

The Glasgow School of Art

HEALTH AND SAFETY IN FIELDWORK PROCEDURE

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Policy Control

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1. INTRODUCTION

This document provides guidance on procedures that should be in place at the Glasgow School of Art (GSA) to enable staff and participants to undertake fieldwork safely.

It provides a way to demonstrate that they are following good practice to manage fieldwork. Procedures for low risk activities may be as straightforward as knowing where members of staff or students are and having access to contact information in case of an emergency.

The GSA Health and Safety Team will subsequently develop a supplementary Key Points Summary document and will publish examples, from Schools, of previous fieldwork documentation and risk assessments, and generic risk assessments. The generic risk assessments will be based on examples of actual fieldwork risk assessments provided by Schools. Individual Schools may choose to develop their own Fieldwork Handbooks.

No GSA documents will supersede the guidance set out in the current document (i.e. GSA's Health and Safety Fieldwork Procedure).

Definitions are contained within Appendix 1.

2. SCOPE

This procedure is only applicable to any GSA work carried out by staff or students for the purposes of teaching, research or other activities while representing the institution off-site. The term *fieldwork* may, for example, include diverse work such as a *live build* or survey gathering activities by staff and students or aspects of professional consultancy. However, the scope of *fieldwork* is broad. While it may, for example, include attendance at meetings, conferences and recruitment fairs, these activities may often be regarded as low risk and may be straightforward to address, depending on their location and nature. Some activities will require liaison with, or delivery by, areas outwith a School, for example, GSA's International Office may lead on a risk assessment regarding the attendance of a member of academic staff at a recruitment fair.

The scope of the guidance is significant, therefore a risk-related approach must be considered and applied to ensure an appropriate management system is in place that is flexible enough to cover diverse institutional working and travel.

This guidance does not cover student exchanges "out". Students exchanges "in" will be regarded in the same way as existing GSA students and will therefore be subject to applicable GSA health and safety policy.

This guidance does not cover student placements where the direct supervision of a student is transferred to a third party and the placement is integral to the individual student's programme. Student placements are covered by separate guidance. [Currently this is in the documents: *Guidance on information to be supplied by a Placement Provider and UCEA Health and Safety Guidance for the placement of Higher Education Students*. These are scheduled to be reviewed during session 2016/17]

This document is based on the guidance 'Health and Safety in Fieldwork including offsite visits and travel in the UK and overseas' published in May 2011 by the Universities Safety and Health Association (USHA) in association with the Universities and Colleges Employers Association (UCEA), which is available on the GSA health and safety website.

The primary audience for this document is intended to be Heads of Schools (and through them Heads of academic departments and Programme Leaders), Heads of professional support areas, tutors, and others who may be accountable for the health and safety of staff, students and other participants engaged in fieldwork.

3. ROLES AND RESPONSIBILITIES

3.1 Head of School

While the Head of School may, in line with their academic structure and bearing in mind the respective responsibilities of Heads of academic departments and Programme Leaders, delegate responsibilities to the Fieldwork Leader, the Head of School retains accountability for the overall management of fieldwork activity within the School.

The Head of School is responsible for ensuring that local health and safety management arrangements are in place within their area of control, such that due regard has been paid to health and safety considerations governing fieldwork. A key aspect of this is clearly communicating to staff, and through them to students, that the GSA Fieldwork Procedures should be fully engaged with and followed.

Specific responsibilities include ensuring that:

- There is clarity of roles and responsibilities within their School, with a particular focus on ensuring that any appointed Fieldwork Leader is competent and that all fieldwork documentation, including the risk assessment, is subject to approval within that roles and responsibilities framework.
- A suitable and sufficient risk assessment of the fieldwork has been undertaken and that safe systems of work covering all participants are developed and implemented.
- Fieldwork Leaders are explicitly empowered to implement emergency or contingency plans if necessary.
- Should incidents (including near misses) occur, they are reported (where necessary allowing statutory reporting) and investigated.

While a Head of School will remain accountable for the overall management of fieldwork activity, they may delegate responsibility for the review and approval of fieldwork documentation to their Deputy Head of School, or an appropriate Head of Department or Programme Leader. This is provided that the Head of School is confident that the delegated person is able to appropriately undertake those duties, and that the delegated person is fully aware that they may raise any issue with the Head of School.

The author of the fieldwork documentation cannot approve their own work. A more senior member of staff must review and approve the documentation, and this must include the risk assessment.

Heads of Schools may wish to set a local timeline regarding the review and approval of fieldwork documentation. The Head of School or their delegated person may require, for example, that a minimum of two weeks is required to consider submitted documentation.

In circumstances where a Head of a professional support department is the applicable lead, their responsibilities will mirror those set out regarding academic schools. For the purposes of this policy

professional support departments also include all areas within the remit of the Head of Learning and Teaching and the Head of Research.

3.2 Fieldwork Leader

This is the person with delegated operational responsibility for all aspects of the fieldwork. Although some duties may be passed to other responsible persons, the overall duty to ensure the safety of the fieldwork remains with the Fieldwork Leader.

The Fieldwork Leader will be responsible for authoring the fieldwork documentation (including risk assessment) and for ensuring that:

- For the duration of the fieldwork health and safety precautions are observed.
- Supervision is adequate for the planned activities and other foreseeable risks.
- Where necessary, adjustments are made to planned itineraries.
- Where necessary, fieldwork activities cease.
- They know the total number and identities of the participants under their supervision, and have delegated arrangements in place where the group is sub-divided.
- When a group is sub-divided, there must be a minimum of one competent person in each sub-group.
- Adequate instruction is given to participants.
- Control measures identified in risk assessments are implemented in practice and that dynamic risk assessments are carried out if necessary.

3.3 Participants

A participant is an individual who is undertaking fieldwork as part of a supervised group. This may include staff and students.

Each participant must receive adequate instruction in relation to the authority and responsibilities of the Fieldwork Leader, or any other designated supervisor.

It is the responsibility of participants, in the planning stage and during the fieldwork, to:

- Follow any instruction given to them by a fieldwork supervisor e.g. Fieldwork Leader
- Raise any concerns with their supervisor.
- Accept their own responsibility for the health and safety of both themselves and others.
- Advise the supervisor of personal circumstances or restrictions that might affect their ability to participate or put them at increased risk of harm. Disability related needs should be notified in advance of the fieldwork activity to enable risk to be assessed and mitigated, and

to ensure that reasonable adjustments are agreed and implemented where necessary.

- Seek medical advice as directed or when necessary.
- Report any incident or dangerous occurrence as soon as possible.
- Confirm their consent to the above. Schools may choose to request this in writing where appropriate e.g. regarding higher risk activities.

3.4 Independent Fieldworkers

An independent fieldwork is an individual who is undertaking fieldwork on their own without direct supervision. This may be a member of staff or a student.

In practice they will assume many of the duties of the Fieldwork Leader and therefore some of their responsibilities. These should be agreed in advance with the Head of School, or their delegated person, in order that any necessary measures can be planned and implemented in a timely fashion. They must accept their own responsibility for the health and safety of both themselves and others.

4. COMPETENCE AND TRAINING

The Head of School, or their delegated person, 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.

Fieldwork Leaders and independent fieldworkers must be competent to plan and undertake fieldwork safely. Competence in this context is defined as being an appropriate combination of knowledge, experience and qualifications but also, importantly, being able to acknowledge one's own limitations.

Further aspects informing competence include:

- Full engagement with relevant GSA policies, including:
 - GSA Fieldwork Procedure.
 - GSA Risk Assessment Procedure.
- Awareness of:
 - How to gain information regarding GSA insurance and procurement arrangements.
 - How to escalate matters should an emergency occur.
 - How to contact the Health and Safety Team for advice and support.

Training on general risk assessment, and associated matters, is available as part of GSA's health and safety training programme. Applicable training sessions are:

- RA1 Introduction to Risk Assessment
- RA2 Risk Assessment Workshop
(this is for those who have a good understand of risk assessment or have attended RA1)

Related training available at GSA includes:

- First Aid (please contact Estates).

5. RELATIONSHIP WITH GSA'S GENERAL RISK ASSESSMENT PROCEDURE

GSA's Health and Safety Risk Assessment Procedure is a separate document which establishes an overarching framework for risk assessment, including fieldwork risk assessment.

Within this current document (i.e. GSA's Health and Safety Fieldwork Procedure), guidance on specific fieldwork risk assessment is set out. When undertaking a fieldwork risk assessment, the Fieldwork Leader may identify that additional risk assessment work is required, and as such should refer to GSA's Health and Safety Risk Assessment Procedure.

6. RELATIONSHIP WITH THE USHA GUIDANCE ON HEALTH AND SAFETY IN FIELDWORK

GSA's Health and Safety Fieldwork Procedure is informed by sector documentation, including the USHA Guidance on Health and Safety in Fieldwork. The latter document is available on GSA's health and safety website and is a useful reference document providing additional detail on many aspects covered in GSA's Procedure.

7. ADVICE AND SUPPORT

GSA's Health and Safety Team are, where possible, available to provide advice and support to GSA staff. As with all service provision, there is limited resource, therefore early engagement regarding the need for support will be helpful.

8. PLANNING

It is vital that all fieldwork is planned sufficiently in advance to allow the respective School appropriate time to review and approve the fieldwork documentation.

The purpose of the fieldwork, together with a summary of its associated activities and expected outcomes, should be clearly established at the planning stage. The effort and detail required in planning fieldwork should be commensurate with the risks identified. The following should be identified at the planning stage:

- The proposed fieldwork team and as many of the participants and stakeholders as possible. (Photocopies of passports may be helpful when travelling abroad.)
- Potential participants under the age of 18 or vulnerable participants.
- Any permission required in advance e.g. visas, site access approval.
- Specific threats of violence arising from the nature of the fieldwork (for example some aspects of research on contentious topics) should also be captured, and controls detailed in the risk assessment process.

- Any relevant cultural differences or legislation in the country where the fieldwork is taking place. Those considering fieldwork should remain aware that activities outside of the UK may, in some cases, require significant additional planning on their part.
- All known third party providers and their proposed role. If responsibility for supervision of any aspect of the fieldwork will be passed entirely to a third party, then a formal written agreement should be made.

For supervised fieldwork a preparatory visit should be made where reasonably practicable to the field site and an evaluation made of local facilities and services with particular regard to the needs of known or likely participants. This is unlikely to be necessary for standard, low risk, activities. Examples may include routine meetings at a local university or existing partner business. Schools will also often undertake fieldwork that is routine and low risk. As such this should require very limited planning, relying in the main on generic risk assessments, adjusted where necessary. The effort and detail required in planning fieldwork should be largely commensurate with the risks identified.

9. THREAT ANALYSIS

Threat analysis relates to consideration of security and political threat levels, significant natural hazards and significant health risks. The threat analysis should be used to inform the risk assessment and planning, and must be subject to on-going review.

Visits to countries or regions where the Foreign & Commonwealth Office (FCO) advises against travel should be avoided.

A fundamental part of the initial assessment of the safety of any fieldwork activity – whether in the UK or overseas – relates to consideration of security and political threat levels, significant natural hazards, and health risks. This should include both the field site and destination, and also travel considerations. In order to assess these threats the Fieldwork Leader or independent fieldworker must have access to adequate, up-to-date information regarding insurance. For areas of political unrest this information must be kept under review at all stages, both prior to departure and during the work. GSA's Finance Office is likely to be a valuable source of information. The Finance Office will undertake any necessary liaison with GSA's insurers when information is required at the planning stage.

Schools must ensure that the threat analysis includes a clear articulation of any residual threats and the related detailed control measures.

10. RISK ASSESSMENT FOR FIELDWORK

Heads of Schools must ensure that fieldwork risk assessments are closely integrated with the planning of the fieldwork. Risk assessments need to be suitable and sufficient.

The Fieldwork Leader should undertake risk assessment. The completed final risk assessment document should identify and record foreseeable hazards and significant risks associated with the planned activities. It will also include details of the control measures which will be, or have been, implemented to reduce these risks to an acceptable level.

Any written assessment should clearly:

- Identify what further action needs to be taken before the activity proceeds.
- Identify how and by whom the actions will be taken.
- Detail the timescale for outstanding action to be completed.
- Taken into account any legal requirements.

For some activities, documenting a contingency plan will also be an integral part of the risk assessment process. Where necessary, a contingency plan should include responses to illness, changes to leadership ratios, changes in activities, changes in political stability, events such as extreme weather, transport delays, theft or loss of money or vital equipment.

Whether a risk has been controlled 'so far as is reasonably practicable' should be clearly reflected in the risk assessment. In some cases alternative proposals may need to be considered (and possibly financial or other implications calculated) in order to conclude whether this test has been satisfied. Any significant residual risks apparent at the end of this process should be clearly identified in the paperwork.

It is also likely that an element of dynamic risk assessment will be required to respond to changes in circumstances or new risks. Dynamic risk assessment is the continuous assessment of risk in unforeseen and/or changing circumstances possibly requiring the implementation of new control measures.

Dynamic risk assessment should not be a substitute for adequate emergency and contingency planning. If new risks need to be assessed dynamically, these should be referred back via the approval process before the activity proceeds. The findings of dynamic risk assessments must also be communicated and understood throughout the fieldwork team and a method for achieving this should be established.

When drawing up risk assessments for supervised fieldwork, circulating a risk assessment document in advance and detailing the actions to be taken by participants is unlikely to achieve safe practice in isolation. Effective communication of the essential information contained in the risk assessment to everyone involved in the fieldwork is fundamental.

Clear and timely management arrangements must also be in place to implement the identified suitable controls.

10.1 Five Steps to Risk Assessment

Step 1- Identify the hazards to which the participants may be exposed

Consider hazards associated with the following:

- Travelling to the destination.
- Travelling in the vicinity of the fieldwork location.
- The specific activity undertaken.
- Threats to personal security from aggression from members of the public, crime and/or terrorism.
- Inadequate or lack of competent supervision.

- Equipment (manual handling, defects, failures).
- Accommodation (e.g. fire, carbon monoxide poisoning, electrical safety, water purity).
- Significant natural hazards (e.g. earthquakes).
- Extremes of weather (hypothermia, sunstroke, dehydration, frost bite, flooding).
- Location (altitude, sea or water course, landslide, rough terrain, avalanche).
- Contact with hazardous flora or fauna.
- Ill-health (prevalence of disease, altitude sickness, food borne illness, distance from medical facilities, health surveillance requirements).
- Lone working.
- Competence or fitness of participants.
- Inherently hazardous activities (climbing, diving, working alongside railways and major roads, working from boats).
- inability to communicate or summon assistance.
- Inappropriate participant behavior.
- Failure to develop suitable contingency plans.

Step 2 - Identify all persons who may be at risk

Ensure that the risk assessment includes risks posed both to those participating in the fieldwork, and to other persons who may be affected, for example members of the public. Consideration must be given to an individual's ability to carry out fieldwork safely. Some individuals may be at greater risk than others, for example those with certain disabilities, vulnerable adults or those who are new to a role.

Extra consideration must also be given to students who may generally lack experience in the work they are doing. For supervised fieldwork ensure participants are advised on the assessed level of fitness required.

Where students under the age of 18 participate in the fieldwork, potential safeguarding issues will need to be identified and mitigated for all activities, including due regard to personal and down time. Further details of relevant issues are contained within GSA's Child Protection Policy (<http://www.gsa.ac.uk/media/1096343/Child-Protection-Policy-April-2015.pdf>).

Step 3 - Assess whether current controls are adequate

If current controls are considered inadequate, consider what additional/alternative control measure(s) can be put in place. It may be necessary to prohibit certain tasks or activities if the risks cannot be adequately controlled.

Examples of control measures could include:

- The provision of suitable training of participants.
- Recognised level of competency of Fieldwork Leaders.
- Effective communication strategies.
- Emergency and contingency plans in place and communicated to all participants.
- An effective means of summoning help in an emergency.
- Information available on local health care facilities.
- First aid equipment and personnel availability.
- Use of competent third party service providers.
- Nominated home contact and local contact availability.
- Adequate emergency funds being available etc.

There may be a need to conduct a dynamic risk assessment throughout the fieldwork.

Step 4- Record the findings

Record your risk assessment findings for any significant risks identified. Where necessary, contingency plans should be built into risk assessment documentation before fieldwork begins and should relate directly to the threat analysis and the risks identified.

Share significant findings of risk assessments with fieldwork participants and ensure that they are understood and accepted. Consent will then be on an informed basis and expectations of participants will be realistic.

For supervised fieldwork it is good practice to engage participants in the process of risk assessment as this can be a useful learning tool. Participants should also be encouraged to review risks whilst in the field and suggest health and safety management strategies.

Step 5 - Monitor and review the risk assessment

The risk assessment (and contingency plan, where appropriate) should be reviewed and revised as necessary during fieldwork, to ensure that it is always up to date and relevant to changing circumstances.

The content of completed risk assessments should be reviewed to allow consistency to be monitored and to check adherence to GSA policy and guidance.

11. EMERGENCY RESPONSE PLANNING

The level and depth of emergency planning required will relate directly to the level of risk associated with the work off-site.

Without excluding the immediate actions that a Fieldwork Leader may require to take locally (e.g. contacting emergency services), in the event of an emergency the Fieldwork Leader should contact their Head of School or another Executive Group member, who shall decide whether to implement GSA's Incident Management Plan.

Dealing with a medical or other emergency is a possibility which should be considered for all

fieldwork. Factors to consider affecting control measures include the duration of the work, the remoteness of the destination, the capabilities of participants, the access to hospital facilities and standards of health care available in the country.

12. EXCHANGE OF INFORMATION AND COMMUNICATION

The provision and exchange of clear information is critical for fieldwork. Please refer to Appendix 5.

13. SUPERVISION

Many factors need to be considered when assessing the level of supervision required for any particular work off-site.

The factors that must be considered include the:

- Nature of the fieldwork.
- Environmental conditions in which the fieldwork takes place.
- Experience of the Leader and supervisors.
- Experience of the group.
- Needs of individuals, including consideration of those who may have specific support requirements due to a disability or those who are under 18 years old.
- External requirements such as those that may be outlined by National Governing Bodies.

Two levels of supervision can be identified – direct and indirect:

- Direct supervision describes where the Fieldwork Leader is in charge of the participants at all times and is able to intervene in person immediately if necessary. This type of supervision is appropriate for high risk activities or for less experienced participants.
- Indirect supervision describes a situation where the Fieldwork Leader manages the fieldwork but would be unable to intervene in person immediately. Examples of this type of supervision may include individual research projects, lone-working, postgraduate research project fieldwork, and participants working together in group activities or social activities.

It is important to consider in this section the arrangements for supervising personal and down time during fieldwork and how the arrangements are to be communicated to participants.

13.1 Fully supervised student activities

The size of the Fieldwork Group (or subgroup), and the number of supervisors, should be set on a case-by-case basis and should take into account the environment, the activity to be undertaken, and the logistics of foreseeable emergencies.

Each supervised course should endeavour to have at least one male and one female staff member. If this proves impractical, then suitable postgraduate students may be used to ensure that both genders are represented. In the event that it proves impossible to provide mixed gender staffing then this fact should be clearly communicated to course participants in the course information pack.

13.2 Field expeditions

At present this is most likely to apply to certain DDS consultancy activities rather than the usual fieldwork conducted by academic Schools. Fieldwork expedition planning normally requires specialist advice sourced outwith GSA. The Fieldwork Leader of such trips must be adequately trained in appropriate skills required for the expedition, which may include survival, communication and navigational techniques. The leader should be aware of local hazards and conditions and be familiar with precautions to be taken where the terrain is particularly hazardous or where dangerous animals, diseases or substances may be present.

An adequate number of experienced and trained members of staff should accompany the trip, so that suitable deputising arrangements can be made in case of incapacity, or if the party will be split up into smaller groups.

13.3 Lone working

This type of fieldwork will be in-directly supervised. The risk assessment and overall fieldwork documentation must take account of the lone working and ensure that specific controls are in place (e.g. supervisory arrangements, emergency plans in case the lone worker fails to check in, and the training and experience required on the part of the participant).

14. HEALTH AND MEDICAL ISSUES

A risk assessment of the health hazards associated with fieldwork should be undertaken. These hazards may include, for example, the prevalence of certain diseases and parasites, the possibility of exposure to hazardous substances. The assessment should outline any minimum capabilities expected of participants, for example physical fitness, also any immunisations or prophylactic medication needed and/or health surveillance requirements.

A health assessment can be undertaken at participant level. This assessment would include the effect of fieldwork on health, for example any pre-existing medical conditions that may be exacerbated by participating in the work. It should include verification that specified minimum capabilities are met. Any request for information from a participant must be in compliance with the Equality Act 2010 and Data Protection Act 1998.

An example health declaration is contained in Appendix 3 which should be amended to fit the requirements of specific fieldwork. Any questions asked should not be of a general nature but specific to the work to be carried out.

Medical advice on the immunisation requirements for foreign travel can also be sought from <http://www.nhs.uk/conditions/Travel-immunisation/Pages/Introduction.aspx>.

Steps should be taken to ensure that any fieldwork is accessible for disabled participants. Where this is not possible, suitable alternatives should be considered, where practicable to do so, such as a change in location or, for students, alternative means of achieving the intended learning outcomes of the activity.

Where participants have disclosed a disability related requirement that may impact on their ability to undertake the fieldwork, advice on determining any reasonable adjustments can be sought from Student Support or Human Resources.

14.1 First aid

The risk assessment should outline the requirement for trained first aiders. It is recommended that for supervised fieldwork, at least one staff member should hold an Approved First Aider Certificate. Ideally a second First Aider should be in the group to give secondary cover. It may be also appropriate, for a specialist qualification to be obtained (e.g. Mountain First Aid Certificate).

14.2 Accident and incident reporting

It is important that all accidents, illnesses or dangerous occurrences are reported, by the quickest practicable means (this usually means by telephone or alternatively by email). The Fieldwork Leader is responsible for ensuring that GSA's *Procedure for Reporting Accidents, Incidents and Near Miss Events* is followed.

GSA's procedures regarding action to be taken in the event of a death of a member of staff or student is available from any Head of School or Executive Group member.

15. INSURANCE

GSA provides travel insurance for employees travelling abroad on GSA business and for students on field trips. Further details are available from the Finance Office.

16. 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 decision on fieldwork transport must rest with the individual School upon consideration of the risk assessment. The following guidance may be used to inform that decision:

- Staff arranging fieldwork should specify that public transport should be used regarding that fieldwork or, for example, should consider contracting a coach hire company and professional driver.
- Staff driving minibuses or coaches or similar vehicles for fieldwork is discouraged.
- Staff considering using their own vehicles or hiring vehicles or using GSA vehicles for fieldwork, or for the transportation of others regarding fieldwork, must liaise with the Finance Office (re Insurance and Procurement) and their School line manager regarding any approvals or document checks required.
- Staff should ensure that students are aware that GSA advises that students should not use their own transport, including for the transportation of others, for GSA fieldwork or for any part of their programme of study.

- Students should not drive GSA vehicles, vehicles should not be hired for students to drive, and vehicles should not be hired on behalf of students.

Details regarding GSA's insurance and procurement position are available from the Finance Office.

Fieldwork Leaders will need to make sure as far as possible that transport arrangements are suitable and fit for purpose. Although national standards may differ, it is expected that Fieldwork Leaders source forms of transport which give appropriate standards of safety, so far as is possible. An example of this would be ensuring seat belts are fitted on hired vehicles, even in cases where there is no in-country legal requirement.

17. THIRD PARTY PROVIDERS

Using a third party provider for fieldwork activities brings with it health and safety responsibilities.

Please refer to the Finance Office (Procurement) for a list of approved providers. Examples of typical third party providers are: specialist outdoor activity leaders, specialist contractors, dive services, field study centres, in-country guides, suppliers of specialist equipment and studio facilities. Host or partner organisations should be treated as third party providers. Using a third party provider does not absolve the institution of its health and safety obligations. Use of a third party specialist provider may help to improve the overall safety management of the fieldwork. However, unless due diligence in the selection of the third party can be demonstrated, overall risks to the institution and its fieldworkers may be increased.

Formal vetting of contractors is now accepted practice in the UK and should be applied at GSA. 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 on the part of the institution than six months of fieldwork to Africa where such arrangements are being made by local agents.

The roles and responsibilities of the third party provider should be agreed by the Fieldwork Leader in writing including the details of any special arrangements, actions to be taken or provisions to be made. The established providers approved by the Finance Office (Procurement) may have already set out the scope of their provision to GSA.

17.1 Accommodation

The type of accommodation that will be used for fieldwork activities will vary considerably. 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 participants and the availability of accommodation in the location of the fieldwork.

Accessibility of the accommodation and the facilities required by the participants should be considered and must also be assessed with reference to the needs of any participant with a disability.

Countries may have differing national standards and it may be necessary to assess accommodation, prior to the fieldwork and on arrival. The overall aim is to reduce intrinsic risks associated with the accommodation to a level acceptable to the institution and to the fieldwork team.

It is recommended that all accommodation should be booked with GSA contracted travel agents.

Details of suppliers are available from the Finance Office.

Where it is not possible to book through a GSA contracted travel agent, the Fieldwork Leader should assess the safety of the accommodation as far as possible.

It is not unknown for accommodation to contain deficiencies such as:

- Inadequacies in fire escape routes including blocked fire exits; ineffective alarm systems; inadequate compartmentation of the building.
- Unsuitable or poorly installed or maintained, gas appliances such as water heaters that release flue gasses (containing carbon monoxide) into the accommodation.
- Unsafe electrical installations or equipment.

Gaining assurance as to the standard of accommodation to be used for an overseas field trip is complicated by differing national standards and the ability to check it. Accommodation that is advertised by ABTA members is subject to an ABTA code of practice that includes verification that it meets certain standards relating to safety.

In some cases no accommodation will be available through the above channels and therefore the Fieldwork Leader or participant should seek assurance from the accommodation provider prior to booking that it complies with relevant legislation relating to fire precautions and safety. Assurance can also be sought on arrival with checks on safety including if possible and obvious fire safety, personal security, general safety of the structure and facilities (e.g. pool, lifts, balconies, electrical safety), the accessibility of the accommodation for any disabled participants, and the environment surrounding the accommodation.

As a minimum, familiarisation with accommodation emergency escape routes and arrangements should take place. 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 what they feel to be basic health and safety requirements. If the accommodation is used for example on an annual basis then the Fieldwork Leader should make a record of any problems noted to assist in determining its future suitability.

17.2 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.

17.3 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.

18. CONFERENCES AND OTHER POTENTIALLY LOW RISK ACTIVITIES

A core aspect of GSA business will include attendance at conferences and other meetings. The risk associated will depend, for example, on the nature and location of the activity. Therefore it is for the individual person attending the conference, or arranging broader attendance for others, to decide whether a formal risk assessment is required.

Regarding conferences and other activities that may involve international travel, the Travelling Overseas on School Business guidelines currently available on the HR webpages should be consulted.

19. MONITORING AND REVIEW

In accordance with GSA requirements to manage and supervise health and safety, and to keep arrangements and risk assessments under review, each Head of School should ensure that there is ongoing monitoring of the health and safety of fieldworkers, together with a formal post-fieldwork feedback facility.

Review of fieldwork should be risk-related. It is recommended that Fieldwork Leaders hold a post-fieldwork debrief meeting to capture any recommendations for improvement. Considerations that would indicate a need for a formal review would include:

- 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.
- Potential shortcomings in planning, processes and procedures.
- Management of the fieldwork.

Any detail of incidents or issues that the Fieldwork Leader or Supervisor considers would be helpful to be shared centrally throughout GSA should be raised at the Occupational Health and Safety Committee by the relevant School.

Appendix 1: Definitions

For the purposes of this policy the following definitions apply:

Fieldwork

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

Fieldwork Leader

The person with delegated operational responsibility for all aspects of the fieldwork.

Fieldwork team

Two or more individuals who are conducting fieldwork to a common purpose. A fieldwork team may or may not have a designated Fieldwork Leader present during the work.

Participant

An individual who is undertaking fieldwork as part of a supervised group

Independent Fieldworker

An individual who is undertaking fieldwork on their own without direct supervision.

Supervised Fieldwork

Supervised fieldwork is mainly under direct supervision such as taught undergraduate or postgraduate courses. However, there may be instances where fieldworkers are under periods of indirect supervision.

Home contact

The person in the institution – usually in the School which is involved in, (or has knowledge of) organising the fieldwork – nominated and contactable in an emergency, and for general support (ideally linked into GSA arrangements). The level of knowledge and involvement will be dependent on the level of risk arising from the fieldwork.

The person or organisation who acts in support of the fieldwork in the location of the work.

Local Contact

The person or organisation who acts in support of the fieldwork in the location of the off-site work.

Intrinsic Risk

The level of risk or threat inherent in a task or destination, which is accepted or rejected by the institution.

Residual risk

The level of assessed risk remaining after reasonably practicable controls have been implemented, taking account of the level of impact of the hazard or threat, the likelihood of its realisation and the robustness of control measures

Dynamic risk assessment

The continuous assessment of risk in unforeseen and/or changing circumstances possibly requiring the implementation of new control measures.

Emergency plan

Plans which are required to respond to an emergency situation, these usually will involve immediate action and will be made in order to provide a suitable response to a natural disaster or to a medical or security emergency.

Contingency plan

An alternative plan to be put into operation if needed; the 'plan B' –that is required to ensure that the fieldwork is able to continue safely in foreseeable circumstances, whether or not emergency plans are invoked.

Due Diligence

The level of risk or threat inherent in a task or destination, which is accepted or rejected by the institution.

Threat analysis

Threat analysis relates to consideration of security and political threat levels, significant natural hazards and health risks.

Personal time

Personal time can be defined as time when programmed fieldwork activities are not taking place but fieldworkers remain under the general jurisdiction of the institution

Down time

Down time can be defined as a period of time, occurring before, after or within the overall duration of the fieldwork, but outside the jurisdiction of the institution.

Appendix 2: GSA Fieldwork Risk Assessment form

School/Department		Overview of activity/event/visit			
Location:		Assessment carried out by:			
Date(s) of fieldwork:		Fieldwork Leader Name:		Assessment date:	
				Review Dates:	
Accommodation Address and Telephone Number:		British Consulate Address and Telephone:		Home Departmental Contact During Visit:	

*Refer to the RISK MATRIX at end of form to establish the risk rating

Risk assessments for fieldwork must be completed before the start of the activity and the following must be considered:

- Consider/Seek relevant advice from USHA/ UCEA guidance and the FCO if planning trips outside the UK.
- Location of local medical facilities including qualified first aiders and supplies.
- Emergency contacts, either physical persons or telephone numbers and including local emergency services e.g. Police, Fire Stations, Base camps, home contact.
- Next of Kin and GSA home contact.
- Mobile phone signal coverage in intended location.
- Transport issues, travel arrangements to and from the location including contingency plans in case of normal service disruption and journey duration.
- Food and water supplies and specific dietary requirements.
- Power supplies including adaptors, batteries, chargers and torches.
- Lone working, if relevant.
- Personal health matters and assurances of fitness to travel, known allergies and issues relative to medical confidentiality and Data protection
- A contingency plan and emergency plan which should address all foreseeable risks

Information on the nature of the hazards identified and the control measures to be adopted must be communicated appropriately to all participants. Dynamic risk assessment is commonly required in the field as unexpected conditions emerge, including active management of incidents and emergencies.

The below is a non-exhaustive list of hazards to be considered.

SPECIFIC ASPECT OF ACTIVITY/EVENT/VISIT:

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
<p>Transport and Travel To and from the fieldwork area Transportation around the area during the trip Embarkation/ Disembarkation From vehicles at the roadside</p>			<p>Suitable travel arrangements and correctly licensed and insure drivers Carry out due diligence and use a reputable company rather than self – drive vehicles. Safety check on vehicles as far as is reasonably possible</p>				
<p>Personal Safety Consider the risk of violence, kidnap, and crime. If overseas consider possible political instability.</p>			<p>Abide by the FCO advice on the country, ensuring updates are monitored before and during travel. Provide information and awareness briefings as appropriate.</p>				

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
Accommodation Consider Fire, Security, Local surroundings			Carry out due diligence on the accommodation both pre departure and on arrival. Use reputable company when booking. Ensure all party members familiarise themselves with the evacuation procedure and escape routes.				
Catering			Carry out due diligence as far as is reasonably practicable on all catering facilities used. Ensure all participants know about the risks of food borne diseases. Be prepared for treating stomach upsets. Ensure allergies are disclosed.				
Physical Hazards Extremes of weather. Countryside/ Wilderness environment e.g. mountains, cliffs, quarries, marshes and quicksand. Urban environment			Site specific risk assessments should be conducted as part of the planning procedure that take into account local climate, conditions at time of visit. Risk assessment should detail specific safety equipment required Suitable clothing and footwear advised. Consider sun protection Sufficient access to water, shelter, shade depending on the intended				

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
			environment.				
Biological Hazards Poisonous plants Bites, stings Aggressive animals Soil or water micro-organisms			Site specific risk assessments to be conducted as part of the planning procedure that take into account local, conditions at time of visit. Suitable clothing, i.e. long trousers if there are insects that may bite etc. Provide appropriate information to all participants about likely hazards and how to minimise risks Consider training/ briefing on how to behave around animals, if appropriate Consider immunisation and suitable medicines				
Chemical Hazards Pesticides Dusts Contaminated soils Chemicals used on site			Avoid where reasonable practicable If chemical hazards are likely to be significant to the intended trip, a separate specific COSHH assessment is needed				
Other Hazards Electrical Equipment Vehicles			Avoid where reasonably practicable Ensure party members are adequately supervised and trained.				

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
Insecure buildings Slurry pits Power & Power lines							
Hazards leading to Slips, trips and falls			Obtain basic first aid competence and carry first aid kits where possible Supervision of activities and team responsibilities.				
Manual Handling			Ensure all handlers of equipment /loads are familiar with appropriate manual handling techniques.				
Emergency Arrangements			Emergency procedures (e.g. First aid, distance from medical facilities, survival aids, communication, incident management procedures) Use mobile phones in areas where reception is available. Have emergency numbers to hand. Emergency plan in place.				

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
Misuse of alcohol and drugs/Poor participant behavior			Establish clear rules about drinking and drug use, with sanctions applied if broken. Circulate the code of conduct.				
Physical Exertion			Adequate food and drink each day, including breakfast Emergency food and water available				
Recreational Activities/Down time			Establish clear rules about what is allowed, with sanctions applied if broken.				
Environmental Impact			Keep physical disturbance to a minimum				
Consider the presence of people with disabilities including: 1. Visual impairments 2. Mobility difficulties 3. Hearing difficulties 4. 'Hidden' Disabilities 5. Mental health			Foster a culture where people with disabilities are able to disclose their disability freely. Assessment into potential support needs and individual capabilities should be undertaken in consultation with the individual concerned. Make reasonable adjustments to enable participation Take steps to ensure the person does not				

What are the hazards?	Who might be harmed?	What is the risk level?*	What are the existing measures to manage the risk effectively?	Is any further action or information required?	Action by:		
					Who	When	Completed
problems 6. Pre-existing conditions			<p>go beyond their capabilities</p> <p>Take steps to ensure that other members of the party are not put at additional risk</p> <p>Fieldwork leaders should be advised in advance of how to manage foreseeable difficulties.</p>				
Other			Consider further detailed risk assessment for any inherently dangerous activities, climbing, diving, caving				

ADDITIONAL INFORMATION

Pre Departure Meeting(s)/Briefing Content and dates	
Participant Training	
Transport Information (Flight Times and Rail/Road Travel times):	
Foreign and Commonwealth Office Advice (If Applicable)	
Permission to Work on Site	
Insurance Arrangements	
First Aid Cover	
Staff to Student Ratio	

Appendix 3: Fieldwork health declaration

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Fieldwork disability and health declaration

In the interests of your health and safety and other participants on the fieldwork you are asked to complete a health declaration form and to disclose specified medical conditions prior to your participation in fieldwork.

You are also asked to disclose any disability related need that may require consideration in planning and enabling your participation in the fieldwork activity.

You must read all associated risk assessments and safety documentation so that you fully understand the risks associated with the activities you will be undertaking before completing this declaration.

Whilst disclosure of any disability or medical condition is not compulsory, you are strongly recommended to disclose any disability or health related need that could impact on your ability to participate in the fieldwork or that may need specific treatment if you become ill. This information will not be disclosed to anyone else involved in the fieldwork activity without your permission, unless an emergency makes it necessary to do so.

Should you have any queries or concerns in this regard please discuss with your Fieldwork Leader.

Following the fieldwork the form will be destroyed.

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Fieldwork disability and health declaration form

Section 1: Personal details

Title (Mr,Ms,Mrs,Miss,etc)	
Family name	
Given name(s)	
Contact address	
Postcode	
Home telephone number	
Mobile number	
E-mail address	
Date of birth	
Male / Female	
General practitioner (Name/address and telephone number)	

Section 2: Course Details

Programme of study	
Fieldwork course name	

Section 3: Disability

Do you have a disability?	Yes / No / Prefer not to say
If 'yes', please state the nature of your disability	
Please state any fieldwork relevant disability related needs	

Section 4: Your Functional Capabilities

Do any of the following present you with difficulty?	Yes	No
a) Mobility e.g. walking, running, using stairs		
b) Agility e.g., bending, reaching up, kneeling down, maintaining balance		
c) Physical exertion e.g. lifting, carrying, running		
d) Communication e.g. speech, hearing		
e) Vision e.g. visual impairment, colour blindness, tunnel vision		
If you answered yes, please give further details:		

Section 5: Your health

Please answer all of the following questions. If you answer yes, please give further details, continuing on a separate piece of paper if necessary.

1. Do you have or ever been affected by any of the following?	Yes	No
a) Chronic skin conditions? e.g. eczema, psoriasis		
b) Neurological disorder? e.g. epilepsy, fits or blackouts, multiple sclerosis		
c) Allergies or intolerances? e.g. to latex, medicines, foods, animals, food		
d) Endocrine disease? e.g. diabetes		
e) Respiratory disease? e.g. asthma		
f) Sudden loss of consciousness? e.g. a fit or seizure		
If you answered yes, please give further details:		

2. Are you currently taking any medication or receiving any medical treatment?	Yes	No
If yes, give details		

Section 6: Declaration

I declare that the answers to the above questions are true and complete to the best of my knowledge and belief. I understand that I may be contacted by the Fieldwork Leader.

Signed: _____ **Date:** _____

For GSA Fieldwork Leader use only

Comments and actions:

Signed:
Date:

Appendix 4: Insurance guidance

All enquiries relating to insurance should be directed to the Finance Office.

The following set out general insurance guidance for Fieldwork based on sector good practice and does not replace the specific guidance that must be obtained from the Finance Office.

All staff and students going abroad on GSA business should have travel insurance. Typically the policy may include:

- Emergency medical or dental expenses
- 24 hour emergency helpline
- Search and rescue costs/repatriation
- Cancellation/curtailment
- Personal liability/personal accident
- Loss or damage to equipment/personal effects
- Kidnap and ransom.

It is the responsibility of the Fieldwork Leader or independent fieldworker to:

- Liaise with GSA Finance Office to ensure that appropriate insurance cover is in place.
- To have a mechanism to ensure that all participants have adequate travel insurance in place for the duration of the fieldwork. If they fail to provide the necessary information to the School they should be asked to withdraw. If possible for supervised fieldwork arrange suitable institutional travel insurance with a single insurer for all participants on the same fieldwork. It is better to have a single contact for emergency aid rather than many separate numbers.
- When participants are providing their own cover, they should be advised to check the wording, and particularly the exclusions, to ensure that it meets their requirements. The Fieldwork Leader should maintain an immediately accessible log of individual arrangements, including policy numbers and emergency help-line numbers.
- Make all participants aware of the cover provided, and relevant policy conditions and exclusions.
- Check that specific fieldwork risks are adequately covered. E.g. Hazardous activities, protracted fieldwork, dangerous countries, pre-existing medical conditions. Activities should be curtailed or cover extended as appropriate.
- Travel policies may not provide kidnap and ransom insurance for higher risk destinations. Check the wording carefully and consider purchase of additional cover, the Finance Office will be able to provide assistance as necessary.
- Ensure that equipment is covered whilst being taken off-site. Check policy limits/excesses/conditions and arrange additional insurance if necessary.
- When driving a vehicle for fieldwork, check that fieldworkers have suitable insurance in place

to cover local legal requirements.

- If hiring a vehicle overseas – Check the level of insurance offered as in some countries comprehensive cover is not standard, or they may have low limits of indemnity or have significant excesses. Build this into the risk assessment. Consider purchasing damage waiver cover from the hirer.

Appendix 5: Pre-departure meetings and participant information packs

Pre-departure meetings

This meeting(s) should be used to carry out the following functions:

- Introduce those with specific roles and responsibilities.
- Explain any inherent residual risks associated with the trip which have not been managed out.
- To advise on the activities involved and to invite dialogue on any individual concerns about personal ability to undertake those activities.
- Act as a deadline for completion of any requested health declarations (Appendix4) or updated personal details forms.
- Allow expectations of participants, differences in standards of accommodation, eating arrangements, sleeping arrangements, cultural differences and behavioural and security requirements to be re-enforced.
- Confirmation of travel arrangements.
- Give timely information on vaccination requirements.
- Provide detailed participant information packs with kit lists and general advice for the course, this may include identification of hazardous specimens and general food safety advice for the country visited.
- Ensure it is clear that the course is an educational visit/work rather than a holiday. If participants are planning to extend their stay there should be a very clear distinction between the time the course/work finishes and independent travel begins. A mixture of the two should not be permitted. Definitions of 'Down time' and 'Personal time' and an outline of how personal time will be arranged.
- Explain the circumstances in which a participant may be asked to leave the fieldwork course.

Participant information pack

For supervised courses a participant information pack should be produced. This will contain all the information the participant needs to know about the course in an accessible and user friendly format. The health and safety elements mentioned below are just one element of the information likely to be included with this pack. Fieldwork can be intense and demanding, key to minimising any negative effects is effective briefing of the participants with suitable information in advance. Participants need to be able to prepare themselves so they are not surprised about the environment in which they find themselves during the fieldwork.

Clear information will enable participants to engage actively with the identification and implementation of reasonable adjustments.

Issues covered in the information pack should include the following (non-exhaustive) list:

- Price or costs involved
- Participant Code of Conduct
- Leadership team composition and competency
- Travel plans, timings and duration
- Emergency contact information and emergency evacuation procedure
- Insurance provision
- Working protocol
- Project risk assessment
- Kit lists, including medical and vaccination
- Distance to medical facilities (in time)
- Special requirements, including competence requirements of participants
- Resume of culture including any security issues and host country legislation which they may fall foul of
- Skills and capabilities required for particular activities
- Draft or final itinerary
- Arrangements for personal time and down time
- Accommodation and catering information
- Awareness of environmental conditions e.g. security, diseases, hot weather, dehydration, insects and advice on dealing with these.
- Clear information on any element of the trip which presents a high level of residual risk and what the implications of this might be

Things they might not expect, not having home comforts, sharing, lack of privacy, what to do if they experience problems.