

Notes :

GUIDANCE ON SAFETY IN FIELDWORK

© The University Safety and Health Association 2005. Published in association with the Universities and Colleges Employers Association.

Further copies available from:

Universities and Colleges Employers Association
Woburn House
20 Tavistock Square
London WC1H 9HU

Tel: 020 7383 2444
Fax: 020 7383 2666
Web: www.ucea.ac.uk

All rights reserved. With the exception of any Appendices, which are designed to act as prototypes, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or otherwise, without prior permission of the publisher.

CONTENTS

1. INTRODUCTION

- 1.1 Definition of Fieldwork

2. FIELDWORK PLANNING

- 2.1 Legal Background
- 2.2 Insurance
- 2.3 Risk Assessment
- 2.4 Environmental Considerations
- 2.5 Registration and Authorisation

3. SUPERVISION AND TRAINING

- 3.1 Responsibility for Safety in Fieldwork
- 3.2 Fieldwork Supervision
- 3.3 Fully Supervised Courses
- 3.4 Expeditions
- 3.5 Lone Working
- 3.6 Training
- 3.7 Work Placements

4. CONDUCT OF FIELDWORK

- 4.1 Expeditions on Foot
- 4.2 Transport (Land, Water and Air)
- 4.3 Equipment
- 4.4 Protective Clothing
- 4.5 Dangerous Substances
- 4.6 Excavations, Boreholes etc
- 4.7 Manual and Mechanical Handling
- 4.8 Making Observations
- 4.9 Security, the Human Hazard
- 4.10 Catering
- 4.11 Leisure Time
- 4.12 Social Research Work

5. HEALTH MATTERS AND EMERGENCY ACTION

- 5.1 Health Matters
- 5.2 Disabled Persons
- 5.3 Exclusions on Health and Safety Grounds
- 5.4 Health Surveillance
- 5.5 Health Education
- 5.6 Immunisation
- 5.7 Dental Health
- 5.8 Illness and Injury in the Field
- 5.9 First Aid Coverage
- 5.10 Accidents and Emergencies

APPENDICES

- A Checklists
- B Methods of Communication
- C Health and Safety Questionnaire
- D Useful Organisations

Appendix E 5

References

Control of Substances Hazardous to Health Regulations. Approved Codes of Practice

Managing health and safety aspects of research in higher and further education.

3 REFERENCE (1, 2 etc.)	GIVE DETAILS OF:- WHO IS AT RISK..... THE HAZARD WHEN IT WILL BE PRESENT	WHAT CONTROLS MUST BE PUT IN PLACE TO LIMIT THE RISK TO THOSE CONCERNED. STATE WHETHER THE CONTROL IS ALREADY IMPLEMENTED.	RISK (AFTER CONTROL MEASURES HAVE BEEN IMPLEMENTED)			
			HI	MED	LOW	NONE

THIS ASSESSMENT WAS MADE BY(NAME), I WILL
USE THIS IN AN EQUIVALENT MANNER,
THE DECLARATION APPLIES
EQUALLY TO MY WORK.

5

SIGNED ASSESSOR(S) SIGNATURE.....

DATE SUPERVISORS SIGNATURE.....

TOPIC GROUP ON SAFETY IN FIELDWORK 2003

Bernard Mallows

Katrina Henderson

Trevor Wigham

David Veale

Cardiff University (Chair)

University of Wales College of Medicine

Cardiff University

University of Warwick

The topic group gratefully acknowledge:

1. The reference guidance CVCP Code of Practice for Safety in Fieldwork
produced in 1994

GUIDANCE ON SAFETY IN FIELDWORK

1. INTRODUCTION

The intention of this document is not to present comprehensive guidance but rather to outline the necessary steps to be taken for the safe management of fieldwork.

1.1 Definition of Fieldwork

For the purpose of this document, fieldwork is defined as any practical work carried out by staff or students of the University for the purpose of teaching and/or research in places which are not under University control, but where the University is responsible for the safety of its staff and/or students and others exposed to their activities.

This definition will therefore include activities as diverse as archaeological digs, social survey interviews and scuba diving as well as the well recognised survey / collection work carried out by geologists and biologists. Voluntary and leisure activities are excluded.

2. FIELDWORK PLANNING

2.1 Legal Background

The University must exercise a “duty of care” to employees and to those under supervision and this duty is recognised in both criminal and civil law. There is also the moral duty that the teacher has towards the pupil.

Responsibilities of employers are stated in broad terms in Sections 2 and 3 of the Health and Safety at Work etc. Act 1974 (HSW Act).

Under the Management of Health and Safety at Work Regulations 1999 (MHSW), the duty of care is defined more explicitly as a duty of line management.

It is the responsibility of the governing body of a University, through its officers, to ensure that statutory requirements are met and appropriate standards applied. (See the Universities Colleges Employers Association (UCEA) Code of Best Practice for University Health and Safety Management).

Heads of Schools have overall responsibility for health and safety in their Schools and are required by the MHSW Regulations to “make a suitable and sufficient assessment of

- (a) the risks to the health and safety of employees, and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking”.

It is therefore for the Head of School to ensure that the risk assessment of the fieldwork is made and to ensure that a safe system of work has been established for all staff and students.

Appendix E 4

1 Research project / off campus work to be assessed :

Start date :	SUPERVISOR NAME :	ASSESSED BY :
Finish date :		

2 Identify the hazards: tick those that apply and add your own where necessary

1	Lone working	
2	Visitors	
3	Time of day	
4	Compromising situations	
5	Display screen equipment	
6	Noise, temperature, air quality	
7	Violence/aggression	
8	Physical threat or abuse	
9	Psychological trauma to researcher or respondent	
10	Manual handling	
11	Analytical equipment	
12	Trips, slips and falls	
13	Transport (e.g. public, private, University cars etc.)	
14	Location (e.g. areas known for violence)	
15	Accommodation (e.g. flat with no lift)	
16	Animals (e.g. aggressive dogs)	
17	Allergies (e.g. to animals, house dust mites etc)	
18	Infections	
19	Sharps	
20	Alcohol / drugs	
21		
22		
23		
24		

Appendix E 3

Acknowledgement of the receipt of University Local Rules and Code of Practice for the Safety of Social Researchers

I confirm that I have received a copy of the above Local Rules and Code of Practice and agree to work according to the requirements of the Department as set out in these Rules.

Name :

Signature :

Date :

Please return this form to :

..... **by**

Frequently the Head of School will delegate this duty to the member of staff organising the fieldwork.

If such delegation occurs, then the Head of School must be satisfied that the organiser is competent to lead and has sufficient awareness of the legal obligations to those under supervision.

In any case, the Head of School must ensure that the organisation of the fieldwork meets School safety criteria, that any accidents that occur are reported, investigated and, if necessary, statutory notifications are made.

Staff and students undertaking fieldwork should be fully informed of the nature of the work and the associated hazards. This is a legal requirement under the MHSW Regulations, but will also serve as the first stage in health surveillance as some staff and students may be unable to carry out certain types of fieldwork because of physical or psychological problems. The early identification of such problems will allow liaison with recognised Trade Union representatives, the University Health Services etc. to ensure a suitable resolution of the problem.

Health matters are dealt with in more detail in Section 5.

In addition to the responsibility of the Head of School to ensure that workers are adequately informed, there is a separate requirement in the MHSW Regulations that workers should be adequately trained.

The distinction between information and training is significant and should not be underestimated (e.g. fieldwork involving mountain walking is potentially very dangerous for the untrained, no matter how well informed they may be).

The HSW Act also lays duties on employees to take reasonable care for their own safety and those affected by their acts or omissions and to cooperate with their institutions with regard to health and safety arrangements.

2.2 Insurance

All fieldworkers must be adequately insured. Certain eventualities such as climbing accidents or acts of war may not be covered by standard policies. Staff and students visiting commercial concerns may be covered by the site owner's insurance.

However the laws covering liability are complex and often made more complex by the use of disclaimers, which may or may not be of value in law.

Whether or not the fieldwork takes place on commercial premises, it is prudent to purchase cover for all staff and students. Even if the fieldwork takes place at a recognised field centre, the organiser must clarify the insurance liabilities and, for virtually all cases, it will be more expedient to arrange adequate cover through the University.

Advice can usually be obtained from the University insurance officer. Heads of

Schools should ensure that the University has arranged appropriate insurance to cover all parties and eventualities before the trip commences.

Members of fieldwork groups should be informed of their insurance cover through the University and should be advised to take out additional personal insurance if necessary.

2.3 Risk Assessment

The object of any risk assessment procedure is to identify all the foreseeable hazards associated with the work and then to assess the actual risk that these hazards present -under the particular circumstances.

In this context, a “suitable and sufficient” assessment will:

- identify foreseeable significant risks
- be appropriate for the level of risk
- enable the assessor to decide on action to be taken and priorities to be established
- be compatible with the activity
- remain valid for the period of the work and
- reflect current knowledge of the activity.

The risk assessment should be carried out using your University Generic Risk Assessment Form. Following the exercise, it should be possible to identify areas of the work that present particular problems and act to remove risks or to reduce them to an acceptable level. The assessment of risk, by definition, calls for a thorough and systematic consideration of all aspects of the work.

This level of detail falls outside the scope of this advisory document but checklists to aid health and safety planning are given in Appendix A which provides a framework for a more practical approach.

The complexity of the risk assessment should be in line with the level of risk. For example, for local visits of a routine nature which are well supervised, it may be appropriate to make standard generic School assessments and this approach may facilitate compliance with other legislation such as the COSHH Regulations. For distant visits involving small groups working on an irregular basis, there is clearly a need for more extensive planning and assessment (see Appendix A Checklist 2).

The risk assessment procedures for fieldwork should therefore be geared to the perceived level of risk and will run in parallel to the planning procedure. By recording such planning, evidence is made available to the enforcing authorities that a serious and systematic attempt has been made to establish safe systems of work.

In performing risk assessment, there will be an identification of hazards specific to the work (see Appendix A Checklists 3 and 4) which will highlight the key elements for action. A number of unfortunate incidents in the recent past have, however, pinpointed the need for a general approach to safety based upon adequate management.

Appendix E 2

Contact details:

Head of Department :

Department Safety Officer / Safety Nominee :...

.....

Head of Research Division :

Supervisor :

University Health and Safety Officer :

Deputy University Health and Safety Officer :

Occupational Health Medical Adviser :

Power failures, flooding etc – Estates :

Out of hours :

In case of serious accident and First Aid support :

Appendix E 1

Suggested training of staff, postgraduate students and induction of new staff members - where applicable

Lone working: managing the personal safety risks (The Suzy Lamplugh Trust)

Interview technique and conduct

Personal safety at work / Personal safety in other people's homes (The Suzy Lamplugh Trust)

Instruction for use of equipment

Accident and incident reporting procedures

Fault reporting

Completion of risk and COSHH assessments

The manager, usually the Head of School, can do much to control risk by ensuring that:

- a suitable number of supervisors is always present
- supervisors are competent under the circumstances likely to be encountered and have adequate firstaid training
- all fieldworkers are adequately prepared, (clothing, footwear, training etc.)
- suitable lines of communication are available
- accidents are reported and investigated.

As an extension to this approach, Expedition Leaders should compile details of the relevant emergency services. Contingency planning for reasonably foreseeable emergencies must be made, bearing in mind the likely hazards of the environment and the type of work undertaken. Items such as those listed below should be considered:

- provision of adequate emergency equipment (e.g. firstaid kits, stretchers, fire fighting equipment, bivouac tents)
- means of summoning aid
- evacuation procedures
- liaison with police and emergency services and
- correct treatment of casualties and equipment (e.g. decontamination).

The Head of School and the Expedition Leader are thus responsible for the planning of the fieldwork at broad and detailed levels. Health and safety costs (training, equipment, etc.) should be included when preparing estimates and grant applications

2.4 Environmental Considerations

Many types of fieldwork will take place in open country involving, for example, the study of flora, fauna, soils or geological conditions in that area. Under these circumstances, it is the duty of the fieldwork organiser to ensure that access to the site is legal.

If the work takes place off public land then the permission of the landowner must be obtained, although this will not free the fieldwork leader from responsibilities under the Wildlife and Countryside Act (1981), and leaders should be familiar with the Act if their work is likely to have any impact, directly or indirectly, upon the flora and fauna.

If the work takes place on a Site of Special Scientific Interest (SSSI) then the site owner should, in theory, seek permission from the appropriate authorities such as the Countryside Commission. In practice, it may be more expedient for the School to liaise with such authorities directly and to inform the landowner that this has been done.

The authorities will also be able to advise the fieldwork leader if the work is likely to contravene the Wildlife and Countryside Act and to discuss the granting of a licence if necessary. Local offices of these authorities will also be able to advise on the hazards associated with the area.

For fieldwork overseas, supervisors are advised to establish a clear and written agreement on permitted work areas and work practices. This would often be with a host institution, but the country's embassy will advise, if necessary.

2.5 Registration and Authorisation

Once the planning and risk assessment procedure has been completed, the Head of School may authorise the commencement of the work. More detailed advice on the conduct of the fieldwork is given in Section 4, but all fieldwork should be supported by a base which has knowledge of:

- all work involved
- itinerary and return times
- members of the party and their details
- how they may be contacted.

It is strongly recommended that all staff and students carry their University Identity Cards whenever on field work. This helps to identify you to others as having legitimate reasons to be where you are and doing what you are doing and may be useful in the event of an emergency. For overseas work, in particular, it is prudent for the base to retain passport and visa details and names and addresses of next of kin.

3. SUPERVISION AND TRAINING

3.1 Responsibility for Safety in Fieldwork

In the light of the results of an appropriate risk assessment, a safe system of work should be devised and discussed and agreed with the Head of School or his/her representative (eg the School Safety Officer). The nature of the document will vary with the type of activity being undertaken, but it should be made familiar to all participants. It is not considered sufficient for participants just to sign a declaration that they have read and understood the document; the supervisor should satisfy her/himself that the individual appreciates the salient points.

Responsibility for the health and safety of participants in fieldwork lies, ultimately, with the Head of School or the person in overall authority. He or she must ensure that Fieldwork Leaders and supervisors are authorised and competent. They must:

- be adequately trained in basic work techniques
- possess any necessary skills such as first aid training
- be capable and competent in leading a party in the field and appreciate the hazards involved in the undertaking.

The Fieldwork Leader should also ensure that there is a general appreciation of safety measures and that this appreciation has been passed down the chain of

8. All accidents and incidents must be reported and investigated promptly. They should be reported to the project Supervisor, the DSO or DSN and the SO.

Personal safety when working off campus

1. Researchers should reduce the number of valuables they carry (credit cards, cheque book, house keys etc.) and avoid wearing expensive jewellery or watches.
2. Carry a screech alarm or other device to attract attention in an emergency.
3. If possible small change and a phone card should be carried for emergency calls – even if mobile phones are available as they may not always work.
4. Dress for safety on visits, wear flat shoes, don't stand out as a professional as it may attract attention.
5. Mobile phones or recorders should be small enough to fit into pockets or kept out of sight.
6. Items should be transported in carrier bags rather than briefcases.
7. If an item is grabbed – let go!
8. Avoid going by foot if feeling vulnerable. Use convenient public transport, private car or a reputable taxi firm.
9. Plan the route in advance and always take a map.
10. If possible carry a torch to prevent fumbling for keys in car parks.
11. Where 'cold calling', assess the situation before beginning the interview and if in doubt re-arrange the interview for when a colleague can be present
12. Plan what to say on entry phones to maintain control while protecting confidentiality.
13. Try to make sure you are seen entering an interviewee's home. Greet porters or caretakers; ask in a local shop for directions or use other ways of ensuring your presence is noted. But take care not to compromise interviewee confidentiality.
14. In multi-storey buildings, think about safety when choosing lifts or staircases.
15. If in the light of prior information there is any doubt about personal safety, a co-researcher or paid escort should wait in the dwelling or in a visible position outside. If waiting outside, a system for communicating needs to be arranged in advance.
16. Let the interviewee know that you have a schedule and that others know where you are. Stratagems include arranging for a colleague or taxi to collect you; making phone calls; arranging for calls to be made to you. Leave your mobile phone switched on.
17. Assess the layout and the quickest way out. If interviewing in a private dwelling, stay in the communal rooms.
16. Always carry identification, a badge or a card, authenticated by the head of the research organisation and giving the researcher's work address and telephone number. Respondents should be invited to check the authenticity.

5 Code of Practice

Work on campus

- 1 No unauthorised access to any laboratory is permitted. Permission to use the facility at any level must be obtained from the Supervisor in charge or his nominee before access is required.
- 2 An RA must be completed before work commences.
- 3 No unaccompanied or unauthorised visitors or children are allowed within laboratories.
- 4 All accidents and incidents must be reported and investigated promptly. They should be reported to the project Supervisor, DSO or DSN and the SO.
- 5 All Researchers should be aware of the procedures for reporting crime.
- 6 Only laboratories or interview rooms fitted with panic buttons should be used. The use of a phone with 'hotline' facility may be used, subject to an RA.
- 7 The Department reserves the right to withdraw the right of access to laboratories.

Fieldwork

1. Personal alarms, torches and mobiles phones should be available to all research staff/students for interviews. NB mobile phones and alarms are not a substitute for proper training in interpersonal skills and must form part of a comprehensive safety policy.
 2. Journeys should be planned IN ADVANCE including method of transport, car-parking arrangements if required; a pre-visit may be useful to identify locations. **It is strongly recommended that private cars, if used, have breakdown coverage and relevant insurance cover.**
 3. A contact system should be established if the RA identifies the need for one.
- OR**
4. If the RA identifies the need, upon arrival at the premises the Researcher should phone the designated contact from outside the premises to assure them they have arrived safely and that the phone is working. Contact should be maintained at specified time intervals. If the Researcher decides that the designated person is a household member or friend this should be agreed with the Supervisor, as it is the University who is responsible for ensuring the Researcher's safety.
 5. An emergency plan should be developed for situations where contact is not maintained or return times are missed.
 6. Researchers are given information from previous interviews where relevant.
 7. If Researchers are concerned about a visit in advance then, if possible, they should arrange to be accompanied or to be phoned during the visit. Supervisors and Researchers should decide what procedure to follow if the phone is not answered or if the researcher feels unsafe.

management to the individual worker or student. Supervision will be the last layer of the management effort to implement and ensure compliance with appropriate safety measures.

It is important that, during fieldwork, there is a clear command structure within the group. While this structure may be perfectly obvious on most field trips, there can be confusion when command passes from the Expedition Leader to others, for example a Boat Skipper or a Diving Organiser. When this type of transfer occurs, all members of the party must be kept fully informed.

The Expedition Leader is to be responsible for ensuring that all safety precautions are observed for the duration of the trip, and this duty may require positive logging in high risk areas such as quarries, mines, cliffs or on water. This duty may be passed to other responsible persons (e.g. Boat Skipper) but the overall duty to ensure the safety of the expedition lies with the Leader (see also Appendix A checklists).

3.2 Fieldwork Supervision

Organisers of fieldwork (which in most cases will be the Academic Supervisor) are responsible to the Head of School for ensuring that adequate safety arrangements exist and are observed by participants. Where appropriate, organisers may appoint one or more leaders to act on their behalf in the field.

This may be necessary when parties are split into subgroups or when a person other than the Academic Supervisor has more experience of a locality or work process; such appointees may not necessarily be employees of the university.

This would include boat skippers, mountain guides, site foremen, etc. In law, responsibility devolves along the chain of command. If the field trip leader is not the most senior person present, this should be made clear at the outset. It should be clearly understood by all fieldworkers that they are in a work situation and are acting under supervision.

It is the responsibility of individuals to heed, understand and observe any instruction given to them by a supervisor and to bring any questions or problems to the attention of their supervisor.

Schools must be kept aware of the activities of fieldwork groups; a plan of work which includes the proposed itinerary and timetable should be deposited with the School office and updated as necessary. Arrangements should also be in place for supplying relevant details of a fieldwork party and their itinerary to authorised enquirers when the School office is not open, e.g. at night, weekends or bank holidays.

The information left with the School should also be deposited in a central agreed location e.g. a Security Lodge where a register of current fieldwork will be kept and someone will be in attendance for 24 hours a day, 365 days a year.

If the work is in a remote or hazardous environment, a detailed and accurate itinerary should be deposited with a suitable person or organisation, such as the Police, Coast Guard or Mountain Rescue Team).

Independent workers should do this and also maintain communication on a planned and regular basis.

Suitable response procedures should be decided upon in the event of contact times being missed and such procedures and arrangements must be in place and familiar to relevant participants before the fieldwork begins. For example, if a small group is lost in a remote area or in adverse weather conditions, it is essential that they are aware of the course of action likely to be taken by their base or control. Such knowledge will determine whether they stay put and wait to be found, or how long they will have to wait before a search begins.

Supervision levels for fieldwork will vary tremendously. An inexperienced group of first year students will require a higher level than is appropriate for postgraduates or experienced staff and, while fieldwork cannot usually be as closely supervised as other activities, a responsibility lies with the leader to ensure that the level of supervision is adequate for a given situation.

Three different levels of supervision can be recognised:

Fully supervised courses

Expeditions

Lone working

3.3 Fully Supervised Courses

These will normally be of short duration (a working day or less) and usually conducted in low hazard environments; although visits to tidal zones, rugged terrains, industrial sites or urban localities for sample collection or observation can have their own particular associated risks which should be assessed beforehand.

Participants may be inexperienced; safety instruction should be an integral part of the excursion and they should be made aware of any local rules applying to industrial or commercial sites. People should not normally be allowed to work independently and must not be exposed intentionally to hazardous situations.

Consideration should be given to appropriate staff/student ratios, which may vary according to the activities being carried out and the nature of the site being visited. As a basic standard, the maximum number of inexperienced students involved in low risk activities (e.g. geological or botanical specimen collection, or surveying.) in reasonably rugged countryside in summer should be 10 per experienced staff member.

Each party should contain at least two such staff members and adequate deputising provision should be made for the leader and driver(s) in case of incapacity. Maximum and minimum party sizes should be set bearing in mind the environment, the activity undertaken, and the logistics of foreseeable emergencies.

Parties of more than 15 inexperienced people may be difficult to manage in rugged country and a minimum of four people to a subgroup will mean that, should an accident or injury occur, one person can stay with the casualty while two others go for help.

Acknowledgement of Social Research Update SRU and (SRA) documents

Dr. Bev Bryant and colleagues at the University of Essex

Recent articles published by the Social Research Association (SRA)
www.the-sra.org.uk

and the Department of Sociology, University of Surrey (UoS)
www.soc.surrey.ac.uk/SRU29.html

Interviews on campus

University laboratories or interview rooms must have facilities and procedures in place (LR or safe working practices) to reduce isolation and minimise risks to both interviewer and respondent. Panic buttons should be fitted as standard. In areas where panic buttons are not available a phone with 'hotline facility' may be used where the RA identifies this is adequate to control the risk. For further information on hotline phones contact the Deputy Director of Estates Management Section (Security, Post and Telephones) on extension 2361.

4.5 Risk handling strategies

In addition to the information given above and the risk handling strategies outlined in the CoP (Section 5) employers should also ensure that Researchers are trained in techniques for handling threats, abuse or compromising situations. Training should also enable Researchers to spot signs that the respondent is becoming upset or angry and allow them to make informed decisions to acknowledge and contain the situation or to end the discussion and leave after offering an appropriate reason. A decision to withdraw should be quick and decisive. Decisions to return should only be made after consultation with the Supervisor. Refresher training is essential to keep the issue and skills learnt alive (see appendix 2 for details). Training and refresher training applies to Supervisors as well as Researchers.

Household dogs may make some Researchers uncomfortable; if this is the case then the owner should be asked to put the dog in another room until the researcher has left. It is worth remembering that some Researchers may have allergies to household pets, this should be taken into account when carrying out the RA.

4.6 Notification and maintaining contact

Lone workers are at greater risk than group members therefore an effective method of communication should be arranged. Any CoP or safe system of work should have in place arrangements which allow Supervisors or their nominee to ascertain the whereabouts of lone workers and to make regular checks with them. This information should include details of the Researchers itinerary, appointment times and overnight accommodation.

4.7 Debriefing, support and counselling

Interviewers must have the opportunity to discuss difficult situations with their supervisors and to receive counselling if it is required. The University may provide a counselling service to provide support for staff experiencing work-related problems. A Counselling Service may also be provided for students offering professional and confidential support.

4.8 Out of hours working

Work undertaken between 6.00 p.m. and 8.00 a.m. weekdays, at weekends and bank holidays is considered to be out of hours. Researchers must notify their Supervisors of their intention to work during these periods. They should give details of the date, time and laboratory they will be conducting interviews in.

4.9 Harassment by phone

Giving out a work phone number may result in abusive or threatening phone calls. Departments should develop a policy about how to deal with and report harassment by phone.

3.4 Expeditions

Expeditions may be prolonged and in environments which are remote and potentially hazardous. Participants will normally be experienced and/or will have received instruction in work techniques and safety procedures.

The leader of such a trip must be adequately trained in appropriate skills which may include survival, communication and navigational techniques; he or she should be aware of local hazards and conditions and be familiar with particular precautions to be taken where the terrain is particularly hazardous (e.g. glaciers or rock faces) or where dangerous animals, diseases or substances may be present.

The Head of School should be satisfied that the leader has the personal capability and competence to lead, especially under adverse conditions. The authority and responsibilities of the leader must be clearly defined and understood by all members of the party and serious consideration should be given to excluding people unable to accept such authority.

Adequate deputising arrangements should be made in case of incapacity or if the party splits up into smaller groups so an adequate number of experienced and trained persons should accompany the trip.

3.5 Lone Working

Working alone by employees and students is to be discouraged as far as possible but it is recognised that in some situations it is not reasonably practicable to avoid it. Lone working should only be sanctioned after a thorough assessment of the risks has been carried out taking into account the nature of the work, the hostility and location of the site and the experience of the worker.

A safe system of work should then be devised in order, as far as is reasonably practicable, to safeguard the health and safety of the worker as required by Section 2 of the HSW Act and reduce risks from foreseeable hazards to an acceptable level.

There are specific situations in which lone working is highly inadvisable or contrary to legal requirements (e.g. work in confined spaces, fumigation, work on or near to bodies of water, or diving operations).

In many cases the lone worker will be a postgraduate or final-year undergraduate undertaking project work. The worker should be involved in the risk assessment process and must be made aware that he or she is still under the supervision of the Academic Supervisor back on campus, who must take immediate responsibility for their safety.

The worker must not leave campus without informing the Supervisor (or School) of his/her destination, nature of the work (hence hazard involved) and estimated time of return. He/she must then advise the School upon return.

If the worker departs for the field directly from home, the supervisor or School must be given the relevant information by telephone and appropriate emergency plans should be in place should the lone worker fail to check in at the arranged time.

Schools must formulate clear guidelines on the scope of activities which may be undertaken alone, the types of terrain where these may take place, the supervisory arrangements (checking-in, emergency plans, etc.) and the training and experience required on the part of the student.

Because the lone worker may be at greater risk than a group member, it is important that an effective means of communication is established. Any safe system of work should include arrangements to determine the whereabouts of a lone worker and contingency plans in case of failure to make contact.

As well as the danger of personal injury, the possibility of exhaustion or hypothermia should be considered, although any such risk should have come to light during the risk assessment and would strongly mitigate against lone working.

Checks on lone workers must be made on a regular and planned basis. The frequency should be dependent on the nature of the activities and the perceived hazards. Checks might take the form of periodic visits by the supervisor or regular communication by telephone or radio (see Appendix B).

If contact is made through intermediaries, Schools must ensure that these are reliable. It may be useful to arrange for messages to be relayed through University control centres especially when these provide 24 hour cover.

3.6 Training

Various skills may be required for field trips and it is important that personnel are adequately trained before or during the expedition; training requirements should be clearly specified in codes of practice (see Appendix A checklists). All staff engaged in trips to remote locations must be trained in firstaid and, if the expedition is particularly remote or longterm, there might be a case for training all group members in firstaid, survival, and rescue techniques (see also 5.9.).

At least one other member should be qualified to take over should the leader become incapacitated, and at least one reserve driver, (or pilot, boat handler etc.) should be included in the party.

All participants in activities on water should be able to swim at least 50 metres under the conditions expected and an appropriate level of physical fitness for the activities to be undertaken should be attained.

The training of leaders is particularly important and, for some activities, formal qualifications may have to be sought in excess of those relating to the work process.

3.7 Work Placements.

Several Schools run “sandwich courses” which entail students spending prolonged periods working or undergoing training away from the University at the premises of an outside employer. You should refer to any internal documents, or Codes of Practice relating to studying away from the University that may offer guidance on this aspect, including health and safety considerations.

4.3 Setting up fieldwork

Researchers should try to find out as much as possible about the characteristics of the people they will be interviewing and their housing and living environments. Reconnoitre the area first, if this is not possible then study a map of the area to help to evaluate its character - e.g. rural, suburban or inner city, plan car parking and to plan routes for leaving dense housing areas to prevent getting lost. Consider the need for accompanied interviews, shadowing and pre-arranged pickups. If at all possible telephone in advance to assess the respondents and find out if any other members of the household will be present during the interview. If Researchers must ‘cold call’ in risky areas travel in pairs to set up interviews. If the security of the Researcher is in doubt then arrange alternative venues that have already been assessed for safety.

4.4 Risk from respondents

Topics for discussion in social research interviews may provoke strong feelings in respondents and prompt angry reactions, for example, bereavement, unemployment, social exclusion, relationship breakdown. Other research topics may directly increase the risk of violence such as working across sectarian divides, investigating criminal behaviour or studying homophobic violence. Risk from the threat of violence may also be increased if interviewing people with a history of psychological disturbance or violent behaviour. Issues of race, culture and gender can similarly increase risk levels; lone female researchers are generally more vulnerable than males and non-ethnically matched interviewing may also be more hazardous.

Risk situations such as these may be avoided by contacting respondents in advance to ask about preferences and expectations. Researchers should also be given information from previous interviews, where relevant, in order to minimise risks and understand precautions that may need to be taken

Interview precautions

Supervisors should instruct Researchers to take precautions to minimise risk in the interview situation and to follow the CoP for personal safety (Section 5) when working off campus.

Conduct at interview

Although an RA must have been undertaken, risk situations can still arise during an interview. Issues in race, culture and gender may precipitate hostile reactions.

To avoid inappropriate or provocative behaviour researchers should:

- be briefed on cultural norms
- appreciate the use of body language and the acceptability or not of body contact
- establish the right social distance.

The Project Supervisor is responsible for ensuring that those persons under his/her supervision are instructed in the nature of potential hazards and in the practical use of special procedures, techniques and safety equipment. Inexperienced workers must be closely supervised and alternative supervision arranged in the event of the absence from the University of the Principal Supervisor. Such workers must be informed of their alternate Supervisor. The closeness of supervision is dependant on the level of training of staff or students working under the project supervisor. Supervisors should not assume competence until it has been demonstrated.

It is strongly recommended that researchers undertaking off campus or out of hours interviews be trained in personal safety issues (appendix 2).

4 Preparation for Work

4.1 Planning

All work is subject to an RA. The worker should be involved in the RA process which must be discussed and agreed between workers and their Supervisor BEFORE starting the work. Safety should be built into the design of research proposals and should consider :

- Choice of methods e.g. methods of answering questions – questionnaire or interview
- Interview site e.g. on campus, public place, respondents home
- Staffing requirements, and choice of interviewer e.g. paired in preference to individuals, gender, experience, capabilities and health (e.g. diabetes, epilepsy, asthma, disabilities)
- Recruitment methods e.g. by telephone or letter
- Time-tabling e.g. to avoid tiredness, avoiding evening/night time.

You are reminded that all research involving human participants requires prior approval of the Ethics Committee. Guidelines for Ethical Approval may be found at:

4.2 Assessing fieldwork risks

When the fieldwork site had been identified it is advisable to reconnoitre the area before the work commences to ensure the least potential for a dangerous event. Things for consideration include:

- Reliability of public transport, reputable taxi companies
- Car parking, safe access, good lighting at night, potential for car theft
- Local tensions – racial or cultural division, is there a need to meet with local leaders?
- The need to notify local police in advance of a large study who can then reassure worried locals if they ring up. The police can also advise on potentially dangerous districts.

4. CONDUCT OF FIELDWORK

4.1 Expeditions on Foot

Itineraries must be planned carefully with adequate time allowed to accomplish objectives. Leaders must exercise considerable vigilance, particularly if the terrain is hostile or participants inexperienced. Great care must be taken when crossing dangerous terrain (e.g. ski slopes, glaciers, crevasses, rivers, estuaries, mud flats).

A watch for stragglers should be kept and an experienced walker should be at the rear.

Loads must be tailored to physical ability and walking pace matched to the capabilities of the slowest walkers. Regular breaks should be taken.

Walkers in remote areas should be alert to possible sudden weather changes and must be adequately equipped. If skis, snowshoes, crampons, climbing gear and other aids are necessary, participants must be adequately trained in their use.

People walking roads at night should wear light or reflective clothing and a rear light should be carried.

4.2 Transport (Land, Water and Air)

Control of transport hazards is an integral part of risk assessment and must include vehicle suitability, prevention of driver fatigue and provision of adequate rest periods.

Vehicles, boats and aircraft play an essential part in many expeditions, particularly in remote areas, and it is essential that they are suitable for the required use and in a travelworthy condition in compliance with relevant legislation. Adequate backup transport must be available and sufficient spare parts carried to meet foreseeable emergencies.

Transport must be maintained in a safe state by competent persons. If you will be using either a School minibus or a hired self-drive minibus, you must follow the requirements set out in any guidance on the use of minibuses provided by the University Safety Office or found on the USHA webpage.

In general, lights, indicators, brakes, tyres etc. must be checked as appropriate. Drivers, pilots, etc must be in a fit physical state and possess appropriate licences. Additional training (such as for minibus driving or defensive driving) may be necessary.

Adequate rest breaks must be taken during journeys. Transport must not be used in a reckless, careless or dangerous manner. Navigational rules and conventions must be observed and an adequate lookout must be maintained.

Loads must not be excessive, dangerously distributed or improperly secured.

Local regulations (speed limits etc.) must be observed and seat restraints must be used if available.

Animals used for transport must be cared for humanely and be handled and/or ridden by people with adequate expertise.

4.3 Equipment

Legislation requires that equipment must be selected carefully to ensure that it is suitable for the intended use and conditions. All safety considerations must be taken into account and appropriate British, European and International standards should be complied with. If equipment is hired, confirmation must be sought that it meets appropriate standards and has been properly maintained.

Equipment must be checked and tested before use and at appropriate predetermined intervals during use. Schemes of examination must be drawn and inspections by competent persons must be carried out if necessary.

Equipment must be maintained in a safe state by competent persons and damaged equipment suitably repaired or taken out of service. Items essential for survival should be duplicated where practicable.

Duplicate items should be transported separately.

Equipment must be operated safely by competent trained persons. Current legal requirements on use and maintenance of electrical equipment must be followed.

Reduced voltage (110 volts or less) should be used out of doors, with earth leakage/residual current protection where practicable. Waterproof/spark proof etc. equipment must be used as appropriate. Damage to cables and insulation must be avoided. Any damaged equipment must not be used until properly repaired by a competent person.

Firearms and explosives **must only be used by competent persons** and stored safely and securely. Licences must be obtained as appropriate.

4.4 Protective Clothing

Adequate and appropriate protective clothing must be worn by all participants. It must be checked regularly, maintained in good condition and worn correctly as required by current legislation.

Equipment complying with appropriate British, European and International standards should be used where practicable.

3 Arrangements

3.1 General Rules

Supervisors must ensure that workers are aware of all aspects of the LR and CoP. A hard copy of these must be made available to all those involved in work for which these LR are appropriate; a proforma acknowledgement of receipt of these may be found in Appendix 3 of this document. A copy of the RA relevant to their particular work must also be shown to the worker who must read it and sign to state that they have understood and accept its content.

Supervisors must ensure that all staff and students under their control receive appropriate training to the tasks they are instructed to undertake, and are supervised at a level which is appropriate to their level of competence and experience. A documented record of all training should be kept. All Supervisors should maintain records relating to their research which should include staff lists, RAs, accidents and incidents.

Procedures are in place to monitor the health of those working with substances hazardous to health and follow the guidelines set out in the Control of Substances Hazardous to Health Regulations (COSHH) and by the Advisory Committee on Dangerous Pathogens (ACDP). You should contact the SO for advice on work involving chemical or biological hazards, ionising and non-ionising radiation.

3.2 Record Keeping

Record keeping will be devolved to several individuals reflecting their roles within the Department and University. The following personnel should keep records as appropriate:

HoD

Appointment of DSO/DSN

DSO/DSN

A list of the Department CoP currently in operation

Copies of accident and incident reports

A list of all past projects and those who worked on them

Project Supervisors

All RAs pertinent to the project

A list of all current projects and a list of all personnel currently engaged on projects

Training records

Relevant CoP

3.3 Training and Supervision

All those undertaking research involving interviews with members of the public must be familiar with this CoP, the Departmental LR and with correct procedures for use of laboratory/interview facilities and equipment. A documented record of all training must be kept. New inexperienced staff and students should not be allowed to conduct interviews on or off campus until they have received the appropriate training for that research project. It is strongly advised that they attend courses in Personal Safety at Work and crisis/anger management techniques

The Health and Safety Office (HSO)

The function of the HSO is to advise all members of the University on matters relating to health, safety and welfare.

University Health and Safety Committee

The University has an established Health and Safety Committee. Terms of reference may be found at:

Occupational Health Service (OHS)

The OHS provides impartial advice and support to managers and individual members of staff, on all matters relating to the health and well being of employees of the University.

The Service focuses on the relationship between work and health and is not a substitute for General Practitioner or local health and treatment services. The Occupational Health Medical Adviser (OHMA) is required to work within the ethical and legal constraints of the healthcare profession. This means all occupational health records remain confidential to the OHS, and clinical details would only be disclosed to Managers or Personnel with the individual's specific consent, in order to protect the health and well being of workers.

Any member of staff with a health concern affecting their work, whether caused or made worse by their work, should arrange to see the OHS.

Visitors

Visitors are defined as non-departmental employees including contractors who may be allowed to enter University premises. Visitors who are not participating in research should be supervised at all times. No children under the age of 12 should be admitted to any research laboratory without the approval of HoD. Children between 12 and 17 may only be admitted with specific approval of the HoD and approval by the HSO of an RA covering their visit; in addition they must be supervised at all times.

Health and Safety Law

The University and its employees have duties under Health and Safety law. The University must ensure 'as far as is reasonably practicable' the health, safety and welfare of all employees, without putting at risk any person who may be affected by the work activity. Employees must take reasonable care of their own H&S and that of others who may be affected by their work activities, co-operate with the University to ensure that it can meet its statutory obligations and not intentionally interfere with or misuse anything provided for their health, safety and welfare.

The Education Service Advisory Committee has produced a guidance document "Management health and safety aspects of research in higher and further education". It represents what is considered to be good practice and contains much relevant information, not only for HoDs and Supervisors but also for research workers.

The following types of clothing should be considered:

safety helmets	where there is a risk of falling objects
eye/face protection	when using tools, chemicals, etc.
ear defenders	when in a noisy environment
respiratory protection	where there may be exposure to dusts, toxic vapours, etc.
warm/weatherproof clothing	for cold/wet conditions
high visibility clothing	In remote areas, traffic etc.
wet suits and life jackets	when on, in or near bodies of water
aprons	where there is a risk of splashing of hazardous substances
gloves	for handling sharp objects or chemicals or in cold conditions
additional foot protection	where there is a particular risk to the feet.

After use, protective clothing must be removed carefully and stored, repaired, decontaminated or disposed of safely as appropriate.

4.5 Dangerous Substances

Suitable and sufficient assessments of risks from dangerous substances (explosives, chemicals, biological hazards, radioactive sources etc.) used or encountered on field trips must be made and adequate arrangements made for their control.

Risks from potentially dangerous substances which might be encountered as a result of the work undertaken or sites visited must also be assessed and controlled.

For example, a trip to sample river sediments for heavy metals might also entail the risk of exposure to *Leptospirosis* (Weil's disease) or other potentially pathogenic micro-organisms in the river water.

Dangerous substances must be used by competent persons and handled, so far as is reasonably practicable, with the same degree of care as in the laboratory and in compliance with statutory requirements.

Risk assessments must be carried out and effective systems of control adopted. Where practicable, hazards should be eliminated or reduced by substituting less harmful substances.

Dangerous substances must be disposed of safely and in accordance with environmental legislation.

4.6 Excavations, Boreholes etc.

Excavations must be carefully planned and made by competent persons. They must be protected against collapse and inspected regularly. Precautions must be taken to protect against toxic and flammable gases and oxygen depletion, also hazards from underground services and spoil heaps must be avoided.

Sites must be adequately cordoned off and appropriate warning signs displayed.

Visitors must be supplied with adequate safety information and protective clothing. Construction Regulations must be complied with where appropriate.

4.7 Manual and Mechanical Handling

Loads carried must be matched to physical ability. Where it is not reasonably practicable to avoid operations with a risk of injury, a risk assessment must be made and safe working procedures instituted in accordance with legislation.

Operators of cranes, hoists etc. must be trained in correct lifting and slinging techniques. Lifting equipment must be suitable for use and inspected as necessary by competent persons. Safe working loads must not be exceeded.

4.8 Making Observations

Before starting, the surroundings should be examined carefully and any hazards noted. Examples are given in Appendix A, Checklists 3 and 4. The possible effect of reasonably foreseeable climatic conditions must be considered and up to date weather forecasts obtained where practicable; local knowledge can be very useful.

Workstations should be suitable for persons using them and for work to be done. Arrangements should be made to protect against adverse weather (if reasonably practicable), to guard against slipping or falling and to allow swift evacuation in emergencies.

A safe scheme of work (including emergency action) must be devised and communicated to all participants. Examples of precautions that could be necessary are given in Appendix A, Checklist 6.

Participants must be warned not to become too engrossed in their tasks and to be alert to changing conditions. They must inform a responsible person of any situation which they consider to be a threat to health and safety or a shortcoming in health and safety arrangements (see also 5.10).

1 Definitions

Local Rules (LR) are a set of arrangements for safe working and organisational structure to be applied throughout a department.

A Code of Practice (CoP) is a procedure that applies to a specific laboratory or department. Its purpose is to describe the procedures used in a laboratory for a safe system of work. It states how risk is to be controlled and is therefore a significant part of the risk assessment (RA). RAs should refer to relevant parts of the code of practice and does not need to re-state them.

Fieldwork is regarded as any work or research carried out by staff or students in places not under the control of the University but where the University is responsible for the safety of staff and students and others who may be affected by their work.

A Lone worker is generally regarded as someone who works entirely alone. However, a lone worker may also be a person who is with a group of other people but is out of communication with them, or, as in these LR, who is visiting another person off campus for the purpose of interviewing them, or who is conducting a one-to-one interview on campus isolated in a laboratory or interview room.

2 Duties and responsibilities

Head of Department (HoD)

The duties of the HoD for ensuring the safety of employees and members of the public (students) are described in the University Health and Safety Policy.

Department Safety Officer or Department Safety Nominee (DSO, DSN)

The DSO/SN coordinates safety matters within the Department, with the University Safety Office (SO) and HoD, and monitors compliance with University and Department safety policies.

Supervisors

Supervisors are responsible for ensuring that risk associated with work is assessed as required by current legislation; this must take into account the experience, health and ability of the worker (staff or student (both under-graduate (UG) and post-graduate (PG))). The Supervisor should maintain a list of all staff who are currently working or have worked on their projects, and ensure that adequate training is given (Appendix 1). In addition, the Supervisor must regularly monitor and review all risks and staff lists.

It is advised that all those responsible for the personal safety of lone workers are trained in the management of these risks (appendix 2).

Staff and students

Both staff and students should inform their Supervisor of any medical conditions or treatments which may affect safety either in the field or whilst working alone on campus. They should ensure that they agree with and have understood the RA and carry out their assigned task in the manner agreed with their Supervisor. No changes should be introduced unless it has been discussed and agreed with the Supervisor.

Abbreviations

ACDP	Advisory Committee on Dangerous Pathogens
CoP	Code of Practice
COSHH	Control of Substances Hazardous to Health Regulations
DSN	Departmental Safety Nominee
DSO	Departmental Safety Officer
DUHSO	Deputy University Health and Safety Officer
H&S	Health and Safety
HoD	Head of Department
HSE	Health and Safety Executive
LR	Local Rules
MHSW	Management of Health and Safety at Work Regulations 1999
OHMA	Occupational Health Medical Adviser
OHS	Occupational Health Service
PG	Post-graduate
PPE	Personal protective equipment
RA	Risk assessment
SO	Safety Office
UG	Undergraduate
UHSO	University Health and Safety Officer

4.9 Security, the Human Hazard

Theft, vandalism and violent crime can be a problem in both remote and urban areas. Hazards to workers, particularly people working alone and to those who may be especially vulnerable on account of their age, sex or physical condition, must be considered carefully and appropriate precautions taken.

Local crime rates, social and political factors should be considered and police, social workers etc. consulted if necessary.

Preventative measures could include the following:

- previsit appointments and checks
- making visits in pairs or with companion in earshot
- security locks on vehicles, buildings, stores etc.
- anti-theft devices and alarms
- personal alarms (preferably linked to a central control system)
- radios or mobile phones
- monitoring and reporting systems
- training in interpersonal communication skills
- regular, planned reporting back.

4.10 Catering

Although it may be difficult to maintain adequate food hygiene in the field, every effort should be made to do so as intestinal upsets can have a devastating effect on an expedition. Organisers should aim to provide a wholesome, balanced and varied diet.

Special dietary needs must be taken into account.

Local foods should be selected carefully and high risk foods avoided. Food should be stored so as to minimise risk of spoilage or contamination.

Food should be prepared in as hygienic a manner as possible and, if practicable, expedition cooks should have a food hygiene qualification.

People with skin, nose, throat or bowel infections should not prepare food. Preparation areas must be kept as clean as practicable.

Prepared food should be kept clean and covered. It should be cold (below 5°C) or piping hot (above 70°C).

An adequate supply of potable water must be obtained. If necessary, water should be sterilised by boiling, filtration or the use of tablets.

Toilets must be maintained in as clean and hygienic condition as is practicable.

4.11 Leisure Time

In many respects, the potential for accidents to occur is greatest during student leisure time. Students may wander off without providing information about where they are going and may engage in dangerous activities such as swimming alone or climbing cliffs.

The abuse of alcohol during leisure time can often be a problem on fieldtrips; drunken students may engage in dangerous pranks, provoke the aggressive attention of local inhabitants or become aggressive towards one another and/or staff members.

Code of Behaviour

Participants in fieldwork, this includes both staff and students, must be made aware of the standards of behaviour expected of them. All members of a fieldtrip or expedition will be regarded as representatives of the University by locals and other people encountered, and any unsociable or offensive behaviour will be interpreted accordingly. Students should be issued with a **written code of behaviour** before the fieldtrip begins, reminding them of their responsibilities to the University, staff and fellow students. This will have added weight if endorsed by the Head of School.

It should also be pointed out that fieldwork may be a vital component of an academic course and that unacceptable behaviour may mean offenders being excluded from future trips which could have a bearing on their final qualification.

Students are young adults and it is unreasonable to expect staff to be responsible for their behaviour 24 hours a day. As long as warnings about behaviour and dangerous activities are given and recorded (i.e. written warnings and witnessed verbal warnings) then staff cannot be held responsible for any accident or incident that occurs during unsupervised leisure time.

5. HEALTH MATTERS AND EMERGENCY ACTION

5.1 Health Matters

Organisers of fieldwork expeditions and outdoor activities must give careful consideration to the maintenance of the health of participants and, where necessary, the advice of the University Medical Officer or Occupational Health Nursing Officer should be sought.

If a fieldtrip is for an extended period of time, there may be a case for asking participants to make a declaration that they are not knowingly suffering from a condition that could compromise their health and safety during particular activities, e.g. diabetes, asthma, epilepsy, vertigo etc (see Appendix C).

Activities may be much more strenuous than the normal work of the participants and organisers should ensure that, so far as is reasonably practicable, the people intending to take part are sufficiently fit. If necessary, they should be encouraged to improve their level of fitness (see also 3.6).

5.2 Disabled Persons

Every effort should be made to ensure that disabled persons have access to fieldwork activities and are able to participate fully in them. This may include the provision of special safety arrangements and the use of specialised equipment. Training and instruction in the special needs of some participants may be necessary for expedition leaders and other participants.

Advice can usually be obtained from the University Occupational Health Nursing Advisers, where present.

CODE OF PRACTICE FOR THE SAFETY OF SOCIAL RESEARCHERS

APPENDIX E

Undertaking Fieldwork or Loneworking

This document was developed for a specific institution and is provided for information. Some details may not be applicable for you / your institution's experience or circumstances.

2004

Contents

Page number

1 Definitions

2 Duties and responsibilities

3 Arrangements

3.1 General Rules

3.2 Record Keeping

3.3 Training and Supervision

4 Preparation for work

4.1 Planning

4.2 Assessing Fieldwork Risks

4.3 Setting up Fieldwork

4.4 Risk from Respondents

4.5 Risk Handling Strategies

4.6 Notification and Maintaining Contact

4.7 Debriefing, Support and Counselling

4.8 Out of Hours Working

4.9 Harassment by Phone

5 Code of Practice

Appendix E 1 Contact details

Appendix E 2 Suggested training topics

Appendix E 3 Acknowledgement of Local Rules

Appendix E 4 Planning Flowchart

Appendix E 5 References

Social Research Association, PO Box 33660, London N16 6WE,
020-8880-5684, www.the-sra.org.uk/safe.htm

Society for Underwater Technology, 80 Coleman Street, London EC2R 5BJ,
020-7382-2601, www.sut.org.uk/

Standing Conference of Archaeological Unit Managers, University of
Manchester Archaeological Unit, Oxford Road, Manchester M13 9PL,
0161-275-2314, www.buildingconservation.com/

Suzy Lamplugh Trust, 14 East Sheen Avenue, London SW14 8AS,
020-8392-1839, www.suzylamplugh.org/

Young Explorers Trust, Royal Geographical Society, 1 Kensington Gore,
London SW7 2AR, www.demon.co.uk/charities/yet/

ORGANISATIONS FOR DISABLED PEOPLE

Back Care, 16 Elm tree Road, Erdington, Middy, TW11 8ST, 020-8977-5474,
www.backcare.org.uk/

Diabetes UK (British Diabetic Association), 10 Parkway, London NW1 7AA,
020-7424-1000, www.diabetes.org.uk/

Disability Alliance, Universal House, 88-94 Wentworth Street, London E1
7SA. 020-7247-8776, www.disabilityalliance.org/

National Society for Epilepsy, Chesham Lane, Chalfont St Peter,
Bucks SL9 0RJ, 01494-601300, www.epilepsynse.org.uk/

Royal National Institute for the Blind (RNIB), 105 Judd Street,
London WC1H 9NE, 020-7388-1266, www.rnib.org.uk/

Royal National Institute for Deaf People (RNID), 19-23 Featherstone Street,
London EC1Y 8SL, 020-7296-800 (Information line 0808-808-8000),
www.rnid.org.uk/

5.3 Exclusions on Health and Safety Grounds

There may be some circumstances where, after consultation with a Medical Officer, persons with certain disabilities or illnesses may have to be excluded from specific activities to safeguard their own health and safety or that of the other fieldtrip members.

The decision to exclude anyone from fieldwork should not be taken lightly and certainly not before extensive consultation with relevant parties.

5.4 Health Surveillance

The need for health surveillance and/or immunisation must be considered. Where necessary, consultations must take place between the University Medical Adviser and the person(s) concerned. These consultations may, when appropriate, be extended to include Trade Union Representatives or other interested parties.

The following items could be necessary and might be a condition of engaging in the work:

- questionnaire, interview or medical examination
- immunisation (5.6)
- serum samples
- tests (e.g. of immune status)
- health reviews.

5.5 Health Education

Participants must receive adequate instruction from a competent person on the likely health hazards associated with the work, particular attention should be given to:

- physical hazards of the environment (hypothermia, frostbite, snow blindness, dehydration, altitude sickness, nitrogen narcosis, sunburn etc.)
- chemical hazards
- infection by pathogens (including leptospirosis)
- dangerous animals and plants
- avoidance of gastrointestinal disorders and food poisoning
- basic personal hygiene and care of the feet and
- safe use of insect repellents.

5.6 Immunisation

Medical advice on the need for immunisation must be sought where necessary. The School of Health issues guidance on the requirements for various countries. Immunisation should also be given if the fieldwork could result in exposure to certain pathogenic organisms.

Immunisation against tetanus is recommended for all fieldworkers, but is particularly important for those performing manual tasks in contact with soil or animals. A record of immunisations must be kept.

If a new worker is being asked to undertake a project that would require immunisation, then this immunisation would normally be carried out by the University Medical Officer, but individuals may make other arrangements, provided that the records are made available to the University.

5.7 Dental Health

Members of expeditions are strongly advised to have a dental check up before undertaking extended fieldwork visits.

For visits to extreme climates, remote areas, or those areas with a high incidence of HIV infection, leaders may wish to make such a check up obligatory.

5.8 Injury and Illness in the Field

Prompt medical attention must be sought in the event of an illness. Under field conditions, relatively trivial injuries may become serious if not treated quickly and expedition leaders should be alert for signs of illness, injury or fatigue in the party.

Always ensure that expeditions know where the nearest health care facilities are before starting out on the field trip and as a part of the expedition planning, there should be adequate medical insurance.

For visits within the European Community, fieldworkers should carry a European health insurance card, available from the Post Office.

It is strongly recommended that for visits abroad, if there is any doubt about the standard of health care in the country or area concerned, the expedition should carry sufficient sterile packs to ensure that clean needles, sutures, etc. are always available. Your University Health Centre may be able to supply such sterile packs

Health Related Incidents

If there is occasion, for whatever reason that an individual is taken to hospital then there should be a written report given to the University Health Centre which, as a minimum, should include the individual and supervisor's comments, so that appropriate follow-up procedures can be implemented.

Mental and Emotional Ill-Health

This is a growing area of concern. It is advised that the organiser of the field trip ensures there is a designated individual (who should not be undergoing treatment for mental and emotional ill-health) who will be the "contact person" for these difficulties. This will reduce the pressure put on students to have to cope on their own, as they can then share their difficulty with the contact person.

It will also reduce the pressure on other students and staff from feeling they have to help another individual when they are unable or untrained to do so. The designated person can contact the University Health Centre (as well as Safety and other agencies) for advice in assisting the individual through any immediate need for help.

The University Health Centre can advise the contact person and provide an information pack to assist them in preparation for the field trip.

PROFESSIONAL AND SPECIALIST ORGANISATIONS

Amateur Swimming Association, 41 Grandby Street, Loughborough Leics LE11 3DU, 01509-264357, www.britishswimming.org/

British Canoe Union, Adbolton Lane, West Bridgford, Nottingham NG2 5AS, 0115-9821100, www.bcu.org.uk/

British Horse Society, Stoneleigh Deer Park, Kenilworth, Warcs CV8 2XZ, 08701-202-244, www.bhs.org.uk/

British Mountaineering Council (BMC), 177-179 Burton Road, Manchester, M20 2BB, 0780-010-4878, www.thebmc.co.uk/

British Red Cross, 9 Grosvenor Crescent, London SW1X 7EJ, 020-7235-5454, www.redcross.org.uk/

British Sub-Aqua Club, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL, 0151-350-6200, www.bsac.com/

Geography Discipline Network (GDN), Geography & Environmental Management Research Unit, University of Gloucester, Francis Close Hall, Swindon Road, Cheltenham, Gloss GL50 4AZ, www.chelt.ac.uk/

Geological Society, Burlington House, Piccadilly, London W1J 0BG, 020-7434-9944, www.geolsoc.org.uk/

Institute of Biology, 20 Queensbury Place, London SW7 2DZ, 020-7581-8333, www.iob.org/

Medical Advisory Service for Travellers Abroad Ltd (MASTA), Moorefield Road, Yeadon's, Leeds, West Yorkshire LS19 7BN, www.masta.org/

Mountain Leader Training Board (MLTB) Seabed Cottage, Capel Curig, Conwy LL24 0ET, 01690-720314, www.mltb.org/

Royal Geographical Society, 1 Kensington Gore, London SW7 2AR, 020-7591-3000, www.rgs.org/

Royal Life Saving Society (Lifesavers), River House, High Street, Broom, Warwicks B50 4HN, www.lifesavers.org.uk/

Royal Yachting Association, RYA House, Ramsey Road, Eastleigh, Hants SO50 9YA, 023-8062-7400, www.yha.org.uk/

St John Ambulance, 27 St John's Lane, London EC1M 4BU, 08700-10-4980, www.sja.org.uk/

Scientific Diving Supervisory Committee, www.soc.soton.ac.uk/OTHERS/SDSC

Ski Club of Great Britain, The White House, 57-63 Church Road, Wimbledon, London SW19 5SB, 0845-45-807-80, www.skiclub.co.uk/

FIELD WORK GUIDANCE – USEFUL ORGANISATIONS

APPENDIX D

GOVERNMENT DEPARTMENTS & AGENCIES

British Antarctic Survey (NERC), High Cross, Madingley road, Cambridge
CD3 0ET, 01223-221400, www.antartica.ac.uk/

British Geological Survey (NERC), Kingsley Dunham Centre, Keyworth,
Nottingham NG12 5GG, 0115-936-3100, www.bgs.ac.uk/

Department for Environment Food and Rural Affairs (DEFRA), Nobel House,
17 Smith Square. London SW1P 3JR, 020-7238-6000 (helpline 0845-335577),
www.defra.gov.uk/

Department for Transport, Eland House, Bressenden Place,
London SW1E 5DU, 020-7944-3000, www.dft.gov.uk/

Department of Health (DoH), Richmond House, 79 Whitehall,
London SW1A 2NS, 0207-210-4850, www.doh.gov.uk/

Environment Agency, www.environment-agency.gov.uk/

Foreign and Commonwealth Office (FCO), www.fco.gov.uk/

Forestry Commission of Great Britain, 231 Corstophine Road,
Edinburgh EH12 7AT, 0131-334-0303, www.forestry.gov.uk/

Health & Safety Executive (HSE) Infoline: 08701-545500, www.hse.gov.uk/

Joint Nature and Countryside Conservation Agencies (JNCC),
www.jncc.gov.uk/ includes English Nature, Northminster House, Peterborough
PE1 1UA,
01733-455000, www.english-nature.org.uk/ ,

Scottish Natural Heritage, 12, Hope Terrace, Edinburgh EH9 2AS,
0131-447-4784, www.snh.org.uk/ ,

Countryside Council for Wales (Cyngor Cefn Cymru), Maes-y-Ffnon.
Penrhosgarnedd, Bangor, Gwynedd LL57 2DN, 0845-1306-62299,
www.ccw.gov.uk/

Natural Environment Research Council (NERC), Polaris House, North Star
Avenue, Swindon, Wilts SN2 1EU, 01793-411500, www.nerc.ac.uk/

Scottish Environment Protection Agency (SEPA), Erskine Court, Castle
Business Park, Stirling, FK9 4TR, 01786-457700, www.sepa.org.uk/

5.11 First Aid Coverage

First Aid Competence

It is strongly recommended that at least one member of staff attending a field trip should, as a minimum standard, hold a HSE approved first aid at work certificate (i.e. four day training) and have authorisation from the University to administer first aid. Other supervisors should be trained in emergency first aid and all members briefed in specific procedures (cuts, bites, etc.).

Provision of specialised training such as mountain first aid should be considered.

First Aid Kit

A first aid kit must be taken on every field trip. An Occupational Health Adviser should be consulted on the composition of the kit which should be appropriate for the nature of the work and the expertise of the Leader.

A field firstaid kit should be available to all groups working away from the field base control point.

5.10 Accident and Emergency Procedures

For each group, the Expedition Leader is to be responsible for organising emergency procedures and ensuring that all members of the group are aware of the arrangements. Fieldwork will often take place in remote areas and some of these areas will have been used by the armed services for training. It is self evident that, under these circumstances, fieldworkers should be instructed not to touch suspect objects. These are to be left in place, the place marked and the emergency services alerted.

Similarly, scrap and material that has been dumped should be treated with caution. Fieldworkers handling such scrap should receive medical attention if cut or scratched.

Fieldworkers working in fresh water should be aware of the dangers of leptospirosis.

If an accident does occur then there should be a clear plan of action to deal with the situation and the following points should be borne in mind:

- ensure that one accident does not produce more; withdraw the remainder of the team to a safe place as conditions may be dangerous or may deteriorate
- attend to the injured person, keeping only the minimum number of persons to assist as necessary
- send for help, if the injuries are serious. Ensure that the emergency services are given the exact location such as the OS map reference)
- warn others of the dangers
- inform the University Safety Officer
- **do not discuss the situation** with anyone other than the emergency services and University officials.

5.11 Accident reporting

As stated above, it is important that all accidents are investigated and, as soon as conveniently practicable, a factual report, including any statements taken, should be forwarded to the University Safety Office.

This procedure is important because serious accidents may have to be reported to the appropriate authorities.

All members of staff accompanying a fieldtrip must be aware of the emergency arrangements and the means of contacting the emergency services.

Expedition Leaders must be aware of the legal duty (for incidents in the UK) to notify the Health and Safety Executive immediately in the case of a death, a specified major injury or a specified dangerous occurrence at work, or within seven days in the case of any injury resulting in an incapacity for work for more than three complete days.

Reports should be made through the University Safety Office, from which full details of the legislation may be obtained.

Registered / Unregistered Disability	Yes	No
Visually impaired	☐	☐
Hearing impairment	☐	☐
Ambulatory impairment	☐	☐
Other		
Back / neck pain / condition	☐	☐
Arm or leg / foot injury	☐	☐
Arthritis or joint problems	☐	☐
Hernia	☐	☐

	Yes	No
Are you in good health?	☐	☐
Can you swim?	☐	☐
Do you have specific dietary requirements?	☐	☐
Is there anything you can think of which may impact/restrict the activities and objectives of the field trip as explained to you	☐	☐
Are you currently taking medication? - specify	☐	☐
Do you have any allergies? If yes, do you carry medication?	☐ ☐	☐ ☐
Have you checked your vaccination status is appropriate?	☐	☐

Attendee Signature School

Supervisor's Signature Date

HEALTH QUESTIONNAIRE

APPENDIX C

Those who organise field trips are responsible for the health and safety of the attendees. For appropriate risk assessments to be made and the resultant control measures to be implemented, can you please fill out this confidential Health and Safety questionnaire and return it to Occupational Health.

Do you currently or have you suffered with the following:

Heart and Circulatory Disorders	Yes	No
Heart attack	☐	☐
Angina	☐	☐
Murmurs	☐	☐
Reynauds Disease	☐	☐
Either high or low blood pressure	☐	☐

Blood Disorders	Yes	No
Anaemia	☐	☐
Sicklecell Anaemia	☐	☐
Haemophilia	☐	☐

Medical Conditions	Yes	No
Asthma	☐	☐
Hay Fever	☐	☐
Diabetes	☐	☐
Epilepsy	☐	☐
Crohns Disease	☐	☐
Ulcerative colitis	☐	☐
Skin conditions - specify	☐	☐

Psychiatric Conditions	Yes	No
Depression	☐	☐
Nervous debility	☐	☐
Other		

CHECKLISTS

APPENDIX A

Notes on the Checklists

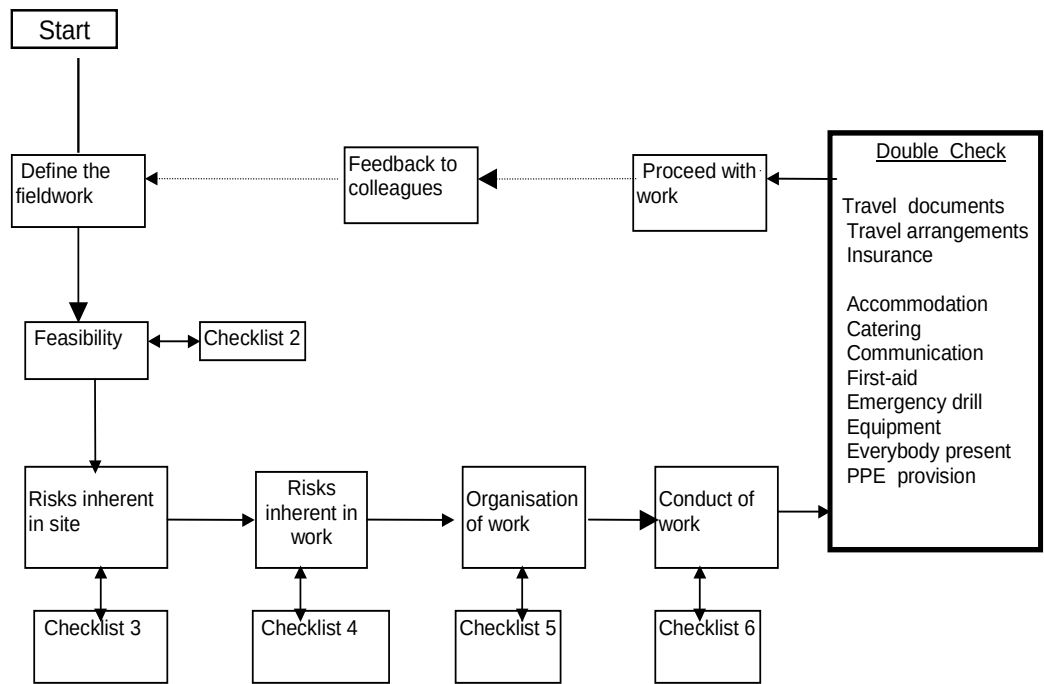
The checklists supplied are meant as an aid to planning rather than a comprehensive plan in themselves. Because of the diversity of fieldwork, the hazards and risks will show great variation and it is for those leading, or otherwise responsible for the fieldwork, to make appropriate plans and risk assessments

As with any form of risk assessment, there is a need for a careful and systematic approach and it is useful to talk through the assessment with a colleague who has some knowledge of the work to be undertaken and the conditions that are likely to be encountered. While there is no requirement to attempt to quantify the risk assessment, a semiquantitative approach to the assessment does allow a more systematic approach to reducing risk scores.

The checklists can never be fully comprehensive, rather they offer guidance upon the approach to take. Checklist 1 gives a general flow chart to take the assessor through the basic planning stages, while the subsequent lists are directed to more specific items of the work.

The lists overlap, and although this is an inevitable part of the planning process, it may prove useful to rewrite and extend the checklists to meet specific requirements and to act as a more specific aid to memory.

Checklist 1



Checklist 2**Feasibility of Project**

Access	■ Travel arrangements ■ Permission to work on site ■ Provision for disabled ■ Availability of assistance ■ Accommodation (suitable and sufficient) ■ Insurance
Fitness	■ Pre- expedition training
Training	■ Navigation ■ First-aid ■ Languages ■ Interpersonal skills ■ Hygiene/health education ■ Specific skills - e.g. diving, chain-saw use ■ First-aid ■ Languages
Health	■ Health Questionnaire ■ Medical/dental check-up ■ Vaccination (especially tetanus) ■ First-aid kit(s) ■ Sterile packs
Staffing	■ Staff to student ratios ■ Deputising arrangements ■ Competence of all leaders

METHODS OF COMMUNICATION**APPENDIX B**

An effective system of communication must be established between a party in the field and the base or monitoring organisations such as police, coast guard, or mountain rescue. Available methods vary greatly in cost, and not all Schools will have access to the more sophisticated items. Systems available include:

Mobile phones: Give 2-way contact and independence from a base but reception is not available in some parts of Britain, especially in remote areas. Moderately cheap initial cost but call charges are quite expensive. Small size and portable.

Personal mobile radio: Gives 2-way contact but is dependent on a base transmitter, has limited range and licensing frequencies and interference problems. There is a high initial outlay but low running costs.

Citizens' band radio: 2-way contact and not dependent on a base but has limited range and unrestricted reception so may attract unwelcome response.

Public telephone: No capital outlay and low running costs but limited availability, especially in remote areas. Not always functional when needed and money/card needed for call.

Satellite communications: Has the potential for global cover but, at present, availability is limited and costs are very high.

Whistle/torch: 1-way contact (coded message). Very low cost and simple to operate but limited use in poor weather.

Movement detectors: 1-way contact (alarm signal). Could be useful for internal workplaces but limited for external use.

Flares: 1-way contact (alarm signal), universal distress signal with low cost but limited in poor weather and by physical number of flares one can carry.

Checklist 6**Conduct of fieldwork**

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

Checklist 3**Risks inherent in the Site**

Physical hazards	■ Extreme weather ■ Mountains and cliffs ■ Glaciers, crevasses, ice falls, etc. ■ Caves, mines and quarries ■ Forests (including fire hazards) ■ Freshwater ■ Sea and seashore (tides, currents, etc) ■ Marshes and quicksand ■ Roadside
Biological hazards	■ Venomous, lively or aggressive animals ■ Plants ■ Pathogenic microorganisms (COSHH) (tetanus, leptospirosis etc.)
Chemical hazards	■ Agrochemicals and pesticides ■ Dusts (COSHH assessment) ■ Chemicals on site (COSHH)
Man made hazards	■ Machinery and Vehicles ■ Power lines and pipelines ■ Electrical equipment ■ Insecure buildings ■ Slurry and silage pits ■ Attack on the person or property ■ Military activity
Hazards to environment	■ Pollution and waste ■ Disturbance of eco-systems

Checklist 4**Risks inherent in Work**

Training	■ Navigation, e.g. map and compass work ■ Survival/rescue ■ First aid ■ Specialist training : ■ Chainsaw use ■ Boating ■ Defensive driving ■ Diving ■ Electric fishing ■ Firearms ■ Ladders ■ Scaffolding ■ Tree climbing ■ Using machinery
Chemical hazards	■ COSHH assessments required for the work on site
Biological hazards	■ Animals ■ Plants
Personal Safety	■ Risk of attack ■ Routine communication ■ Communication in emergency ■ Secure accommodation

Checklist 5**Organisation of the Fieldwork**

The Group	■ Leader (experience, qualifications, competence) ■ Chain of command (Deputies etc.) ■ Staff to student ratios ■ Personal intragroup relationships ■ Size of working groups (maximum, minimum) ■ Responsibilities for aspects of work ■ Safe and Secure accommodation (site specific)
The Individual	■ Lone working avoided ■ Adequate clothing ■ PPE provided ■ Individual trained and fit
Equipment	■ Fit for purpose ■ Used properly ■ Well maintained ■ Repairable on site
Pre-planning	■ Next of kin and G.P. noted ■ Medical conditions noted ■ Appropriate authorities informed (Police, Mountain Rescue, Coast Guard etc.)
Catering	■ Provision of food ■ Hygiene ■ Potable water ■ Food preparation and storage areas ■ Fuel for cooking