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FIELDWORK SAFETY

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This Safety Code of Practice sets out procedures for organising and managing fieldwork. NOTE: This Code EXCLUDES the overseas travel aspects of such work ς guidance on overseas travel is

Where core actions have been identified, those units/persons within the University with responsibility for their implementation ς have been identified by colour-coding as follows:

Yellow	University level ς i.e., University Executive Board (UEB), Health & Safety Services, Insurance Office, other strategic managers, and central policy departments.
Green	Fieldwork management ς Heads of Schools and Departments; School Health and Safety Coordinators, Research Supervisors.
Blue	Fieldwork implementation ς Fieldwork supervisors and participants.

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Any fieldwork that will involve travel to a country that is subject to a GOV.UK (Foreign and Commonwealth Development Office (FCDO) travel advisory notice (i.e., essential travel only, or advise against all travel) MUST be approved by:

1. the Vice-Chancellor for travel to a country where the FCDO advises against all travel.

2.

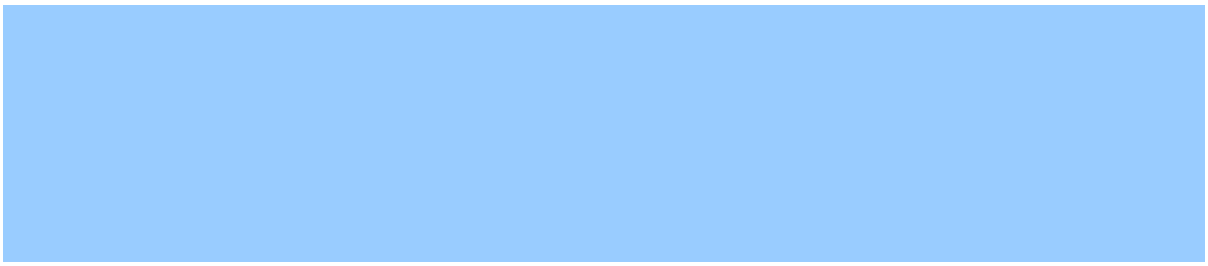
4.1.2 Risk profiling tool

risk profiling	to make an initial assessment of risk.

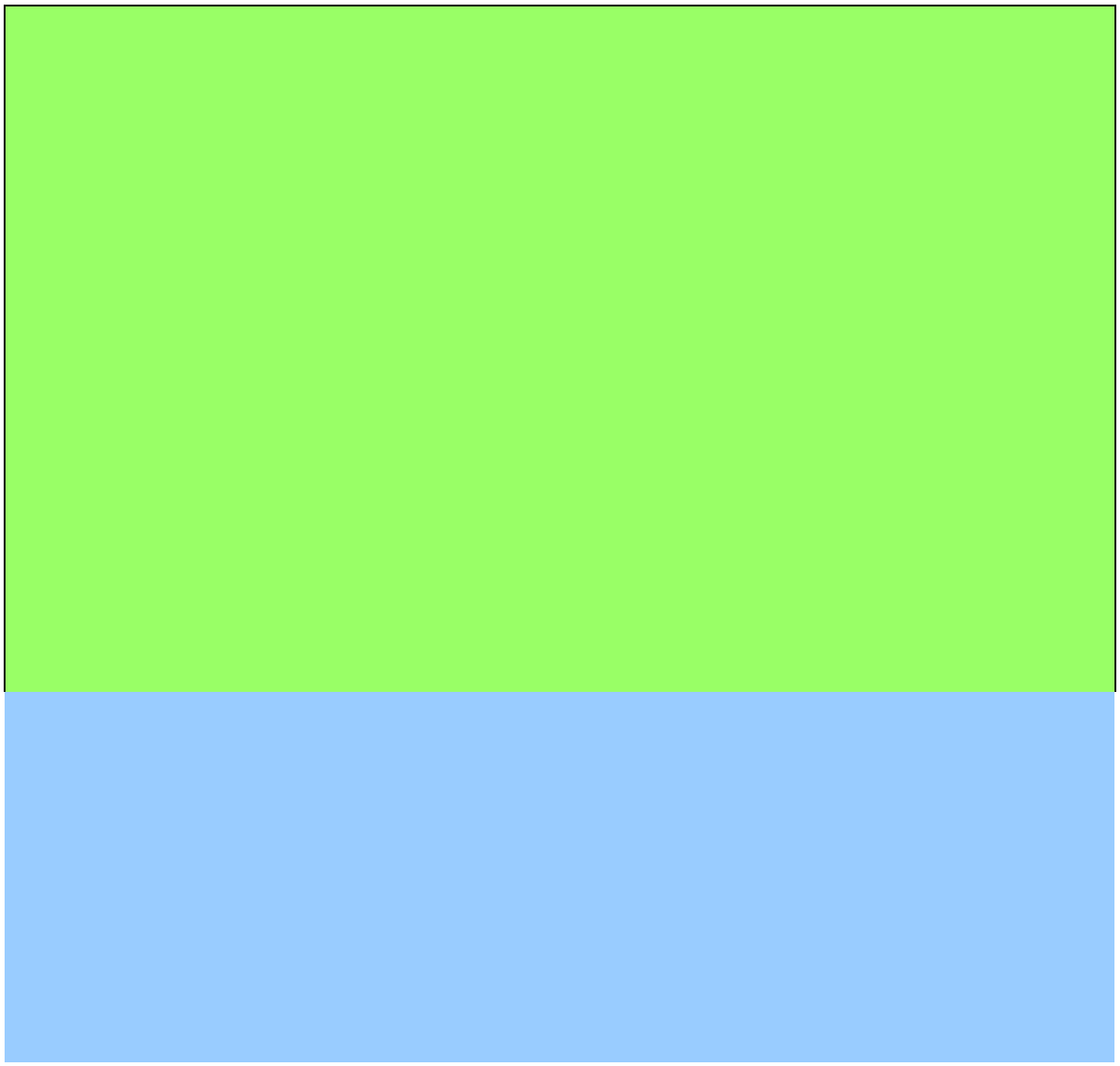
Table 1 Risk profiling tool ς

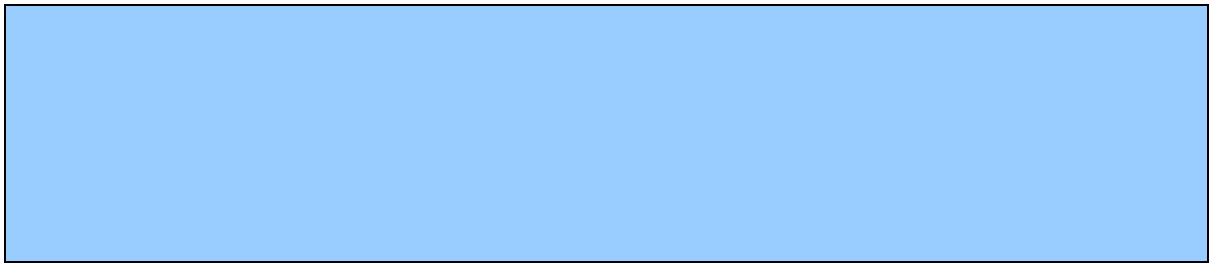
Category	Low	Medium	High
Planning and supervision			

4.1.5 Planning and preparation



4.7 Accommodation

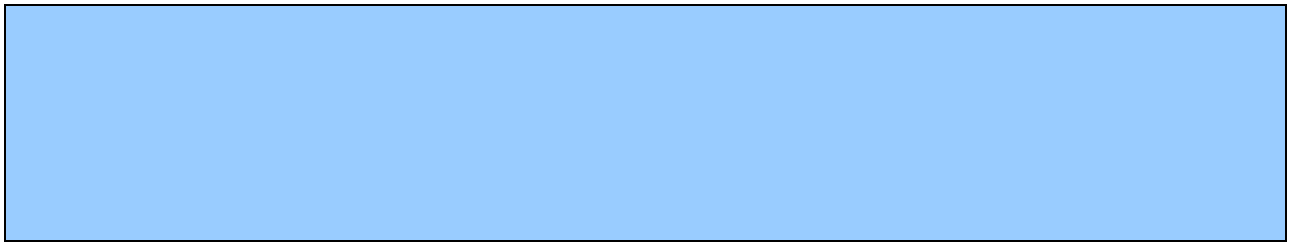


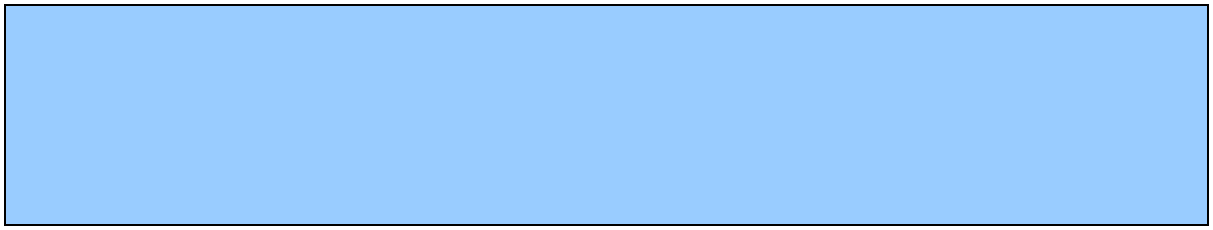


4.13.1 Student Conduct during personal / downtime

4.13.2 Transport use during personal time

4.14 Third Party Providers





5.1.1 Medical emergencies

See Safety Code of Practice 38 for procedures for obtaining medical support overseas.

5.1.2 First aid

5.2 Accident, incident and near miss reporting

5.3 Contingency planning

5.3.1 Emergency planning

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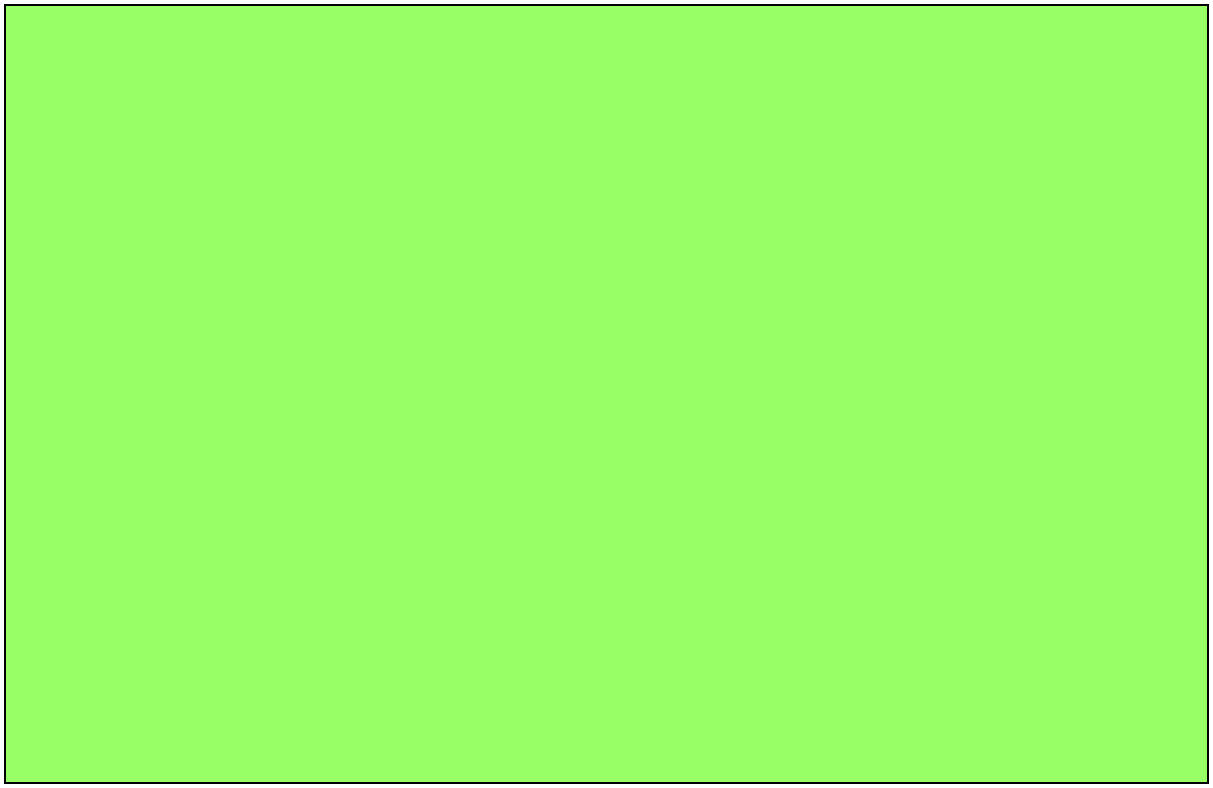
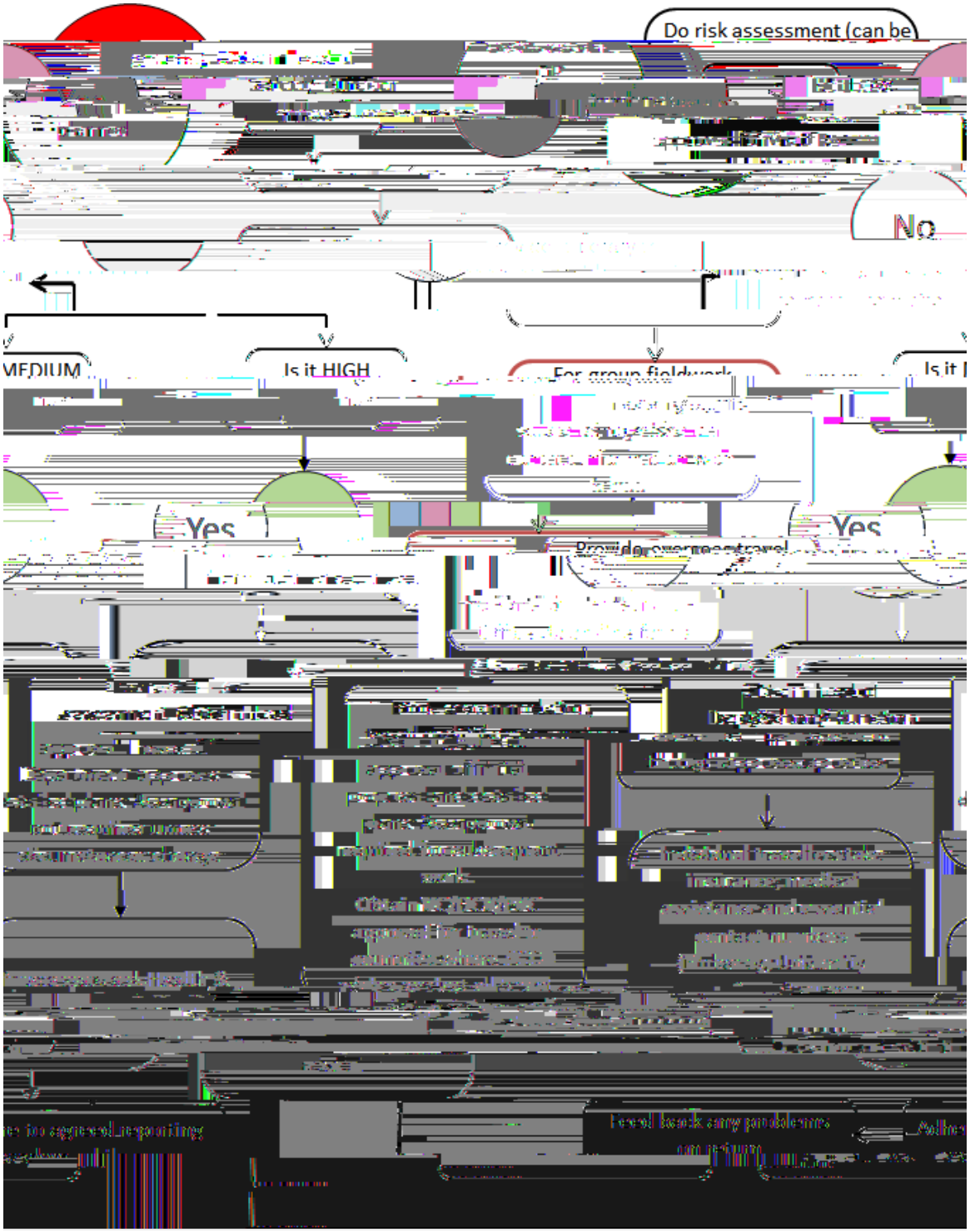
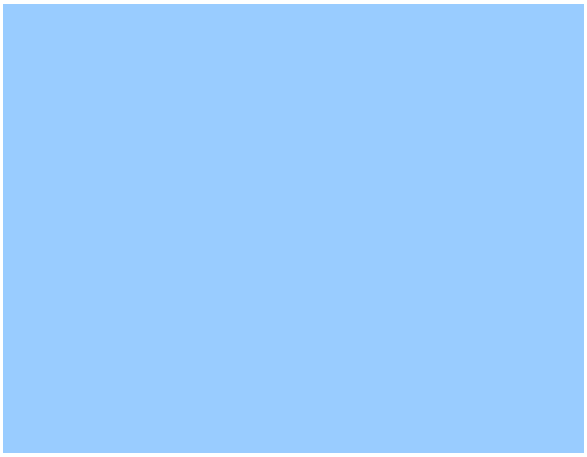
6.1 Training for Fieldwork Leaders and other fieldworkers



Appendix 1 - Fieldwork approval flowchart



Appendix 2 -



Appendix 3 - Operational checklist

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Version	Changes	Author	Approved by	Approval date