise nature of your work.

If you are in good health and travelling only for a few days to a major city for a conference or meeting, staying in reputable accommodation, then your risks of most infections will be very small. If you may be living and working in places with poor hygiene or sanitation, you may require vaccination. For those who have pre-existing medical conditions long haul flights and work in tropical conditions may pose additional risks and advice must be sought.

### 4.3.1 Vaccination

Many vaccines provide effective protection against diseases such as Polio, Tetanus, and Hepatitis A & B. Vaccinations should always be considered when travelling to areas outside Western Europe and North America. Departments will be responsible for the costs of any required vaccinations. In the case of illnesses for which vaccines are not available, appropriate advice should be sought before travelling.

To find out the recommendations for the countries you are visiting, check [www.fitfortravel.nhs.uk](http://www.fitfortravel.nhs.uk) or the [National Travel Health Network and Centre](http://www.nathnac.org) (NaTHNaC). Travel health advice for each country in the world is also available on the NaTHNaC [Country Information Pages](#).

Based on the current advice from the UK Health Protection Agency for travel to your destination the following advice is recommended:

1. Always drink clean water and avoid drinking water which might be contaminated.
2. Practice strict food, water and personal hygiene precautions.
3. Ensure that you have had all of your UK public health primary vaccinations, such as Tetanus. If in doubt, ask your NHS GP.
4. In tropical locations, take insect bite avoidance measures. For further information follow this link: <http://www.nathnac.org/pro/factsheets/iba.htm>.
5. Malaria: LJMU do not stock malaria prophylaxis and you are advised to contact the Well Travelled Clinics (0151 705 3223) [www.welltravelledclinics.co.uk](http://www.welltravelledclinics.co.uk) which provides expert Malaria prophylaxis advice, and administers Malaria prophylaxis medication for each location.

6. It is advisable to visit your dentist for a check-up depending on duration of travel plans.

Appointments for vaccinations will be sent to University e-mail addresses.

#### **4.4 Reasonable adjustments for Fieldworkers with disabilities**

Under the Equality Act 2010, the University must ensure that fieldworkers with disabilities are not put at a substantial disadvantage compared with non-disabled fieldworkers. In order to do this, the University has a duty to consider reasonable adjustments to enable those with disabilities to participate in the fieldwork if, without such adjustments, they would be excluded. The judgement about whether an adjustment is reasonable is based on cost and practicality.

The only exception to making such adjustments would be if the decision not to make adjustments is based on evidence that it is a disproportionate means of meeting a legitimate aim. For example, the costs of the adjustments might prevent the fieldwork from taking place, thereby disadvantaging all participants or the research outcomes. Similarly it might be justifiable to restrict the activities of a disabled participant in whole, or part, if his/her safety or the safety of others would be compromised.

#### **5. CONTINGENCY PLANNING, EMERGENCY PROCEDURES, REPORTING ACCIDENTS AND ADVERSE EVENTS**

Fieldtrip supervisors/Fieldwork Leaders must ensure that they have **written contingency plans for reasonably foreseeable emergencies** and a **contact list** for local emergency services.

The Fieldwork Leader must ensure that all participants know what to do in the event of an emergency. Any procedure should include details of the location of medical assistance and the names of any first aiders with the party.

Fieldwork will often take place in remote areas. In deciding whether first aider cover is required consideration must be given to the proximity of emergency services, the means to contact them and the length of time that it may take for them to arrive. At least one member of staff attending a field trip in a remote location should hold a first aid certificate and other supervisors should be trained in emergency first aid. A first aider is not likely to be required if the field trip is to a local factory within the city centre but a trip to a remote area where students and staff will be out on site, a few miles from a phone or transport, would require a first aider and first aid kit.

Dealing with a medical emergency is a possibility which should be considered for all fieldwork including supervised fieldwork and independent fieldwork. Considerations include the duration of the work, the remoteness of the destination, the fitness of participants, the access to hospital facilities and standards of health care available in the country.

Under field conditions minor injuries may become serious if they are not treated quickly or properly. Leaders should be alert for the signs of illness or fatigue and should know the nearest source of medical assistance.

The Health and Safety Unit publishes its training calendar on its website. <https://www2.ljmu.ac.uk/HSU/126697.htm> Appropriate first aid courses can be arranged for groups.



Arrangements should also be made for:

- Provision of adequate emergency equipment (e.g. first aid kits/trauma kit, survival bags, emergency shelter, torch)
- Means of summoning aid (e.g. mobile phone, whistle, torch, flares, VHF radio, EPIRB, satellite phone as appropriate to the circumstances)
- Evacuation procedures
- Liaison with emergency services (e.g. where language differences might be an issue)
- Correct treatment of casualties and equipment (e.g. decontamination)
- Financial resources for responding to emergencies
- Available support
- Missing persons procedure
- Methods for contacting next of kin
- Civil unrest and natural disasters
- Medical emergencies and repatriation
- Communication strategy
- Media management plan (i.e. information or interviews will not be provided to the media regarding any adverse event. This is the responsibility of corporate Communications)

Where external stakeholders, including partner institutions or third party providers, have roles or responsibilities in the emergency plan, it is vital that they are briefed (ideally face-to-face).

All adverse events must be reported through the normal University reporting procedures using the electronic adverse event reporting system immediately upon return. The Health and Safety Unit must be contacted directly and promptly if an adverse event has caused a serious injury involving medical treatment or if there is a death on 0151 231 5540. Outside of normal office hours please email [H&SUnit@ljmu.ac.uk](mailto:H&SUnit@ljmu.ac.uk). This is to comply with the legal obligation promptly to report to the Health and Safety Executive.

The University Code of Practice SCP7 Reporting and Investigation of Adverse Events may be obtained from the Health and Safety Unit's website <http://www2.ljmu.ac.uk/HSU/65138.htm> together with additional guidance on investigation and definitions of major accidents.

It is essential that staff or other responsible persons on the scene gather as much information as possible and investigate any accident, taking photographs where appropriate, since it will rarely be practicable to make a full investigation later.

## **6. FIELDWORK OUTSIDE THE UNITED KINGDOM**

Directors should ensure a management plan is in place designed to protect the health and safety of employees and students when working overseas (see SCP24 Travelling and Working Overseas).

In addition to previous references to travelling outside the UK, the University's Insurance Officer, based in the Finance Department, has access to various websites that hold relevant information regarding International Travel. The sites not only provide useful information regarding health risks in the country concerned but also information such as emergency services contact points, customs and the general climate of the country concerned.

The Insurance Officer has access to Control Risks which provides advice regarding terrorism and high risk areas. They will also be on hand to assist in the event of an emergency situation of that kind. Speciality Assist will deal with all medical emergencies.

## **7. CONDUCT OF FIELDWORK**

### **7.1 General precautions for all categories of outdoor activities**

For all outdoor activities the following general rules apply:

- The personal equipment and clothing of all participants should be suitable for all weather conditions and terrain likely to be encountered
- Check the weather forecast and keep a constant look out for changes to the weather. If the weather deteriorates, do not hesitate to turn back
- The international distress signal is:
  - six torch flashes, whistle blasts or waves of a light coloured cloth
  - one minute pause
  - another six blasts, etc. repeat ad lib

A rescue party's standard response to the distress call is:

- three torch flashes, whistle blasts, or waves of a light coloured cloth within a minute
- one minute pause
- another three blasts
- Avoid touching any machinery or equipment in quarries, mines, factories, building sites, farms or fields. Special care should be taken on old army ranges or practice grounds. No explosives, detonators, etc. found on site should be touched. Any found should be reported to the Fieldwork Leader immediately. Students should be informed not to eat any berries, fungi, etc.
- Always obtain permission of the land owner or official department before entering any area. Do not use railways as foot paths
- Some members of the party should be able to read a map and use a compass
- Never go into the field without leaving word and preferably a map reference showing the exact location and expected time of return. Care should be taken not to break arrangements to meet and report to local people

### **7.2 Transport**

Control of transport is vital and must be a consideration within any risk assessment, for example vehicle suitability, prevention of driver fatigue, provision of adequate rest periods and vehicle insurance. Transport must not be used in a reckless, careless or dangerous manner. Transport of disabled persons and suitability of vehicles should also be considered in the risk assessment.

The Fieldwork Leader and deputy should be aware of the travel arrangements made by every member of the party, both before initial assembly and subsequently at the start of each working day. Party members must be told how to contact the party leader or the deputy if there is an unavoidable change in transport plans.

Providing safe transport for fieldwork can be a challenging aspect, particularly in developing countries. Travel requirements may include transport to and from accommodation within the UK and overseas, to and from airports, and between fieldwork locations - sometimes to remote areas. If the risk or complexity of the travel dictates, it may be necessary actively to manage transport arrangements to ensure that all fieldworkers arrive safely at a particular location.

The provision of transport will also vary from public transport to third party providers and the possibility of fieldworkers using their own vehicles. All of these aspects should be managed.

Where basic health and safety precautions cannot be assured by central procurement measures, the fieldwork leader or independent fieldworker must be provided with suitable guidance to allow him/her to make an informed decision when selecting or using a transport provider. Guidance should be based on the provision of, and confidence in, basic safety precautions.

There must be adequate insurance cover, which meets local legal requirements, for the type of transport used.

For supervised fieldwork, the mode of transport must be suitable for the needs of all participants, particularly those with disabilities.

All modes of transport to be used must be assessed for their suitability, including the consideration of available public transport options.

The competence of independently chartered third party transport providers must be checked to ensure that appropriate precautions and safeguards are in place. Considerations should include the safety record of the provider, particularly in developing countries.

Fieldworkers should be briefed on any residual risk associated with transport safety or accessibility issues that may affect them.

Party members must stay with the party except when a clear arrangement has been made with the party leader.

Party members must make sure that they understand and comply with instructions for reporting after completion of the working day.

Fieldwork Leaders must make sure that the party is complete at the end of each stage of the trip.

Solo transport over rough country or in isolated areas should be avoided whenever possible, particularly when severe weather is conceivable or when any special danger might be encountered.

Whenever solo transport is unavoidable over rough or isolated country, information about the intended travel route should be left with a responsible person at base, ideally with a map showing precise details. When vehicles are parked in remote areas and the solo driver has to walk out of sight of the vehicle, written information concerning the intended route and destination should be left clearly visible in the vehicle.

Party members should make sure that equipment and materials are stowed safely for normal movement but also if the vehicle is involved in an accident. Whenever public transport is used methods of stowing must comply with the carrier's regulations. Under no circumstances should the vehicle be overloaded. Goods projecting at the front and rear must be marked appropriately.

University vehicles should only be driven by personnel acting with the prior consent of the appropriate School Director/Head of Department or deputy; this permission should be granted only when the driver concerned has been familiarised with the vehicle, knows the location of items such as the first aid kit and fire extinguisher. **No pets or unauthorised persons may be carried in University vehicles** (see Code of Practice SCP 27 Driving at Work).

Under the Road Traffic Act every driver is personally responsible for the vehicle he/she is driving. Drivers should satisfy themselves daily that their vehicle is in a safe condition, with respect to tyres, brakes, lights, windscreen washers, wipers and steering. Any

defects that develop should be reported immediately to the Fieldwork Leaders. A vehicle in a potentially unsafe condition should not be used.

All transportable hazardous substances are regulated by the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007 and should be packed in such a way that they could not cause injury in the event of an accident. They should be clearly identifiable, accompanied by a risk assessment, packed separately to the occupants of the vehicle and only small volumes should be carried. The regulations should be referenced for guidance of quantities. Chemicals that are toxic, corrosive or flammable (including fuel) should not be dispensed in or within 10 metres of any vehicle. The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007 now apply to the transport of radioactive materials.

Drivers of all vehicles should establish that their insurance cover is valid under all conditions for which their vehicle is to be employed which should be business use for the purpose of this work.

Drivers should be aware of the dangers associated with fatigue while driving and take sensible measures to prevent it occurring.

Drivers should wear appropriate footwear suitable for driving. Unsuitable footwear includes gum boots, heavily studded boots, clogs, flip-flops or bare feet.

Appliances incorporating naked flames, such as stoves or lamps, should not be lit or used within 10 metres of any vehicle.

General care should be taken when parking vehicles. Vehicles must not be parked in areas where there is possible danger from falling rocks or trees, where they may cause an obstruction where there is likely to be flooding by the tide or a sudden rise in water level. Vehicles should not be driven on to sand or mud or any surface where there is a danger of becoming stuck. When visiting active quarries, drive and park only in specified areas.

Suitable emergency equipment, such as a first aid kit, tyre pump and pressure gauge and torch should be carried.

Drivers of minibuses should be qualified in accordance with the Code of Practice SCP 27 Driving at Work.

### **7.3 Accommodation**

The type of accommodation that will be used for fieldwork activities will vary considerably from well-known hotel chains in busy cities to hostels, bunk houses and camping in very remote areas. Many factors will need to be considered in determining the type of accommodation required. These include the requirements of the fieldwork, the needs of all the fieldworkers and the availability of accommodation in the location of the fieldwork.

Developing countries can have differing national standards and it may be necessary to assess accommodation, prior to the work as far as possible and comprehensively on arrival. The overall aim is to reduce risks associated with the accommodation to a level acceptable to the University and to the fieldwork team.

Checks may include:

- Fire safety
- Personal security
- General safety of the structure and facilities – for example pool, lifts, balconies, electrics and gas safety
- Environment surrounding the accommodation

As a minimum, familiarisation with accommodation emergency escape routes will be required.

The fieldwork leader should be empowered to change any accommodation booking. This will be based on an informed decision if, upon arrival, the accommodation does not meet basic safety requirements.

## 7.4 Catering

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

It is common for fieldworkers to suffer from an upset stomach or diarrhoea because of something that they may have consumed. The risk of contracting something more serious such as cholera, typhoid and hepatitis A is greater in a developing country. In countries where sanitation is poor, basic precautionary guidelines should be followed, such as not drinking tap water unless it has been treated, avoiding foods such as washed salads, cooked cold meats, un-pasteurised milk and cheese and ice in drinks.

Any emergency plan must consider the possibility of an outbreak of food poisoning/food borne infection and have effective arrangements in place.

The level of catering must meet the needs of all members of the group, paying particular attention to participants who have special dietary needs, information on which should be sought prior to the fieldwork commencing.

A supply of potable water must be available.

For supervised fieldwork, participants should be told in advance which meals will be provided for them and if they will be required to bring or purchase their own food.

Where appropriate, or where catering is project-critical, a process must be in place to check the suitability of the catering. All members of staff in a supervisory role should be provided with suitable guidance to enable them to make an informed decision on whether or not the arrangements are suitable. This will be based on the provision of basic food safety precautions. Where appropriate, hotel accommodation checks should include basic food hygiene considerations.

Any self-catering should be arranged by a competent person, who is also able to provide effective supervision to ensure control measures such as personal hygiene facilities, temperature control and food storage are effective.

The fieldwork leader should ensure that participants are able to wash their hands prior to eating or preparing food. Equipment such as antibacterial wipes may be provided.

## 7.5 Equipment

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

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

The fieldwork leader should:

- Ensure that there is an inventory of all safety critical equipment
- Check all hired equipment for suitability and condition at the point of hire or collection/delivery

- Ensure, if appropriate, that a manual handling risk assessment has been completed for the carrying of loads, including work equipment, to site and during the fieldwork
- Where necessary, ensure that all equipment users have been adequately informed, instructed and trained in the use of any equipment, risks arising from its use and associated control measures
- Ensure suitable specialist equipment is provided for the use of fieldworkers with disabilities and that appropriate training has been provided as necessary
- Identify the need for and provide refresher training on the use of equipment. Frequency will depend upon the type of equipment, how often it is being used and the needs of those being trained

## 7.6 Personal protective equipment

Many outdoor activities are controlled by National Governing Bodies – these organisations oversee training and assessment of competence in a range of environments. Activities have a set of national standards, including suitable equipment provision, that competent leaders are expected to adhere to. These will be highly specific, in some cases, in order to manage the inherent risks. Where no national standards exist, the following guidance (7.6.1 to 7.6.7) may be used.

### 7.6.1 Clothing

Adequate protective clothing must be worn by all participants. It must be checked regularly and maintained in good condition. Equipment should comply with the relevant British Standard or European Standard. In addition, groups should always have a map, compass, whistle and individuals who know how to use them.

Fieldwork often involves protracted time away from base in a variety of weather. There must be suitable clothing available, in good condition to:

- Combat against exposure due to adverse weather
- Protect the worker from physical, biological and chemical hazards in the environment
- Act as a marker in rescue operations

In considering the needs of protective clothing take into account the part of body exposed to the hazard and the nature of the hazard, i.e. water, heat, cold, chemical, physical and protect appropriately.

For outdoor activities, such as hill walking or sailing, layers of insulating clothing under an outer waterproof covering give the greatest overall protection. It is important to note that in warm dry weather waterproof clothing should be carried in a pack, since it can be more of a hindrance than a help. Any loose strings, pockets, hood, etc. should be secured.

For **water activities**, including working by or over flowing or deep water, a lifejacket must be worn. Life jackets that require to be orally inflated or part orally inflated should be avoided. They should meet the following BS EN standard or equivalent:

- average adult use in relatively sheltered waters (BS EN 395)
- average adult in sheltered water when help is at hand and adult is a swimmer (BS EN 393)
- average adult offshore or foul weather clothing in use (BS EN 396)
- average adult extreme conditions offshore, when heavy protective clothing is in use (BS EN 399)
- Aprons and capes may be required when dealing with spray, e.g. whilst canoeing

**Sports and adventure activities** are not considered to be the same as **working**. In the case of water sports and adventure activities the appropriate personal flotation device **as specified by the National governing body** for the activity must be worn as there is a difference between buoyancy aids and life jackets and their associated levels of buoyancy (Levels 1-4). There are dangers associated with use of an incorrect type of personal flotation device for an activity.

### 7.6.2 Head protection

The head should be protected against impact, rain and wind depending upon circumstances. For **fieldwork** in areas where impact is possible, for example when visiting mines, quarries, cliffs, scree slopes or during activities such as rock climbing or whenever there is a risk from falling objects, head protection up to the standard BS5240 Part 1:1987/BS EN 397 or equivalent is required.

Whilst undertaking **outdoor activities, e.g. sailing, canoeing, etc.** a high percentage of body heat is lost from the head. It is important to protect the individual by ensuring appropriate head cover is worn.

Effects from the sun can be hazardous and suitable headwear should be considered.

### 7.6.3 Eye protection

For activities involving **corrosive chemicals** appropriate goggles should be worn. BS EN 166 is the standard for eye protection.

Sunglasses or anti-dazzle glasses should be carried when there is reason to expect bright sunlight or snow glare.

### 7.6.4 Hearing protection

In situations where the sound level is excessive (will exceed 140 dB or personnel are likely to be exposed to noise levels more than 85 dB(A)) appropriate hearing protection must be provided. At levels at or above 80 dB(A) personnel are entitled to request hearing protection. The highest noise level encountered during fieldwork, tend to be from tools such as chainsaws (103 dB(A) approximately). If normal conversation is difficult at a distance of 2 metres hearing protection will probably be required.

Hearing protection can be provided in a variety of different forms:

- **Ear muffs** - The benefit of ear muffs is that they can be easily seen and it is easier to see that all personnel are wearing them. The drawbacks are that they are uncomfortable for prolonged use, can create a feeling of isolation from the environment and they require inspection, cleaning and maintenance. Ear muffs should comply with the standard BS EN 352 Pt 1 or equivalent
- **Ear Plugs** - It can be difficult for supervisors to tell if they are being worn but they can be used effectively by most people and are disposable. Ear plugs should comply with the standard BS EN 352 Pt 2 or equivalent
- The frequency of the sound will determine the most appropriate type of protection. If in doubt seek advice from the Health and Safety Unit
- Consideration should be given to persons wearing a hearing aid(s)

### 7.6.5 Respiratory protection

Substances such as dusts, fumes, vapour, gases and micro-organisms encountered at work can cause significant damage to health and, in extreme cases, death. If exposure to a hazardous substance cannot be controlled in any other fashion then using appropriate respirators may be the last resort.

Respiratory protective equipment (RPE) includes a very wide range of devices from disposable dust masks to combat dust to self-contained breathing apparatus such as that used by the Fire and Rescue Service. Working in particular environments, for example mines and quarries, or with particular chemicals, e.g. crop spraying may require the use of RPE. Contact the Health and Safety Unit for advice on suitable RPE for the hazards identified in the fieldwork.

### 7.6.6 Hand protection

The correct hand protection should be worn, such as chrome leather gloves which should be used when dealing with fencing materials, or plants with thorns or sharp edges. Exposed cuts and abrasions can lead to tetanus infection when handling plants, animals or soils.

#### Hand protection for biological hazards

Dangers arise from poisonous plants, fungi, and animals, particularly biting and stinging animals. There is always a risk of infection from animals, particularly in the wild and regardless of whether the animal is alive or dead. Take elementary precautions:

- Use rubber gloves when handling carcasses, bedding, etc.
- Use disinfectant when cleaning out animal living quarters and utensils, dissecting instruments, etc.
- Always wash hands

Warm hands are important and they should be protected where possible. Fingerted, thermal, flexible material (e.g. wool or wool-lined leather or rubber) should be used.

### 7.6.7 Foot protection

Correct footwear should be worn at all times, such as boots with strengthened toecaps which are often necessary for work involving heavy equipment. Boots should support the ankle and have a good grip. This is most important on wet surfaces, such as rocky shores where slippery and sharp surfaces can be very dangerous. **Never** work barefoot even on apparently smooth sand.

For fieldwork activities on mountains and moorland "commando" type soles are the best all-purpose footwear. Gumboots and/or waders may be necessary on moorland projects.

Participants should consult with the activity supervisor about the suitability of any footwear that is intended to be used, and must follow any advice and instructions given.

## 7.7 Electrical safety in the field

Usually generators are used in two forms, the trailer type (petrol or diesel fuelled engines) driving a dynamo for the production of electricity, or a small hand portable petrol engine unit driving a dynamo.

The trailer type has moveable side coverings to keep the engine and generator dry. However, subject to dispersal of exhaust fumes they are best used under limited cover



i.e. open sides with a roof for cover. This makes for greater safety when doing essential maintenance work.

The small generator should be used under cover when weather conditions are uncertain, but it is important to ensure that the exhaust fumes are dispersed.

### 7.7.1 Precautions for the use of trailer and portable generators

The following precautions should be taken when using trailer and portable generators:

- A written system of work must be prepared in addition to the site specific risk assessment
- **Never** work on a generator with the engine running
- **Never** connect or disconnect the distribution cable with the engine running
- **Always** site the machine on a dry level place to minimise possibilities of shock
- **Always** keep spare fuel at a safe distance from the equipment. Generators can spark
- **Always** switch off the engine before refuelling
- Keep the distribution cable raised above ground level, where possible, so that it is visible and avoid running over it with vehicles
- **Adhere to the requirements outlined in the manufacturer's instructions for use**

## 8. MONITORING AND REVIEW

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

Where appropriate, the fieldwork leader should hold a post-fieldwork debrief meeting, or other formal review, to capture any recommendations for improvement. Considerations that would indicate a need for a formal review would include, inter alia:

- Significant accidents or near-misses
- Occasions where dynamic risk assessments were needed
- There was a significant change to plans or itineraries
- Where unexpected training was needed during the fieldwork

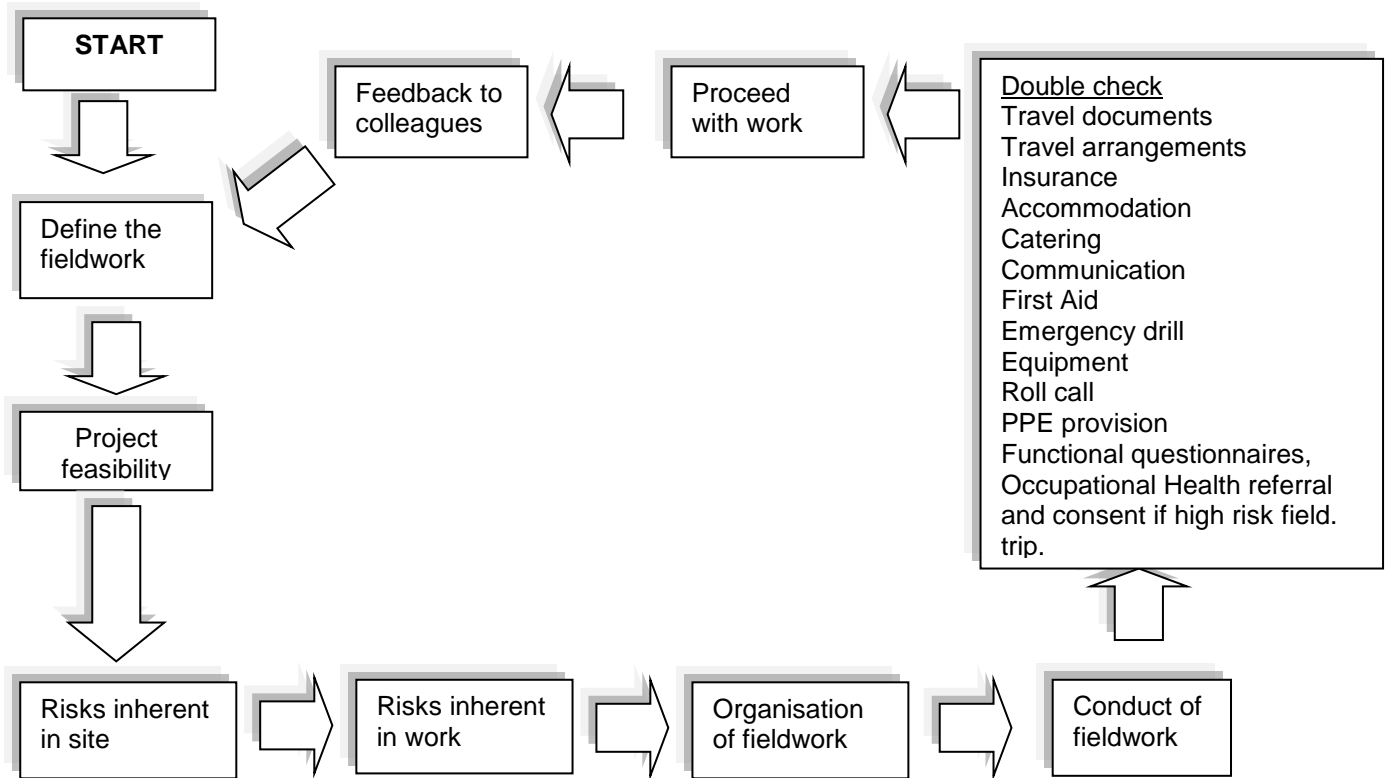
Reviews should focus on potential shortcomings in planning, processes and procedures and in management of the fieldwork.

Training needs that emerge whilst on the fieldwork must be addressed, in so far as is possible, as they arise. Training given in the field should be logged and considered at the formal review.

Relevant risk assessments should be reviewed as soon as possible after return to the institution.

**APPENDIX 1**

**BASIC PLANNING STAGES FOR RISK ASSESSORS**



**Please refer to Appendix 2 which provides checklists for the planning stages above.**

**APPENDIX 2**

**CHECKLISTS FOR PLANNING STAGES**

**Checklist 1  
Project feasibility**

<b>Access</b>	Travel arrangements Permission to work on site Provision for disabled Availability of assistance Accommodation Insurance
<b>Fitness</b>	Pre-expedition training
<b>Training</b>	Navigation First-aid Languages Interpersonal skills Hygiene/health information Specific skills e.g. diving, use of climbing ropes
<b>Health</b>	Questionnaire Medical/dental checks Vaccination First-Aid kit
<b>Staff</b>	Staff to student ratio Deputising arrangements Competence of all leaders

**Checklist 2  
Risks inherent in the site**

<b>Physical hazards</b>	Extreme weather Mountains (altitude sickness above 2400m), cliffs, glaciers, crevasses, ice falls etc. Caves, potholes, mines, quarries Forests (including fire hazards) Freshwater, seawater, tides, currents etc. marshes, quicksand Roadside
<b>Biological hazards</b>	Venomous, lively or aggressive animals Plants Pathogenic micro-organisms (tetanus, leptospirosis etc.)
<b>Chemical hazards</b>	Agrochemicals and pesticides Dusts Chemicals on site
<b>Manmade hazards</b>	Machinery and vehicles Powerlines and pipelines Electrical equipment Insecure buildings Slurry and silage pits Attack on the person or property Military activity
<b>Hazards to environment</b>	Pollution Disturbance of eco-systems Waste minimisation

### Checklist 3

#### Risks inherent in work

<b>Training</b>	Navigation e.g. map and compass Survival/rescue First Aid Specialist training e.g. diving, ladders, scaffold, machinery, vehicles, rock climbing, sailing,
<b>Chemical and biological hazards</b>	COSHH assessments for the work on site and transport of substances.
<b>Personal safety</b>	Risk of attack, theft Routine communication (pre arranged time) Emergency Communication

### Checklist 4

#### Organisation of the fieldwork

<b>The Group</b>	Fieldwork Leader Chain of command (deputies etc.) Staff to student ratio Personal inter-group relationships Size of working groups (maximum, minimum) Responsibilities for aspects of work Safe and secure accommodation
<b>The individual</b>	Lone working avoided Adequate clothing PPE provided Individual trained and fit Appropriate means of communication
<b>Equipment</b>	Fit for purpose Used properly Well maintained Repairable on site
<b>Pre-planning</b>	Next of kin and GP noted Medical conditions noted Appropriate authorities informed (Police, Mountain Rescue, Coast Guard, Forest Rangers etc.)
<b>Catering</b>	Provision of food Hygiene Water supply Food prep and storage Fuel for cooking

### Checklist 5

#### Conduct of fieldwork

<b>The Group</b>	Roll calls Correctly equipped Not overloaded First aid kits and emergency equipment Survival aids Group size and supervision
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<b>Local conditions</b>	Weather forecast Local knowledge/rules Farming practices Itinerary and return times Appropriate permission sought
<b>Transport</b>	Appropriately licensed Appropriate vehicles for terrain and climate Correctly maintained Correctly loaded Appropriate spares Seat belts Fuel Water Maps and navigation aids
<b>Working practices</b>	Lone working avoided? Communication systems Buddy system or lookouts Climatic conditions Provision of shelter Safety lines, nets, harnesses, boats, etc. Safe systems of working Permit to work (confined spaces, diving etc.) Workers trained and fit Limitation of time spent working
<b>Emergencies</b>	Communication (see below) Protection of remaining party Safe havens Secure accommodation (fire/flood risk assessments) Evacuation Recovery of casualties Chain of command

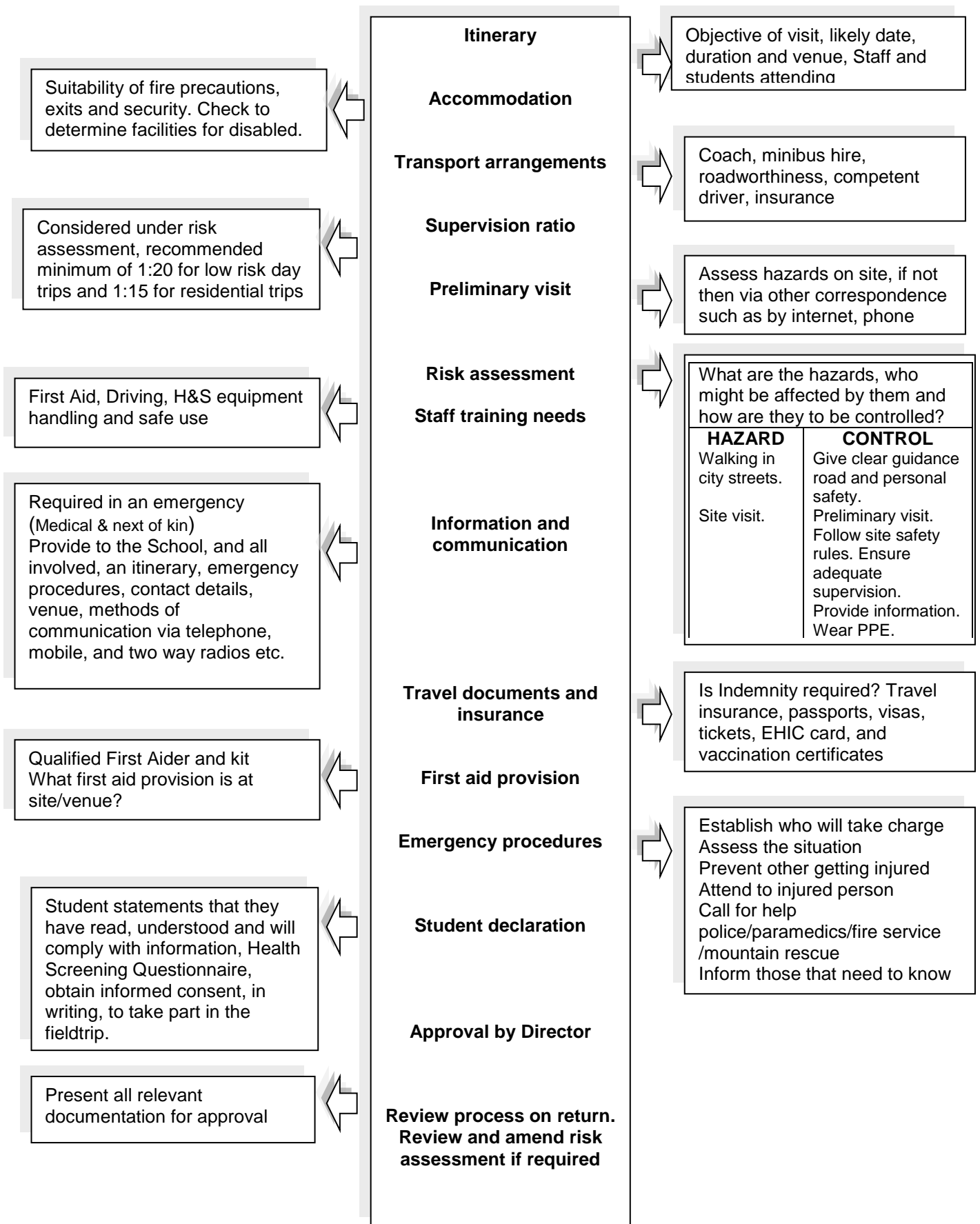
### Methods of communication

Effective communication systems must be established between a party in the field and the base or monitoring organisation. It is advisable to use a combination of methods.

<b>Mobile phones</b>	Some areas may have reception problems
<b>Personal mobile radio</b>	Limited range, interference problems
<b>CB radio</b>	Limited range
<b>Public telephone</b>	Limited availability, not always functional
<b>Satellite communications</b>	Limited availability
<b>Whistle/torch</b>	Limited in poor weather
<b>Movement detectors</b>	Limited for external use
<b>Flares</b>	Limited in poor weather and by the number that can be carried

**APPENDIX 3**

**TRIP ITINERARY**



**APPENDIX 4**

**Staff Supervised Fieldwork Log Sheet and Checklist**

Name of staff leading the group									
Name(s) of other staff									
Course Title and Year/Module No.									
Total number of staff and students in the party					Staff/student ratio				
Expected duration of fieldtrip:		Risk Rating:		LOW	<input type="checkbox"/>	MEDIUM	<input type="checkbox"/>	HIGH	<input type="checkbox"/>
FROM	Time:	Date:	TO	Time:	Date:				

**Note: If the Risk rating is Medium or High, then a supplementary Risk Assessment is required.**

Venue (including accommodation address and phone No. If applicable):

Brief description of fieldwork:

Preliminary visit made to the field excursion area to assess hazards?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has a risk assessment been done and recorded?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has necessary training and information been given?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are supervisors competent under the circumstances likely to be encountered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is there adequate provision for those with health problems or disabilities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have fieldwork programme, including accommodation, telephone numbers, safe working system been distributed to staff, students and School administration office?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are there adequate First Aiders available?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are portable first aid kits available and fully stocked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is there suitable supervision (i.e. staff to student ratio)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is permission required to work on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is personal protective equipment required, boots, hardhats etc?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Arrangements in place relating to travel qualification of driver(s), residential accommodation, communication, etc?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is adequate insurance cover in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have all participants submitted next of kin information to field trip organiser?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has equipment been checked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have all Student Declarations been returned?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**Assessment undertaken by:**

Name:		Date:	
Signature:		Review Date:	
Title (e.g. Group Leader, Supervising Academic):			

**Assessment authorised by Director of School:**

Name:		Date:	
Signature:			

**APPENDIX 5**

**Unsupervised Fieldwork Log Sheet and Checklist**

Name(s) of student(s)							
Course Title and Year/Module No.							
Name of supervising academic							
Expected duration of field trip:		Hazard rating:		LOW <input type="checkbox"/>	MEDIUM <input type="checkbox"/>	HIGH <input type="checkbox"/>	
FROM	Time:	Date:	TO	Time:	Date:		

**Note: If the Risk rating is Medium or High, then a supplementary Risk Assessment is required.**

Venue (including accommodation address and phone No. If applicable):

---

Brief description of fieldwork:

---

Preliminary visit made to the field excursion area to assess hazards?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If fieldwork is undertaken on the premises of another organisation is the supervising academic satisfied with the safety procedures in place, and that workers are aware of them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has a risk assessment been done and recorded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does it involve lone working?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has necessary training and information been given?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the person(s) competent to undertake the activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there adequate provision for those with health problems or disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have fieldwork programme, including accommodation, telephone numbers, safe working system been distributed to staff, students and School administration office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there adequate First Aid provision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have clear lines of communication been established?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is permission required to work on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is personal protective equipment required: boots, hard hats, etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are emergency procedures in place and are people aware of them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have all participants submitted next of kin information to field trip organiser?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has equipment been checked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
All Student Declarations returned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

**Assessment undertaken by:**

Name:		Date:	
Signature:		Review Date:	
Title (e.g. Group Leader, Supervising Academic):			

**Assessment authorised by Director of School:**

Name:		Date:	
Signature:			



**APPENDIX 6**



REF No:

**Fieldwork Risk Assessment Form**

As required by the Management of Health and Safety at Work Regulations 1999

<b>Organiser:</b>	Name:		<b>Assessment undertaken by:</b>		
	Contact number:				
<b>Department:</b>			<b>Date of assessment:</b>		
<b>Leader:</b> (if different from above)	Name:				
<b>Location of field trip:</b>	Contact number:		<b>Review date:</b>		
<b>Proposed dates:</b>	From:		<b>Names of First Aiders/other specialists on Trip:</b>	Assumes leadership of whole party for part of the activity	
	To:			Leader of sub-groups	
<b>Description of field trip:</b>	Starting point:			Assisting with supervision	
	Time:			Driver	
	Anticipated route:			First Aider(s)	
	Finishing point:				
	Time:				
Reporting contact:					
<b>Method of transport:</b>	Give details (Include name and contact number of travel companies if used):				

<b>Give detail of preliminary visit made to the excursion area to assess hazards:</b>		
<b>Persons exposed to harm:</b> Tick as appropriate	<input type="checkbox"/> Staff <input type="checkbox"/> Students <input type="checkbox"/> Others (University associated) <input type="checkbox"/> Others (none University associated)	<b>Additional details:</b>  <u>If local Risk Assessments are undertaken – please ensure that they are appended to this form</u>
Risk Assessment		
Activity/hazard	Risk	Control
1. Weather	It is always assumed that outdoor fieldwork will involve changeable weather. Some localities may involve identifiable special weather conditions e.g. glaciers and high mountains.	
2. Slippery and uneven surfaces	Wet grass; wet or polished rocks; rocks below high tide; unconsolidated material on slopes; fissured surfaces eg. clints and grykes	
3. Road sections	Fast moving vehicles (walking along the road; crossing the road; working beside the road)	
4. Quarries, mines and building sites	Explosives; rockfalls; moving machinery & lorries; slurry pits; steep and/or newly excavated faces in unconsolidated material; holes.	
5. Cliff sections and steep slopes	Cliff edge especially in gusting winds; overhanging rocks; people working directly above; falling debris; undercutting causing instability; landslides and mudflows.	
6. Coasts	Particularly exposed in bad weather; tides; variable high water due to weather conditions; size of "abnormal" waves; headlands and promontories cut off escape routes; sand banks may be cut off by rising tide; quicksand; unexpectedly deep sea water, tidal rips and undertow; sea cliffs are likely to be more unstable than most inland cliffs	
7. Mountains	Rapid, unpredictable and extremely localised changes in weather conditions resulting in sudden loss of visibility or a sharp drop in temperature; hypothermia; flash flooding; deep concealed crevices; avalanches and landslides; rockfalls; deep thixotropic bogs; caves	
8. Water	Irregular stream and lake beds may give unexpectedly deep water; drowning; moving bed load; unstable banks; fast flowing water; flash flooding; pollution	
9. Other?	<b>Continue as necessary:</b>	
<b>Maximum size of party</b>	Staff	<b>Who will hold the list of those attending the visit, here at LJMU:</b>  <b>Name:..... Phone:.....</b>
	Students	

	Visitors/ others:	Detail:	
<b>Experience of leader(s)</b>	Details:		
<b>Fitness, agility restrictions on members of the party</b>	Details:		
<b>Accommodation</b> Please tick to indicate all are available	<input type="checkbox"/> Suitable access and egress from facility <input type="checkbox"/> Is the facility secure <input type="checkbox"/> Adequate means of escape <input type="checkbox"/> Means of escape <input type="checkbox"/> Fire alarm system <input type="checkbox"/> Fire fighting equipment <input type="checkbox"/> Heating		<input type="checkbox"/> Lighting <input type="checkbox"/> Safe power points <input type="checkbox"/> Tested electrical equipment <input type="checkbox"/> Suitable sleeping accommodation <input type="checkbox"/> Suitable eating arrangements Is catering being provided? If NO, please detail how food will be prepared:
<b>Emergency requirements</b>	Details:		
<b>Training requirements</b>	Details:		
<b>Management/emergency action</b>	Details: <i>A 'trips' co-ordinator should be appointed by the Director to oversee all matters relating to off-site activities.</i>		
<b>Additional recommendations</b>	Details:		
<b>Assessment authorised by Director of School</b>			

**Please ensure that all Group members are aware they can contact LJMU on +0044(0)151 231 2222 at any time or the Health and Safety Unit on +0044(0) 151 231 5540**

**N.B** Accidents/Incidents must be reported to the Health and Safety Unit. Leave a message on the answer phone if necessary. When returning from the trip ensure the accident/incident form is completed and sent to the Health and Safety Unit. Local Health and Safety Officers, First Aiders will have forms available. The Insurance Officer in Finance may also need to be notified.

## APPENDIX 7 Functional Questionnaire

Title:		First name(s):	
Surname:		Date of Birth:	
Home address:			
Telephone number:			
Job title/Student		School/Department:	
The nature of fieldwork is as follows:			
The significant risks are:			

Do not provide any confidential medical information on this form.

Complete/delete as appropriate:

1.	Do you have any significant problems with your ability to carry out normal day-to-day activities?	Yes	No
2.	Do you have any impairment or condition which causes sudden loss of consciousness?	Yes	No
3.	Do you have any impairment or condition which causes sudden loss of balance?	Yes	No
4.	Do you have any impairment with which you may need additional help during fieldwork?	Yes	No
5.	Do you have any medical condition, an exacerbation of which could compromise your health or that of others whilst on a field trip?	Yes	No

To the best of my knowledge the answers to the questions above are complete and accurate and I consent to attending an occupational health assessment, if appropriate, to determine my fitness for fieldwork/travel.

Signature:

Date:

**This questionnaire should be stored with the fieldwork administration documents. A copy should be sent to the Occupational Health Unit with a copy of the risk assessment, highlighting the significant risks, only if any question has been answered "Yes".**



## **Student Referral to Occupational Health**

### **1. Student details:**

Name:

School or Faculty:

Home Address:

Telephone:

Date of Birth:

Title of course:

Date of proposed or actual commencement of training:

Postcode:

Email address:

### **2. Training details and background information, including concerns about performance:**

### **3. What medical questions are you asking to assist with a managerial decision?**

**I confirm that this student understands that the purpose of this referral is to obtain objective, independent medical advice to assist with a decision about fitness to participate in fieldwork, and has given explicit, informed consent for the referral, the consultation and for a report to be sent to the referring supervisor based on the consultation.**

Referring Supervisor:

Name:

Date:

Professional title:

Email address:

This referral letter should be emailed to [ohadmin@ljmu.ac.uk](mailto:ohadmin@ljmu.ac.uk) .



## **Employee Referral to Occupational Health**

**To: Occupational Health Nurse/Occupational Physician**

### **1. Employee details**

Name:

School or Faculty:

Home address:

Telephone:

Date of birth:

Job title:

Postcode:

Email address:

### **2. Background information, including concerns about performance:**

### **3. What medical questions are you asking to assist with a managerial decision?**

**I confirm that this employee understands that the purpose of this referral is to obtain objective, independent medical advice to assist with a decision about fitness to participate in fieldwork, and has given explicit, informed consent for the referral, the consultation and for a report to be sent to the referring manager based on the consultation.**

Referring P&OD Business Partner

Name:

Date:

Professional title:

Email address:

This referral letter should be emailed to [ohadmin@ljmu.ac.uk](mailto:ohadmin@ljmu.ac.uk) .



**Consent for student referral to Occupational Health**

Name of student.....

Course and School.....

Date of birth .....

Date of commencement of course.....

I confirm that I understand the purpose of this referral is to obtain objective, independent medical advice to assist with a management decision regarding my current fitness for participation in fieldwork. I consent for the referral, the consultation and for a report to be sent to the referring manager or tutor based on the consultation.

I have also been informed that a subsequent meeting may be arranged to discuss the outcome of the consultation and that I may request a copy of the report at any time.

Student signature: ..... Date: .....

Referring manager or tutor:

Name: ..... Title: .....

Email address: ..... Date: .....

**Please sign and return in the pre-paid envelope provided.**

If you do not return this form within **seven days** the University will conclude that you do not wish to provide consent for a referral. Therefore a decision regarding your fitness to train and practise will be based on the information available and in the absence of an Occupational Health assessment or independent medical opinion.



## People and Organisational Development

### Consent for employee referral to Occupational Health

Name of employee.....

Faculty/Division.....

Post.....

Date of birth .....

Date of commencement of employment.....

I confirm that I understand the purpose of this referral is to obtain objective, independent medical advice to assist with a management decision regarding my current fitness to participate in fieldwork. In accordance with the terms and conditions of my contract of employment, I consent for the referral, the consultation and for a report to be sent to People and Organisational Development based on the consultation.

I have also been informed that a subsequent meeting may be arranged to discuss the outcome of the consultation and that I may request a copy of the report at any time.

Employee signature: .....

Date: .....

Referring People and Organisational Development Business Partner:

Name: ..... Title: .....

Email address:..... Date.....

### **Please sign and return in the pre-paid envelope provided.**

If you do not return this form within **seven days** the University will conclude that you do not wish to provide consent for a referral. Therefore a decision regarding the progress of your case will be based on the information available and in the absence of an Occupational Health assessment or independent medical opinion.



**APPENDIX 10**

**Personal Safety Checklist**

<p><b>Out and about</b></p>	<p><b>Does anyone know where you are?</b></p> <ul style="list-style-type: none"> <li>• If your travel plans change, have you told your supervisor, placement manager, work organiser (in respect to students) or colleagues (in respect to staff)</li> <li>• Have you made sure that you can be contacted?</li> <li>• Do you know exactly where you are going and how to get there?</li> <li>• If you are returning home after dark, have you considered possible risks (e.g. where you parked the car, the availability of public transport, etc.)?</li> <li>• Have you asked your hosts for help and information? Take note of advice from your hosts, especially when overseas</li> <li>• Are you likely to be carrying valuable items?</li> <li>• Are valuables and easily stolen items too visible or accessible (e.g. laptop or portable computer, mobile telephone, tools, briefcase or handbag)?</li> <li>• Do you carry a personal alarm?</li> </ul>
<p><b>When driving your car</b></p>	<p><b>Before setting off:</b></p> <ul style="list-style-type: none"> <li>• Make sure that your car (or rented car) is regularly serviced, and check tyres, oil, petrol - especially before a long journey</li> <li>• Join one of the national breakdown organisations</li> <li>• Plan your route in advance</li> <li>• Tell people at your destination what time you expect to arrive</li> <li>• Carry change and a phone card for a pay-phone in an emergency. Mobile telephones are useful</li> </ul> <p><b>On the road:</b></p> <ul style="list-style-type: none"> <li>• Keep bags, mobile telephone, etc. out of sight</li> <li>• Keep the doors locked, windows and sunroof closed as far as possible, especially in stop go traffic</li> <li>• Do not pick up hitchhikers</li> <li>• Keep an up-to-date map handy so that you won't need to stop and ask for directions</li> </ul> <p><b>Leaving the car:</b></p> <ul style="list-style-type: none"> <li>• Always lock your car and put anything valuable in the boot</li> <li>• If you will be returning to the car after dark, park in a well-lit place</li> <li>• Park as close to your destination as possible</li> <li>• In a multi-storey car park, reverse your car leave it as close to the exit as you can, near ground level and away from pillars</li> <li>• Have your key ready when you return to your car. Check the back seat for intruders before getting in</li> </ul>
<p><b>When using public transport after a flight</b></p>	<ul style="list-style-type: none"> <li>• Have some small change ready for your fare</li> <li>• Know where you are going and which stop you need</li> <li>• When getting off public transport at night or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination <b>or</b> arrange to meet someone</li> </ul>
<p><b>Travel by train</b></p>	<ul style="list-style-type: none"> <li>• Wait where it is well-lit and there are other people</li> <li>• Stand well back on the platform</li> <li>• Avoid compartments which have no access to corridors or other parts of the</li> </ul>

	<p>train</p> <ul style="list-style-type: none"> <li>• Try to sit with other people and avoid empty carriages</li> <li>• If you feel uneasy, don't be afraid to move to another seat or carriage, or get off at the next stop</li> <li>• If the carriage is crowded and someone molests you, make a fuss straight away. Remember it's more embarrassing for them than for you</li> <li>• If you feel threatened or there is an incident, act immediately:             <ul style="list-style-type: none"> <li>- Alert the driver, guard or conductor by making as much noise as possible</li> <li>- Pull the emergency alarm</li> <li>- Look for station staff, Transport Police or a Help Point if there's an incident on the platform</li> </ul> </li> </ul>
<p><b>When taking taxis</b></p>	<ul style="list-style-type: none"> <li>• If you cannot hail a licensed cab, carry the telephone number of a reputable company, or ask a friend or your hosts for a recommendation</li> <li>• Whenever possible, book by telephone and ask for the driver's name and make and colour of car.</li> <li>• Do not get into any cab that you have not asked for</li> </ul>
<p><b>Long haul travel</b></p>	<ul style="list-style-type: none"> <li>• Inform the University Occupational Health Unit of any medical conditions that may affect your ability to travel - consult with your GP if you have any doubts. All travel companies will make arrangements for particular requirements if they are given adequate notice</li> <li>• Make sure that you have asked about and organised vaccinations well in advance (some need a few weeks to become effective). Vaccinations, etc. should be provided in accordance with advice from doctors, the Foreign Office, travel agents or other travel sources</li> <li>• The Foreign Office, Reuters or the travel agent dealing with the booking will be able to provide information on the necessary vaccinations, local politics, areas to avoid, etc. Travel agents are obliged to provide this information. The information will normally be obtained by the group or section arranging the travel and passed on in <b>writing</b> to the individual(s) concerned. However, it is advisable for individuals to check personally to verify the details, especially if there is a significant time lag between the booking and the travel or if the area is politically or geographically volatile</li> <li>• If access to the Internet is available, the following pages can provide some or all of this information:             <ul style="list-style-type: none"> <li><a href="http://expedia.msn.com">http://expedia.msn.com</a></li> <li><a href="http://www.yahoo.com/headlines/international/summary.html">http://www.yahoo.com/headlines/international/summary.html</a></li> <li><a href="http://www.overseastravel.com">http://www.overseastravel.com</a></li> <li><a href="http://www.lonelyplanet.com/dest/text.htm">http://www.lonelyplanet.com/dest/text.htm</a></li> </ul> </li> <li>• Carry money and valuables safely</li> <li>• Carry the following items separately: number for cancelling credit cards, phone card, travel card or small change and keys</li> <li>• Obtain a copy of the university travel insurance document and medical emergency number - these should be provided by the Travel Organiser</li> <li>• Make sure to understand what the insurance covers <b>before</b> you need to claim</li> <li>• Where there is a particular risk in a country of infection, a first aid bag with sterile pack should be carried. These can be loaned from the Health and Safety Unit</li> <li>• When on a long-haul flight, try not to remain static in the seat for long periods. Stretch the legs by taking short walks to maintain good circulation</li> </ul>