



# Fieldwork Safety Policy, Guidance and Risk Assessment

(Ref: QMUL\_HS\_123)

**Prepared and issued by the  
QMUL Health & Safety Directorate**

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# Fieldwork Safety Policy, Guidance and Risk Assessment

## 1.0 Executive Summary

This Health and Safety Policy establishes the framework for the risk assessment, the risk controls, and health, safety and welfare measures to be adopted and implemented for off-site fieldwork by Queen Mary University of London (QMUL) staff and students; and also for others who may be affected by QMUL fieldwork activities. It provides a way of demonstrating that the University is following good practice to manage fieldwork, thereby facilitating fieldwork in both low risk and more challenging environments and circumstances. It also reflects the current standards set out by recognised UK and international health and safety guidance on fieldwork.

The first part of the Policy document defines off-site fieldwork and identifies the key legal and compliance requirements specified in health and safety legislation. It identifies the roles and responsibilities for Heads of Schools / Institutes / Directorates and for QMUL staff leading off-site fieldwork. The key stages of fieldwork (planning, risk assessment, ensuring competency & suitable training, monitoring of health and safety, and review of fieldwork activities for improvement) are detailed, along with the responsibilities of fieldwork participants.

The second part of the document identifies hazards (physical, environmental, personal / group safety and security) that can be encountered during fieldwork, with detail on recommended safety controls and other practical measures. Risk assessment templates for planning stages and 'on location' assessments are provided.

The Policy has been issued following consultation with QMUL staff, students and staff/student representatives.

## 2.0 Aims and Objectives

The aim of this policy is to protect the safety and health of Queen Mary University of London (QMUL) staff, students, visitors and other persons affected by QMUL fieldwork activities.

QMUL is committed to the development of its staff and students and recognises that taking part in fieldwork is essential in gaining valuable practical experience and positively contributing to academic achievement. This policy and associated guidance is designed to assist staff and students in planning fieldwork activities and ensuring they are carried out in a controlled and well planned manner, with appropriate risk control systems in place.

QMUL recognises its moral and legal duties are to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and to ensure that students and others who may be affected by its acts and omissions are not exposed to undue risks to their health, safety and welfare. These duties include assessing the risks arising from fieldwork and identifying what must be done to eliminate or reduce the risks to a tolerable or negligible level.

### 3.0 Scope

This policy applies to staff and students involved in any stage of planning, organising, undertaking or participating in fieldwork (as defined below) across QMUL activities worldwide.

### 4.0 Definition of Fieldwork

*Fieldwork* is practical work carried out by students or staff for the purposes of teaching and/or research in places which are not under the University's control, but where the University is responsible for the safety of staff, students and others who may be affected by our acts and omissions. The following shall be considered as sub-categories of fieldwork:

*Fieldtrips* are a University organised visit to a traditional 'field' setting e.g. countryside, coast, mountains etc. This would normally be of a longer duration.

*Educational visits* are a University organised trips to, for example, a museum, exhibition, gallery, etc.

*Expeditions* are a University led short excursion/trip with a specific purpose of teaching or research e.g. an excursion to the Rainham Marshes in Essex to learn about saltwater vegetation or wildlife; scouting for film locations in Central London; community research nurse surveys in a Housing Estates.

Exclusions to fieldwork:

- Work experience or work placements
- Voluntary or leisure activities
- Attending conferences/meetings
- Travelling abroad for purposes other than engaging in fieldwork.

Where the purpose of travelling abroad is other than fieldwork please see the document: '*QMUL Health and Safety Guidance for Employees Working Abroad*' (Ref: QMUL\_HS\_137) <http://hsd.qmul.ac.uk/A-Z/Working%20Overseas/index.html>

### 5.0 Statutes Pertinent to this Policy

The requirements of several statutory instruments are satisfied by this Policy, principally;

*The Health and Safety at Work etc. Act 1974*

Requires employers (senior management of the University), so far as reasonably practicable, to ensure the health, safety and welfare of staff and others who may be affected by the hazards arising from the work.

Requires employees to take reasonable care of their own health, safety and welfare and of others e.g. students affected by their work. Employees are also required not to interfere or misuse anything provided for the purposes of their health and safety.

*The Management of Health and Safety at Work Regulations 1999 (as amended)*

Require a risk assessment of the work and implementation of arrangements for safe working. It also requires staff and others affected by the work (e.g. students) to follow safety instructions and respond responsibly to protect their health, safety and welfare.

*The Personal Protective Equipment at Work Regulations 1992 (as amended)*

Where risk assessment finds that personal protective equipment is required, such equipment shall be provided together with suitable information, instruction and training as to its correct use. A suitable inspection and maintenance regime, storage and replacement arrangements should also be communicated.

#### *Provision and Use of Work Equipment Regulations 1998*

Require the employer to ensure that any work equipment is suitable for the purpose for which it is used or provided. The employer must also ensure that work equipment is inspected and maintained in an efficient state, in efficient working order and in good repair.

Use, repairs, modifications, maintenance or servicing of the work equipment is restricted to those who have been designated and are competent and trained to do such operations.

#### *Corporate Manslaughter and Corporate Homicide Act 2007*

The University is liable to prosecution and penalties if a person's death is caused by unsafe management and organisation of activities including fieldwork.

There are other topic specific statutory instruments that may need to be adhered to dependant on the fieldwork activity.

Recognised UK and International standards and sector guidance for fieldwork will be followed as appropriate for QMUL's fieldwork activities.

## 6.0 Roles and Responsibilities

### *6.1 Responsibilities of the Head of School / Institute / Directorate\*:*

The Head of School / Institute / Directorate is the person with overall responsibility for the health, safety and welfare of all the participants involved in fieldwork organised by his / her School / Institute / Directorate.

The Head of School / Institute / Directorate (or module coordinator for multi-disciplinary programmes) must ensure that:

- a clear local (School / Institute / Directorate-based) approval process is developed and implemented
- those with roles and responsibilities in the planning, implementation and review of fieldwork are suitably competent
- a member of staff is appointed to co-ordinate and maintain records of all aspects of School / Institute / Directorate fieldwork activities (the 'Fieldwork Coordinator')
- an appropriate level of supervision by staff with relevant experience and training is provided for work in the field
- adequate resources are provided for fieldwork health & safety
- approval is withheld until the planning and risk assessment process is complete.
- formal authorisation is given where a higher level of risk still exists

*\*Responsibilities cannot be delegated, although tasks associated with a particular responsibility can be delegated to a competent person.*

## 6.2 Responsibilities of Fieldwork Leaders / Supervisors\*:

Fieldwork leaders / Supervisors are responsible to the Head of School / Institute / Directorate for:

- ensuring that a plan for the fieldwork, including emergency procedures and where necessary, first aid provision, is completed
- carrying out an assessment of risks associated with the fieldwork
- implementing and monitoring the controls indicated by the risk assessment
- the expected conduct and role of all participants are clearly understood and accepted
- making adequate arrangements for health, safety and welfare and ensuring that they are adhered to by those involved
- ensuring adequate training for fieldwork and other related skills are provided to participants
- ensuring that participants have all necessary information relevant to the work, that the necessary permissions to access land or property are in place and that the Head of School / Institute / Directorate formally authorises the fieldwork where a higher level of risk still exists
- providing the fieldwork co-ordinator with a copy of the risk assessment for School / Institute / Directorate records
- ensuring that the work and participating staff and students have adequate insurance cover.

*\*Responsibilities cannot be delegated, although tasks associated with a particular responsibility can be delegated to a competent person.*

## 6.3 Responsibilities of Fieldwork Co-ordinators

The Fieldwork Co-ordinator is responsible to the Head of School / Institute / Directorate for:

- acting as a central point of contact for the field work activities of the School / Institute / Directorate
- assisting fieldwork leaders / supervisors with preparing arrangements for ensuring fieldwork safety
- receiving and storing copies of fieldwork itineraries, risk assessments, names and details of individuals involved in fieldwork, names and contact details of persons to be contacted in an emergency
- acting as an emergency point of contact themselves where necessary
- Ensuring any reports of accidents or incidents during fieldwork are processed in line with the QMUL procedure (<http://hsd.qmul.ac.uk/Accident%20Reporting/index.html>).

## 6.4 Responsibilities of Individual Fieldwork Participants

Whether student, employee or otherwise, all other fieldwork participants shall:

- understand and comply with any instructions or safety protocols given to them by the leader or any other member of the fieldwork team
- undertake any training necessary for the fieldwork and familiarise themselves with the findings of the fieldwork risk assessment
- conduct their activities in a safe manner so as not to harm themselves or others
- Bring any questions or problems to the attention of their supervisor or fieldwork leader.

- disclose in advance any health which may have an adverse bearing on their own safety or that of others participating in fieldwork; completion of the 'Medical Questionnaire' provided by the School / Institute / Directorate would enable suitable arrangements or adjustments to be made
- Complete in advance the 'Arrangements for Fieldwork / Travel' or equivalent form provided by the School / Institute / Directorate and ensure a copy is received and authorised by their Supervisor, Fieldwork Co-ordinator or module organiser (for multi-disciplinary programmes).
- Support the objectives of this policy

### 6.5 Lone Fieldworkers

Where fieldwork is conducted by an individual, that individual assumes the duties of the fieldwork leader/supervisor. However, dependant on experience, knowledge and training, s/he may need to be supervised by a more experienced fieldwork supervisor, during the preparatory stage. Both the individual fieldworker and those authorising the fieldwork shall familiarise themselves with the QMUL Lone Working Policy (<http://hsd.qmul.ac.uk/A-Z/Lone%20Working/index.html>) in order to determine whether working alone is a tolerable risk.

### 6.6 Codes of Conduct and Disciplinary Procedures

The QMUL Codes of Conduct for Staff or Students should be adhered to at all times (Codes of Conduct available at <http://www.arcs.qmul.ac.uk/policy/index.html> ).

Fieldwork Supervisors exercise authority on behalf of the Head of School / Institute / Directorate and as such can exclude a participant from fieldwork whom they believe to be

- endangering the health, safety and welfare of themselves and/or others.
- engaged in activities or behaviour, which may be in breach of local laws or be damaging to the reputation of the University.

Warnings issued by supervisors about non-compliance with the expected standard of behaviour should be made in writing (or, if verbal, in the presence of a witness) to the fieldworker. Further guidance is available below in section 14.8.

## 7.0 Competence and Training

The Head of School/Institute/Directorate is responsible for ensuring that the Fieldwork Leaders / Supervisors have sufficient information, instruction and training to be able to understand the importance of risk control measures. The level of information, instruction and training required will be identified by the risk assessment.

QMUL Health & Safety Directorate (HSD) provide a training course 'Introduction to Fieldwork Risk Assessment' (HS017). The course synopsis, schedule and booking details are available at <http://hsd.qmul.ac.uk/Training/index.html>

Fieldwork Leaders/Supervisors shall have sufficient experience to ensure their own safety, and the safety of fieldworkers under their supervision. Leaders / Supervisors shall be familiar with the contents of this policy and guidance and may need to consider undertaking specific training. For example, in the completion of risk assessment (e.g. IOSH Managing Safely) should the level of intrinsic risk associated with the fieldwork be significant; or Mountain Leader Training should fieldwork be carried out in

remote areas for significant periods. Reputable training providers can be sourced from sector bodies such as Royal Geographical Society, Health & Safety Executive (web links in section 16).

All fieldworkers shall be suitably trained to carry out tasks and activities associated with the fieldwork they are engaged in e.g. handling hazardous substances. All fieldworkers competency and abilities shall be considered holistically e.g. swimming proficiency when working near water sources.

There shall be a suitable number of appropriately trained first aiders within the group and any relevant bespoke training (e.g. confined space entry) shall be completed prior to authorisation being granted.

If a QMUL School / Institute or Directorate wishes to establish accreditation for competency, training, risk reduction and other measures in fieldwork against a recognised UK or International standard, the assistance of other QMUL departments and recognised sector bodies should be explored (e.g. BS 8848:2014 enables an Institution to attain accreditation for the standards when organising and managing fieldwork, expeditions, and adventurous activities outside the UK; further details at <http://www.rgs.org/OurWork/Fieldwork+and+Expeditions/BS8848+British+Standard.htm>).

## 8.0 Risk Assessment

Prior to the commencement of fieldwork, a risk assessment must be carried out by the leader / supervisor of the fieldwork in conjunction with experienced members of staff and where possible, other fieldwork participants.

The QMUL templates for Fieldwork Risk Assessment are found in Appendices I (a planning template) and II ('on-location' template). Schools / Institutes / Directorates may use comparable templates to suit their needs accordingly.

Once the risk assessment has been completed, a copy shall be given to all participants and the Fieldwork Co-ordinator.

Risk assessments shall:

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

Sector health and safety guidance (UCEA / USHA) available at <http://www.ucea.ac.uk/en/publications/index.cfm/guidance-on-health-and-safety-in-fieldwork> has detailed 'core actions' and 'good practice' points for risk assessment and includes fieldwork case studies. Professional societies such as the Royal Geographic Society also have significant resources for fieldwork risk assessment (web links in section 16).

## 9.0 Monitoring, Audit and Review

The monitoring of health and safety arrangements must be an ongoing process during fieldwork and procedures must be adapted and documents, assessments, instructions etc. updated as necessary. The principles of PLAN-DO-CHECK-ACT (REVIEW) would enable Fieldwork Leaders to implement this (these principles are detailed in HSE guidance <http://www.hse.gov.uk/pubns/indg275.htm> ).

In accordance with the requirement to manage and supervise health and safety and to keep policies and risk assessments current, it is best practice to review the activity post-fieldwork. This is to capture what went well and identify any recommendations for improvement in future fieldwork.

The QMUL Health and Safety Directorate (HSD) will periodically conduct independent audits, inspections and compliance checks to ascertain effective management.

## 10.0 Insurance

QMUL legal liability cover is provided for all staff and students engaged on QMUL business, anywhere in the world, in respect of death, injury, illness or disease caused to third parties and/ or loss of or damage to third parties. Queen Mary staff and students who are normally resident in the UK are covered for travel on University business outside the UK. Where an individual is normally a resident of a country other than UK, the policy will not cover claims which arise. This exclusion applies in particular where the country concerned is their home country.

### 10.1 Travel Insurance Cover

All trips should be registered via the online application form. The passcode is: **173466**

<https://travelcert.ajg.com/#/activation>

An app can also be downloaded from the Apple store and Google play – search for ‘TravelCert’

Full details of the travel insurance process, exclusions (e.g. certain territories, certain activities) from insurance cover are detailed at

<http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/index.html>

Further information can be obtained from the QMUL Insurance Manager (contact details in above link).

## 11.0 Accident and incident Reporting

All accidents and incidents, whether they result in an injury or not, must be reported to the Fieldwork Leader / Supervisor or if they are not available, the Fieldwork Co-ordinator, who will arrange for the completion of the [QMUL accident/incident form](#) and obtain immediate first aid/medical assistance. If the accident is serious, it should be reported to School / Institute / Directorate office immediately by telephone or email. All forms shall be forwarded to the QMUL Health and Safety Directorate (HSD) as soon as possible; serious incidents must be telephoned to HSD office as soon as it is known by the School / Institute / Directorate (HSD Contacts at <http://hsd.qmul.ac.uk/Contact%20Us/index.html>).

## Fieldwork Guidance

The information herein is a selection of topics and issues which should be considered as part of the fieldwork planning and risk assessment process. Whilst the list is not exhaustive, considering this content should form part of your attempts to mitigate risk through the planning and implementation of your fieldwork.

### 12.0 Environmental Influences

#### 12.1 Terrain

Consider how you will access the area and what equipment you will need to do this. When travelling on foot:

- Journeys should be planned to avoid steep or unstable terrain rather than simply to take the shortest route.
- the itinerary should allow for sufficient rest breaks
- pace should take account of the slowest members of the group

#### 12.2 Weather

Before the start of each day's fieldwork it is good practice for the Leader/Supervisor to communicate the forecast for the day so that fieldworkers can dress and prepare accordingly. The Meteorological Office or similar reputable sources should be utilised.

#### 12.3 Hypothermia

If the body's core temperature falls below 35°C the resulting condition is hypothermia. Major contributing factors include low temperatures, wind chill and immersion in water. Hypothermia leads to the deterioration of the function of organs and cells. Limiting exposure, suitable clothing, spare clothing and being prepared to stop or postpone work are some of the ways the risk of hypothermia can be negated.

#### 12.4 Frostbite

This results from local severe chilling of exposed or poorly insulated tissues.

It occurs in either exposed tissues i.e. nose, cheeks, chin or ears, or in tissue where the blood supply has been restricted i.e. hands and feet (particularly fingers and toes). High altitude can exaggerate the problem as circulation tends to be less efficient in these environments.

Prevention of the effects of cold depends on maintaining body heat by adequate:

- supplies of energy (food and drink)
- protective clothing;
- shelter.

Clothing should be layered with the innermost layers trapping air and the outermost layer windproof and waterproof. Each layer must be larger than the previous one thus preventing constriction and maintaining a layer of insulating (warm) air. This applies in particular to clothing for the head, hands and feet.

Where there is a risk of immersion in water at least one complete change of clothing should be carried by the party.

### *12.5 Poor Visibility*

Poor visibility may be due to a number of factors e.g. driving rain, snow, fog or working at dawn or dusk.

Working in areas such as the roadside or where there is a risk of falling from height should be completely avoided. Where poor visibility poses a risk to safety work should be postponed until visibility has improved.

Attempts should be made to improve your safety such as making yourself as visible as possible with high visibility clothing.

### *12.6 Dehydration*

This is due to an insufficient intake of fluids.

Plan your fieldwork to ensure a plentiful supply of safe drinking water for the duration of the work. Consider how sufficient quantities of water can be made available on site(s) without introducing significant manual handling issues or the need to enter water courses. Ensure there are means of decanting water in small, individual bottles so that it is easier for fieldworkers to stay hydrated.

Encourage fieldworkers to drink plenty of water to avoid dehydration. Drink sufficient quantities of water to produce urine which is pale in colour.

### *12.7 Heat stroke*

This condition is due to an impairment of the bodies' heat-regulating mechanism. Why it occurs is not fully understood, but the result is an inability to sweat and thus a failure to maintain body temperature. In the absence of sweating the body temperature continues to rise until unconsciousness and potentially death occurs.

Factors that contribute to the condition are:

- continuous exposure to heat day and night;
- lack of fitness and/or strenuous activity;
- excessive consumption of alcohol.

Work should be planned to limit exposure to the sun by methods such as job sharing/rotation, having an adequate supply of fluids, taking regular breaks, shortening the working day or avoiding work during the midday hours when the sun is at its strongest.

### *12.8 Heat Exhaustion*

Heat exhaustion is caused by an insufficient intake of water or salt. Seek advice on the recommended daily intake of water (in some environments it can be as much as 10 litres a day) and salt tablets. Avoid diuretics such as alcohol and caffeine as these have a dehydrating effect.

### *12.9 Sunburn*

This can occur even in cold conditions, especially where there is reflected light e.g. close to or on water or where snow has settled. People with pale skin are most at risk of skin damage, especially those with fair hair, freckles or with a family history of skin cancer. Any exposed area of the skin is susceptible particularly the ears, neck, hands and tops of feet and toes.

- apply a high factor sun block, at least factor 15, according to the manufacturer's instructions.
- wear suitable clothing (loose fitting close woven cotton) including arms, head and neck protection
- wear sunglasses with an UV filter to protect eyes.
- avoid working in full sun, particularly at mid-day.
- if possible, plan the work for early morning and/or early evening.
- provide work and rest areas with shade as far as possible.

### *12.10 Isolated Places*

These might include people's homes, offices, remote or secluded areas (not just in terms of location but isolated from people as well).

The biggest potential risks arising from interviewing people in isolated places, especially their own homes, are physical attack or wrongful accusations. Some of the issues you will need to plan when the fieldwork involves working in other people's homes may include:

- what to do if the person appears drunk or aggressive or if you feel threatened;
- positioning yourself in room with clear access to the exit
- transport to and from the site when it is remote or late at night, e.g. using a pre- booked taxi.
- a code word for summoning help by telephone

### *12.11 Confined Spaces*

Includes excavations, tunnels and potholes and poorly ventilated areas. In such places, there is a risk of a lack of oxygen, poisonous gas or vapour, fire or explosion and liquids or solids that can suddenly fill the space. If entry to a confined space is necessary, a permit to work detailing a safe system of work and emergency procedures must be implemented before work commences.

### 12.12 Working on or near Water

- Working on or near water poses particular risks, a safe means of work must be devised through risk assessment.
- The main risks of working on or near water are drowning, being caught out by the tides, dangerous currents, unstable ground e.g. quicksand and cliff edges, and diseases associated with water, e.g. leptospirosis (Weil's disease), malaria, Hepatitis A.
- Where there is a risk of immersion in water, and when working from boats, buoyancy aids must be worn at all times.
- When working in tidal waters, obtain a tide timetable. These are often displayed locally or can be found at; <http://easytide.ukho.gov.uk/EasyTide/EasyTide/index.aspx>
- Seek advice locally about currents and the speed at which the tide comes in. When working on mudflats and estuaries, use the services of a guide or warden, up-to-date maps and local information.
- Be aware of high winds on cliff tops.
- When a boat is being used the skipper must be trained and his/her authority overrides the authority of the fieldwork supervisor while on the water.

## 13.0 Physical Influences

### 13.1 Work Equipment

Equipment must be selected to ensure it is suitable and fit for the intended use. Equipment shall be:

- capable of operating in the chosen work environment e.g. hot, cold, wet. Seek manufacturer's guidance for clarification
- checked and tested before use by a competent person; (e.g. for electrical safety).
- maintained at regular intervals according to the manufacturer's instructions;
- instructions for use must be available;
- used only by trained fieldworkers;
- compatible with the electricity supply – where applicable.
- If electrical equipment is to be used outdoors, it must be operated at reduced voltage i.e. 110v or a residual current device must be incorporated.

Where practical, equipment essential for survival should be duplicated or spare parts carried.

Where applicable, the electrical equipment must be intrinsically safe for use in wet, dusty, or explosive atmospheres.

### 13.2 Major roads/motorways

Where working by major roads/motorways cannot be avoided, obtain any necessary permission(s) to work in the area, e.g. from the Police, the Local Authority or the Department for Transport or if abroad, equivalent counterparts.

Wear brightly coloured, conspicuous clothing, (e.g. Hi-vis jackets with reflective bands / tape).

### 13.3 Manual Handling

All significant manual handling tasks must be assessed for risk (e.g. carrying equipment to site).

Loads to be carried must be matched to physical ability. If there is a risk of injury from manual handling, necessary controls must be implemented, e.g. training, dividing the load, use of handling aids, reducing distances, adequate lighting etc.

### 13.4 Hazardous Substances

- Many fieldwork activities will bring fieldworkers into contact with hazardous substances as part of the work activity e.g. solvents and adhesives. Wherever possible the activity should be redesigned to negate the need to use hazardous substances in the field. Where this is impractical, a less harmful substitute shall be used wherever possible a minimal quantities used.
- The risks associated with naturally occurring substances that may be encountered on sites where fieldwork is carried out e. g. biological agents, pesticides, plants should be assessed and controlled. For example indirect exposure to substances may occur when sampling river sediment by exposing fieldworkers to leptospirosis (Weil's disease) or pesticides.
- Suitable arrangements for transportation, spillage, handling, hazardous waste and first aid should be made.
- For a number of hazardous substances and samples, permits may be needed to send items (e.g. export or transport permits) to the fieldwork location or receive / bring back (e.g. import permits) to base location. Seek assistance from your Fieldwork Coordinator and other QMUL departments (e.g. Health & Safety).
- PPE must be cleaned after use, or disposed of safely.
- Hygiene standards should be observed and hands and other parts of the body shall be thoroughly washed prior to eating, drinking or smoking.

### 13.5 Animals

- Consider if domestic pets will cause a problem for any fieldworker, in terms of attack, allergy, and phobia.
- In rural environments seek local information, e.g. from landowners, rangers, or wardens.
- It is vital to treat all large animals with respect and to avoid unnecessary close contact. Most wild animals will avoid human contact unless they are ill, emaciated or protecting young. Large carnivores are more likely to attack between dusk and dawn.
- Some biting and stinging insects can cause discomfort, allergic reactions (local or whole body) or infection.

- Ensure you know what to do or how to raise help in the event of being bitten. Consider what protective measures, e.g. clothing and repellent, you can use to minimise the risks.
- For venomous snakes, scorpions, spiders, etc. seek local information about preferred habitats, markings and arrangements for access to medical care, anti-venom etc.

### *13.6 Noise*

Where the work is carried out in a noisy environment or activities may create significant noise, the work should be designed to eliminate or reduce exposure so far as is reasonably practicable. For example the bulk of the work may be sited away from the source of noise or vice-versa. Fieldworkers may rotate their tasks to limit exposure or hearing protection may be used.

Ensure that any protection is suitable for the user and provides an adequate level of protection.

Where the noise is created by equipment, the manufacturer's instructions will provide information on noise levels.

### *13.7 Lone or isolated working*

Lone or isolated working should be avoided where significant risks still exist to the participant, and there are situations when it is contrary to legal requirements e.g. in confined spaces. Arrangements must be devised to minimise the possibility and consequences of persons working alone in the field.

The fieldwork Leader/Supervisor and the fieldworker must carry out a risk assessment in order to establish:

- a safe system of work;
- a plan to deal with foreseeable emergencies;
- an effective method of communication between fieldworker and base or emergency services.

The fieldwork Leader/Supervisor must:

- record the fieldworker's intended route and expected time of return;
- maintain communication on a planned basis at suitable intervals;
- instigate emergency procedures if the fieldworker fails to return or make contact at the appointed time.

### *13.8 Fire*

Flammable substances such as petrol, camping gas and solvents must be stored and transported in suitable fireproof containers, specific permits may be needed for transport of these materials. Unless provided at the accommodation, firefighting equipment (e.g. fire blankets or extinguishers) must be included in the equipment taken on the field trip, and participants must be trained on how to use it.

Camping gas, proprietary solvents and other flammables must be used in accordance with the manufacturer's instructions. Where possible, use a less flammable substance or one with a higher flashpoint. Be prepared to contain any spills, e.g. use a tray when decanting, absorption materials or other suitable bunding. Prevent release into the environment.

There may be warnings about the potential for fire in higher risk (e.g. drought conditions) or dry areas. Fieldworkers must comply with the Controlling Authority's instructions for the prevention of fire and raising the alarm.

## 14.0 Group and Individual Health and Safety

### 14.1 Medical Conditions

All fieldworkers must fill in their School/Institute/Directorate Medical Questionnaire during the planning of fieldwork. If a fieldworker has a medical condition that could give rise to problems in the field, or if they believe that they you are not fit enough to participate in the fieldwork, it must be discussed with the Fieldwork Leader/Supervisor in order to provide suitable arrangements. Fieldworkers may also choose to discuss the matter with the QMUL Student Health Centre, QMUL Occupational Health Service or their General Practitioner.

If a student or member of staff takes regular medication e.g. for diabetes it is advisable to tell the Fieldwork Leader/Supervisor in advance of the symptoms which may occur if medication is not taken.

Fieldworkers shall ensure that sufficient medication (including prophylactics), contact lenses or the means to obtain further supplies for the duration of the fieldwork are in place

During the fieldwork, notify the fieldwork supervisor if you have difficulty keeping up with the team. If staff/students begin to feel ill inform the fieldwork supervisor at once, or if alone the fieldwork coordinator.

### 14.2 Immunisation

The Fieldwork Leader/Supervisor shall advise fieldworkers of the immunisations (including any medical prophylactics) required for the fieldwork project. Some immunisations can take significant periods of time to become effective. Leaders/Supervisors shall therefore allow adequate time for fieldworkers to obtain the required immunisations and any required grace period to be observed prior to starting the project.

Fieldworkers who have previously received the required immunisations are required to ensure that they will remain valid for the duration of the project.

Information and immunisations can be obtained from:

- QMUL Student Health Centre <https://www.studenthealth.qmul.ac.uk/>
- QMUL Occupational Health Service  
<http://www.hr.qmul.ac.uk/Occupational%20Health/Travel%20Service/index.html>
- Specialist Travel Clinics
- General Practitioners

### 14.3 Allergies

Fieldworkers with known allergies should declare these on their medical questionnaire and must carry sufficient and appropriate medication.

### 14.4 Medical Care Abroad

#### *European Economic Area (EEA)*

All EU countries, plus Iceland, Liechtenstein and Norway (all part of the EEA) and Switzerland, have reciprocal agreements with the UK that allow UK nationals to obtain medical care at a reduced cost or for free when in these countries using the European Health Insurance Card (EHIC) System. An application form can be found [here](#).

EHIC does not cover private healthcare costs and costs such as mountain rescue, lost/stolen property or medical evacuation. QMUL Travel Insurance covers most medical eventualities – contact the QMUL Insurance Manager for further information and any possible exclusions (<http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html>)

*Outside the EEA*

Medical expenses must be covered by approved/provided insurance when travelling to non EU/EEA area countries. QMUL Travel Insurance covers most medical eventualities – contact the QMUL Insurance Manager for further information and any possible exclusions.

*14.5 Essential Packing*

Fieldwork Leaders/Supervisors will provide advice on the type of footwear and clothing required, based on the nature of the fieldwork and the anticipated weather conditions for the entirety of the project.

*14.6 Supervision*

The work activities, environment, logistics of foreseeable emergencies and the experience of staff and students will determine fieldworker/supervisor ratios and/or the degree of supervision.

As a basic standard, the maximum number of inexperienced students involved in low risk activities in reasonably rugged terrain in good weather is ten per experienced staff member. Fieldwork, which is prolonged, remote or involves potentially hazardous situations, will require a greater degree of supervision than fieldwork in low hazard environments.

Staff and students are discouraged from working alone; however, in lower hazard environments, one or more fieldworkers may work without direct supervision. In all circumstances, the supervisors must carry out a risk assessment and ensure that adequate control measures and contact arrangements are in place to negate the risk of working alone or unsupervised.

The Fieldwork Supervisor may pass authority and leadership to someone who has more experience than them of a locality or work process e.g. mountain guides, boat skipper. A suitable deputy shall also be appointed in the event of incapacity of the Supervisor.

*14.7 Leisure Time*

During fieldwork breaks (evenings and daytime) fieldworkers wishing to explore the locale should discuss plans with their Leader/Supervisor and ensure that they have the following information:

- areas to be avoided;
- transport timetables;
- local customs and laws;
- contact details;
- how to get help if you get into difficulties
- the route you intend to take;
- your destination;
- when you intend to return.

Fieldworkers shall maintain the same standard of behaviour during leisure time as during work hours.

*14.8 Standards of Behaviour*

All members of the fieldwork group are to be considered as representatives of QMUL. All staff and students are therefore expected to be considerate, courteous and respectful and not interfere with other persons or the property of others. The QMUL Codes of Conduct for Staff and Students should be adhered to at all times (Codes of Conduct available at <http://www.arcs.qmul.ac.uk/policy/index.html> ).

If significant breaches of the Code/s occur, exclusion from fieldwork and/or disciplinary processes can be started, as noted above in section 6.6.

A specific code of conduct may be needed for certain fieldwork locations and activities. This should be agreed and authorised in advance by the fieldwork conducting School / Institute / Directorate. An example template is available [here](#).

#### *14.9 Emergency Procedures*

Fieldwork Leaders/Supervisors must inform fieldworkers of emergency procedures developed for the planned fieldwork.

The procedure shall include:

- routes to the nearest places of safety
- the first aid provisions that are in place;
- the location of the nearest medical help;
- how to contact the emergency services (e.g. satellite phone) and also to be aware of limitations on their use (e.g. out of signal range) and have other alternatives available
- the correct use of emergency equipment.

QMUL has also enabled 24 hour assistance in conjunction with the contracted Travel Insurance provider – current provider's details can be found here <http://gm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html> . These provisions should form part of the emergency procedures.

#### *14.10 Injury or illness in the Field*

Relatively trivial injuries and illness can become serious in the field if not treated quickly. As part of the planning phase, the nearest health care facilities shall be identified and trained first aiders appointed as appropriate for the activity.

#### *14.11 Interacting with the Public*

Regard must be given to potential risks of working with the public or in public places.

The risk will vary according to the basis of the interaction, compounded by the location and, possibly, time of day. Always carry your University identification card and other documentation that validates your activity.

Training may be useful where work involves interviewing the public. Where possible vet interviewees first.

Being aware of situations where violence and aggressive behaviour may occur and techniques to de-escalate and/or being able to remove yourself from the location.

Conduct interviews via telephone or at neutral locations in public. Where possible conduct any interviews with an observer.

Advise the 'interviewee' how much of their time you will need.

Be aware of any controversial issues raised in discussions or interviews. Ensure questions are framed so as to avoid inferences of judgement or blame.

Be aware of the potential for interference/theft by passers-by; take care of your belongings and documents.

#### *14.12 Personal Protective Equipment (PPE)*

Where personal protective equipment is identified as necessary by a risk assessment, it is the responsibility of the fieldwork supervisor to ensure it is obtained and worn / donned. Participants who refuse to wear / don the correct PPE must be excluded from the fieldwork.

When visiting sites controlled by another organisation, i.e. building site or excavation, the site supervisor must specify what PPE you will be required to use.

The fieldwork Leaders/Supervisors must ensure that:

- participants are trained on use, maintenance and storage of PPE
- PPE must be suitable for the individual wearer;
- there is spare PPE available to replace damaged or faulty items;
- there is adequate storage and a method of transportation for PPE;
- there are sufficient spare parts to carry out minor repairs;
- records of maintenance are checked before departure.

#### *14.13 Personal and Group Security*

Theft, vandalism and assault can be encountered in both urban and rural areas. Be discreet with:

- cash, carrying only what you will need for the day's activities;
- valuables e.g. cameras, credit cards, passports etc.;

When working in remote or isolated areas or late at night consider how you will access and leave the area, e.g. pre-booked taxi.

Security measures may include:

- pre-visit appointments and checks
- working in pairs, or within earshot of a colleague
- personal alarms
- monitoring and regular reporting procedures
- training in interpersonal communication skills

Group and personal security in countries with volatile political, epidemic health conditions, significant natural disasters and social unrest conditions must be assessed as part of a 'threat analysis' assessment and form part of the planning, risk assessment and authorisation process of the fieldwork.

#### *14.14 Cultural and Religious Factors*

It is vital to be well informed about prevailing conditions relating to gender, nationality and religion. Advice can be obtained from a variety of sources and Leaders/Supervisors shall brief fieldworkers on expected behaviours prior to leaving.

#### *14.15 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, Leaders/Supervisors have a duty to make reasonable adjustments to enable those with disabilities to participate in the fieldwork if, without such adjustments they would be excluded. The only exception to this would be if the decision not to make adjustments is based on evidence that it is a proportionate 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 their safety or the safety of others would be compromised. It is advisable to seek specialist advice from a relevant medical practitioner (QMUL Occupational Health, QMUL Student Health Services or General Practitioner) prior to making a decision. Advice from the QMUL Disability and Dyslexia Service <http://www.dds.qmul.ac.uk/> should also be sought.

#### *14.16 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 regarding issues including the condition of the building and arrangements for firefighting and evacuation.

The overall aim is to reduce intrinsic risks associated with the accommodation to a level acceptable to the institution and to the fieldwork team.

#### *14.17 Catering*

The type of catering required for fieldwork can vary between full self-catering arrangements, 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.

#### *14.18 Transport*

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 to actively 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 to reduce the risk of travel incidents.

## 15.0 QMUL website links

*(Note – QMUL Web links are subject to change – navigate to QMUL Intranet Connect <http://connect.qmul.ac.uk/> and search there if a link is broken)*

QMUL Health & Safety Fieldwork topic page [http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off\\_site/index.html](http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html)

QMUL Travel Insurance <http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html>

QMUL Occupational Health <http://www.hr.qmul.ac.uk/Occupational%20Health/about-us/index.html>

QMUL Student Health Services <https://www.studenthealth.qmul.ac.uk/>

QMUL Disability and Dyslexia Services <http://www.dds.qmul.ac.uk/>

## 16.0 Useful external websites for fieldwork safety

*(Note - Web links are subject to change; QMUL is not responsible for the websites / pages listed below)*

### Fieldwork health, safety and welfare

Royal Geographical Society

<http://www.rgs.org/OurWork/Fieldwork+and+Expeditions/Fieldwork+Expeditions.htm>

USHA / UCEA Guidance and resources:

UCEA Guidance on Health and Safety in Fieldwork

<http://www.ucea.ac.uk/en/publications/index.cfm/guidance-on-health-and-safety-in-fieldwork>

USHA Fieldwork Resources <http://www.usha.org.uk/member-resources/useful-documents/2-uncategorised/87-fieldwork-resources-toolkit>

Health and Safety Executive (HSE) - Adventure Activities <http://www.hse.gov.uk/aala/index.htm>

### Travel Health Advice

Department of Health - Travel Advice: <https://www.gov.uk/foreign-travel-advice>

NaTHNaC / Travelhealth: <http://travelhealthpro.org.uk/>

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

NHS Healthcare Abroad:

<http://www.nhs.uk/nhsengland/Healthcareabroad/pages/Healthcareabroad.aspx>

NHS Scotland Fit for Travel: [www.fitfortravel.scot.nhs.uk](http://www.fitfortravel.scot.nhs.uk)

CDC Travellers Health: <http://wwwnc.cdc.gov/travel/>

Public Health England: <https://www.gov.uk/government/organisations/public-health-england>

WHO International Travel Health: <http://www.who.int/ith/en/index.html>

### Travel Security & Threats information and advice

UK Foreign & Commonwealth Office: <https://www.gov.uk/foreign-travel-advice>

CIA World Fact book: <https://www.cia.gov/library/publications/the-world-factbook/index.html>

### Personal Safety

Live Life Safe: <http://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety>

Craig, G. Corden, A. and Thornton, P. (2000) Safety in Social Research, Social Research Update, Issue 29: <http://sru.soc.surrey.ac.uk/SRU29.html>

## Appendix I – Fieldwork Planning Risk Assessment Form

School/Institute/Directorate name:

Fieldtrip title:

What are the hazards?	Who might be harmed and how?	Initial Risk H/M/L	What are you already doing? (Risk Controls)	Residual Risk H/M/L	Do you need to do anything else to manage this risk? (If risk is still medium or high)	Action by whom?	Action by when?	Done
<i>Trips and falls</i>	<i>Fieldworkers walking to site on steep or uneven terrain</i>		<i>Leaders and Supervisors to plan route prior to start date. Utilise paths and avoid steep gradients, thick brush, bogs etc.  Suitable footwear to be worn and a buddy system utilised.</i>		<i>Leaders/Supervisors to ensure work ends each day allowing sufficient time to return to base before nightfall.</i>	<i>Leaders and Supervisors</i>	<i>ongoing</i>	

The QMUL Fieldwork Policy should be referred to when completing this form (Ref QMUL\_HS\_123 [http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off\\_site/index.html](http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html))

It is important you discuss your assessment and proposed actions with colleagues, staff, students involved in the fieldwork and/or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident / incident during fieldwork, or if there are any significant changes to the hazards in the fieldwork program of work / study.

Fieldwork Assessor - Name and Position:		Date:	
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Assessor Signature:			
Subject to review, monitoring and revision by Name and Position:		Next Review Date (at least annually)	(or sooner if fieldwork activity changes or there has been an accident / incident)

**Fieldwork Participants Declaration**

I have read this risk assessment, understand the risks and the measures that must be taken to control such risks.

NAME: Please print	SIGNATURE	DATE



## Appendix II - Fieldwork 'On-Location' Risk Assessment Form

The QUEEN MARY UNIVERSITY OF LONDON (QMUL) Fieldwork Policy should be referred to when completing this form (Ref QMUL_HS_123 <a href="http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html">http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html</a> )	<b>Ref Number:</b> (School / Institute / Directorate Reference)
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<b>Department / School / Institute</b>	
<b>Location(s) of Fieldwork</b>	
<b>Persons covered by the risk assessment</b>	
<b>Brief description of fieldwork</b>	

Consider in turn, each hazard (white text on blue). If NO hazard exists tick (no) and move to next hazard section.

If a hazard does exist tick (yes) and assess the risks that could arise from that hazard in the risk assessment box.

Where risks are identified that are **not** adequately controlled they must be brought to the attention of your School / Institute or Directorate Management (e.g. Fieldwork Leader / Supervisor or Coordinator) who should put temporary control measures in place or stop the work. Detail such risks in the final section.

<b>Environment</b>	<b>The environment always represents a safety hazard. Use space below to identify and assess any risks associated with this hazard.</b>
<b>E.g. location, climate, terrain, neighbourhood, in outside organisations, pollution, animals.</b>	Examples of risk: adverse weather, illness, hypothermia, assault, getting lost. Is the initial risk high / medium / low?
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>
<input type="checkbox"/> work abroad incorporates Foreign & Commonwealth Office current advice <input type="checkbox"/> participants have been trained and given all necessary information <input type="checkbox"/> only accredited centres are used for rural field work <input type="checkbox"/> participants will wear appropriate clothing and footwear for the specified environment <input type="checkbox"/> work in outside organisations is subject to their having satisfactory H&S procedures in place <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:	

<b>Emergencies</b>	<b>Where emergencies may arise use space below to identify and assess any risks.</b>
<b>E.g. Fire, accidents.</b>	Examples of risk: loss of property, loss of life. Is the initial risk high / medium / low?
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>
<input type="checkbox"/> emergency procedures are set for the fieldwork <input type="checkbox"/> necessary fire fighting equipment is carried on the trip and participants know how to use it <input type="checkbox"/> contact numbers for the local emergency services are known to all participants	

<input type="checkbox"/> participants have means of contacting the local emergency services <input type="checkbox"/> participants have been trained and given all necessary information <input type="checkbox"/> the plan & procedure for rescue / emergency is set and contingency arrangements identified <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:
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Equipment Use	Is equipment used?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Move to next hazard</b>  <b>Use space below to identify and assess any risks</b>
<b>E.g. Clothing, outboard motors.</b>	Examples of risk: inappropriate, failure, insufficient training to use or repair, injury. Is the initial risk high / medium / low?		
Control Measures	<b>Indicate which procedures are in place to control the identified risk.</b>		

<input type="checkbox"/> the School / Institute / Directorate written arrangement for equipment use is followed <input type="checkbox"/> participants have been provided with any necessary equipment appropriate for the work <input type="checkbox"/> all equipment has been inspected, before issue, by a competent person <input type="checkbox"/> all users have been advised of correct use <input type="checkbox"/> special equipment is only issued to persons trained in its use by a competent person <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:
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Lone Working	Is lone working a possibility?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Move to next hazard</b>  <b>Use space below to identify and assess any risks</b>
<b>E.g. alone, isolated, lone interviews.</b>	Examples of risk: difficult to summon help. Is the initial risk high / medium / low?		
Control Measures	<b>Indicate which procedures are in place to control the identified risk.</b>		

<input type="checkbox"/> the School/Institute/Directorate written arrangements for lone/out of hours working for field work is followed <input type="checkbox"/> lone or isolated working is not allowed if significant risks still exist <input type="checkbox"/> location, route and expected time of return of lone workers is logged daily before work commences <input type="checkbox"/> all workers have the means of raising an alarm in the event of an emergency, e.g. phone, flare, whistle <input type="checkbox"/> all workers are fully familiar with emergency procedures <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:
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<b>Ill Health</b>	<b>The possibility of ill health always represents a safety hazard. Use space below to identify and assess any risks associated with this hazard.</b>		
<b>E.g. alone, isolated, lone interviews.</b>	Examples of risk: difficult to summon help. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>		
<input type="checkbox"/> an appropriate number of trained first aiders and first aid kits are present on the field trip <input type="checkbox"/> all participants have had the necessary immunisations /carry appropriate prophylactics (specify below) <input type="checkbox"/> participants have been advised of the physical demands of the field trip and are deemed to be physically suited <input type="checkbox"/> participants have been adequate advice on harmful plants, animals and substances they may encounter <input type="checkbox"/> participants requiring medication have advised the leader of this and carry sufficient medication for their needs <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:			

<b>Dealing with the Public</b>	<b>Will people be dealing with the public?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
<b>E.g. interviews, observing.</b>	Examples of risk: personal attack, causing offence, being misinterpreted. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>		
<input type="checkbox"/> all participants are trained in necessary interviewing techniques <input type="checkbox"/> interviews are contracted out to a third party <input type="checkbox"/> advice and support from local groups has been sought <input type="checkbox"/> participants do not wear clothing or hold other items that might cause offence or attract unwanted attention <input type="checkbox"/> interviews are conducted at neutral locations or where neither party could be at risk <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:			

<b>Working on or near water</b>	<b>Will people work on or near water?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
<b>E.g. rivers, marshland, sea.</b>	Examples of risk: drowning, malaria, hepatitis A, parasites. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>		
<input type="checkbox"/> lone working on or near water will not be allowed <input type="checkbox"/> coastguard information is understood; all work takes place outside those times when tides could prove a threat <input type="checkbox"/> all participants are competent swimmers			

- participants always wear adequate protective equipment, e.g. buoyancy aids, wellingtons
- boat is operated by competent person
- all boats are equipped with an alternative means of propulsion e.g. oars
- vessel has lifesaving equipment / life boat/s
- participants have received appropriate inoculation and carry necessary prophylactics
- other control measures:** please specify any other control measures you have implemented:

<b>Manual Handling (MH)</b>	<b>Do MH activities take place?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
<b>E.g. lifting, carrying, moving large or heavy equipment, physical unsuitability for the task.</b>	Examples of risk: strain, cuts, broken bones. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>		
<input type="checkbox"/> the School/Institute/Directorate written arrangements for MH are followed <input type="checkbox"/> the supervisor has attended a MH risk assessment course <input type="checkbox"/> all tasks are within reasonable limits, persons physically unsuited to the MH task are prohibited from such activities <input type="checkbox"/> all persons performing MH tasks are adequately trained <input type="checkbox"/> equipment components will be assembled on site <input type="checkbox"/> any MH task outside the competence of staff will be done by contractors <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:			

<b>Will transport be required?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
	<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
Examples of risk: accidents arising from lack of maintenance, suitability or training. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>	
<input type="checkbox"/> only public transport will be used <input type="checkbox"/> the vehicle will be hired from a reputable supplier <input type="checkbox"/> transport must be properly maintained in compliance with relevant national regulations <input type="checkbox"/> drivers comply with University guidance for Drivers <input type="checkbox"/> drivers have been trained and hold the appropriate license and insurance <input type="checkbox"/> there will be more than one driver to prevent driver/operator fatigue, and there will be adequate rest periods <input type="checkbox"/> sufficient spare parts carried to meet foreseeable emergencies <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:		

<b>Hazardous Substances</b>	<b>Will participants work with substances?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
<b>E.g. exposure to plants, chemical, biohazards, hazardous wastes.</b>	Examples of risk: ill health - poisoning, infection, illness, burns, cuts. Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Indicate which procedures are in place to control the identified risk.</b>		
<input type="checkbox"/> the School/Institute/Directorate written arrangements for dealing with hazardous substances and waste are followed <input type="checkbox"/> all participants are given information, training and protective equipment for hazardous substances they may encounter <input type="checkbox"/> Participants who have allergies have advised the leader of this and carry sufficient medication for their needs <input type="checkbox"/> waste is disposed of in a responsible manner <input type="checkbox"/> suitable containers are provided for samples and hazardous waste <input type="checkbox"/> <b>other control measures:</b> please specify any other control measures you have implemented:			

<b>Other Hazards</b>	<b>Have you identified any other hazards?</b>	<input type="checkbox"/> No	<b>Move to next hazard</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any risks</b>
<b>E.g. natural sources of radiation</b>	Hazard: Risk: Is the initial risk high / medium / low?		
<b>Control Measures</b>	<b>Give details of control measures in place to control the identified risks:</b>		
<b>Have you identified any risks that are not adequately controlled?</b>		<input type="checkbox"/> No	<b>Move to declaration</b>
		<input type="checkbox"/> Yes	<b>Use space below to identify and assess any other risks</b>




## Appendix III – QMUL Fieldwork Safety Checklist



### QMUL Fieldwork Safety Checklist

#### **Key Things to do before you leave...**

- Read the information provided by your Fieldwork Leader and relevant risk assessments. They will give you an indication of the potential hazards you may be faced with and what control measures will help you to stay safe in spite of them. Refer to QMUL Policy and Guidance at [http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off\\_site/index.html](http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html)
- Define roles and responsibilities including Fieldwork Leaders / Supervisors, first aiders and emergency contacts
- Ensure any specific immunisations are arranged in due course before departure. If individuals have any personal requirements they should be brought to the attention of the Fieldwork Supervisor. Further guidance is available from Occupational Health, Geography Building, Mile End Campus <http://www.hr.qmul.ac.uk/Occupational%20Health/about-us/index.html> .
- Ensure any relevant training has been completed, taking into account the mental and physical ability of fieldworkers.
- Consider travel arrangements and insurance by visiting <http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html>
- Consider what equipment is required, including what kind of clothing will be appropriate and will stave off the effects of wind, rain or the sun. Consider how equipment will be transported to and from the fieldwork site.
- Research any third party providers being used during fieldwork to ensure they have adequate safety standards.

#### **Key Things to do while you are there...**

- An induction should be provided to fieldworkers regarding issues such as meeting points, communication arrangements, how to report incidents / accidents and how to respond in an emergency.
- Any protective clothing or equipment should be worn and used and all individuals are clear on how to use it.
- Upon arrival to the fieldwork site, review the risk assessment to ensure it is still suitable and sufficient.
- Any accidents, incidents, dangerous occurrences, and near misses should be reported to the Fieldwork Supervisor including any equipment, environment or task that may be unsafe.
- Ensure individuals don't do anything, which is beyond their experience or capability, such as using any plant or equipment for which they have not received any specific training.

#### **Key Things to do once you have returned...**

- Don't immediately disregard the risks to your health upon return. For example, some courses of anti-malarial medication should be taken up to four weeks *after* returning from a malarial area.

- Request feedback from fieldworkers on what went well and what should be changed. Use this information to measure performance and communicate lessons learned.
- Record and investigate any incidents.



## Document Control

### Initial Data

Authors (V2-3):	Dr Mark Ariyanayagam / Dr Kevin Thurlow / David Dewberry
Position:	H&S Manager / previous Director of Health & Safety / H&S Adviser
Checked by:	Dr Mark Ariyanayagam
Position:	H&S Manager
Approved by:	Zarah Laing
Position:	Director of Health and Safety
QMUL Consultation:	Jan - Feb 2017
HSAG Approval:	21 Feb 2017
Status:	Version 3a
Date of Issue:	11 April 2017

Version No.	Date of alteration and re-issue	Details of changes	Changes made by
1	-	QM/HS/0045 Fieldwork guidance and QM/HS/0143 risk assessment (Author Dr John Robinson) – Jan 2005  QM/HS/0045 & 0143 merged – June 2011	-  Darren Ford
2	May 2012	Revised content / updates  Amendments to legislation, UCEA guidance / system	Kevin Thurlow Mark Ariyanayagam
3	October 2016	Review and re-write inc. provisions for transport, accommodation etc.	David Dewberry
3a	February 2017	QMUL Consultation amendments + further updates	Mark Ariyanayagam / Megan Vagg