

Fieldwork (Off-site work) and Travel Policy

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1. Introduction

The purpose of this policy is to set out London Metropolitan University's procedures to manage Health and Safety in fieldwork and travel and to put in place appropriate procedures which are commensurate with the risks posed.

This policy is to be applied to all work-related fieldwork visits carried out by employees and students of the University at all levels.

This procedure draws much of its content from the document '[Higher Education Sector Guidance on Health and Safety in Fieldwork and Travel](#)' (USHA 2018). This document was produced with support from UCEA, HEBCoN, AMOSSHE and AUCSO and others.

2. Definitions

For the purpose of this policy, fieldwork is defined as any work carried out by staff or students for the purposes of teaching, research or other activities while representing the institution off-site.

This definition will therefore include activities as diverse as attendance at conferences and recruitment fairs, or undertaking social science interviews, as well as activities more traditionally associated with the term fieldwork such as survey/ collection work carried out by researchers. Specific arrangements for these activities are indicated where appropriate.

This policy applies to international and domestic travel. Please see the [Academic and Work Placements for Students Policy](#) covering extended work at host organisation.

3. Roles and Responsibilities

3.1 Heads of School/ Department

- a) Ensuring there are processes in place to monitor compliance with this policy.
- b) Review and approve travel to a country or region where travel advise is categorise at amber level.
- c) Ensure that the staff undertaking/leading the travel trips are competent and received relevant training, knowledge and experience.

3.2 Managers (Senior Manager or Line Manager of the traveller)

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it. Managers should also:

- a) Review and approve (if appropriate) plans for fieldwork or travel at the earliest opportunity.
- b) Ensure that suitable and sufficient risk assessment has been completed.
- c) Ensure that measures to reduce risks are implemented.
- d) Work with Finance Team to ensure that appropriate insurance arrangements are in place.
- e) Review any changes to approved travel and take remedial action accordingly/ as required.
- f) Ensure that all relevant documentation and emergency contacts are kept safe (with the Line Manager/ Course Leader or other responsible person in the School/Dept) and are readily available in case of emergency.

3.3 Fieldwork Leaders

The Fieldwork leader has the task of overall supervision. They should ensure:

- a) That a suitable and sufficient risk assessment is in place and that all precautions are observed for the duration of the fieldwork. Whilst this duty may be passed to other responsible persons (e.g., third-party operators) the overall duty to ensure the safety of the fieldwork remains with the fieldwork leader. Include considerations of persons with known disabilities, encourage students and staff to disclose any disabilities to the fieldwork leader.
- b) There is a detailed knowledge and understanding of safety measures and that these have been communicated to other members of the leadership team and participants and understood by all.
- c) That in the case of higher risk activities, control measures identified are implemented, monitoring, and reviewing these threats and altering the institution to any change in threat level.
- d) Ensure that the level of supervision is adequate for any given situation, and to make necessary adjustments to itineraries in the interests of safety, including – where necessary – cessation of an activity.
- e) Allocate specific supervisory duties (as appropriate).
- f) Allocated a competent person to lead each sub-group where groups are subdivided during the fieldwork.
- g) Delegate explicit responsibility to the leader of each sub-group to know the total number and identities of the fieldworkers they are responsible for supervising.
- h) Ensure all party members are fully informed when command passes to others (third party organisers).
- i) Keep record of all documentation relevant to the fieldtrip for auditing purposes.

The fieldwork leaders should be clearly instructed and enabled by the Head of School/ Department to discharge these responsibilities and also to implement emergency or contingency plans if necessary.

3.4 Independent Fieldworkers

Independent Fieldworkers (staff or students) are undertaking solo travel of self-managed fieldwork have a responsibility to take reasonable care in their activities. In practice they will assume many of the duties of the fieldwork leaders and therefore some of their responsibilities, which should be agreed in advance with the Head of School/ Department.

3.5 Fieldwork Participants

It is the responsibility of fieldwork participants/ members of a fieldwork team to:

- a) Heed, understand and observe any instruction given to them by a supervisor and to bring any questions or problems, particularly those of understanding, to the attention of their supervisor.
- b) Acknowledge their own responsibilities for the health and safety of both themselves and others.
- c) Understand the authority and responsibilities of the fieldwork leaders or any

- other designated supervisor in relation to safety.
- d) Understand that failure to behave in an acceptable manner, including accepting the authority of the fieldtrip leader, will lead to appropriate sanctions.

3.6 Finance

Finance ensure that there is up to date travel insurance available and provide advice on the applicable travel insurance scheme. Once the departments complete travel proposal forms and an excel Fieldwork schedule with next of kin (emergency) contact details for all participants on the trip Finance acknowledge the receipt of this schedule to the Field Trip Leader/ Department with a link to the insurance document to download.

All travel bookings for staff and students must be completed through the University's Travel Management Company (TMC Clarity).

3.7 Health and Safety Team

H&S team provides advise on the fieldwork risk assessment and appropriate control measures. It is necessary to get risk assessments for high risk activities (work experience in host organisations and field works) approved by the H&S team before the fieldtrip is undertaken.

4. Planning

It is vital that all fieldwork is planned sufficiently in advance of the intended departure to allow the institution to consider the proposal in suitable detail and approve it an appropriate level.

The purpose of the fieldwork, together with a summary of its associated activities and expected outcomes, should be clearly established at the planning stage. This will provide a context against which the School/ Department (and others if applicable) can form a view as to whether the expected outcomes are appropriate to the risk.

It will also aid in the consideration of financial approval, ethics, and other considerations outside the scope of this Policy. This summary should for a part of a **activity description in the risk assessment (see Section 5)** and explicitly identify:

- The purpose of the fieldwork and value of expected outcomes.
- The proposed fieldwork team and as many of the participants and stakeholders as possible at that stage.
- Identify any potential participants (including young or vulnerable participants) where possible.
- Identify all permissions required in advance and ensure that they are obtained.
- Identify any relevant legislation of the country in which the fieldwork is taking place (if applicable).
- Outline plan of itineraries.
- Include fieldwork costs (including for health and safety: training, equipment etc.) to assist in the preparation of financial approval.
- Where appropriate, whether a preparatory visit should be made to the fieldwork location so that an evaluation of local facilities and services with regards the needs of the participants.

4.1 Authorisation and Approval

4.1.1 Travel within the UK

Domestic travel within the UK must be approved by the Line manager.
London Met travel insurance may cover domestic travel - contact

insurance@londonmet.ac.uk if your travel involves overnight stay or high risk activities. It is expected that traveller contact UK emergency services calling 999. Follow the basic principles outlined in sections 6-14.

Conference participation (incl. career fare, business meeting, etc.) – no formal risk assessment is required, please leave your contact information with your line manager.

Visit to public venues other than conference participation - please complete a Risk Assessment following the guidance in Appendix B. This includes participation in workshops in host organisations and any hands-on activities outside of the London Met premisses.

Fig. 1 represents the schematics of the process.

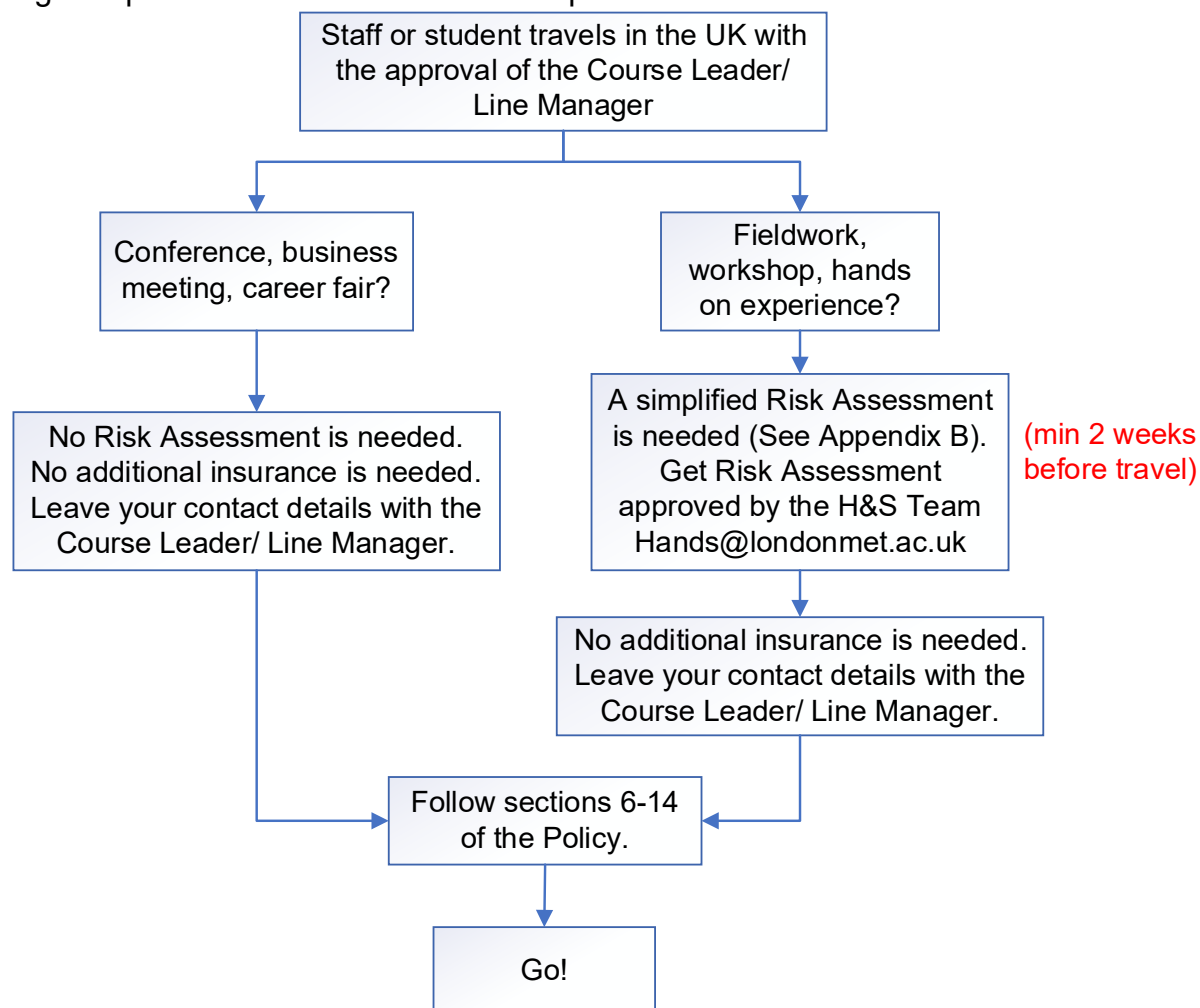


Fig. 1 Process of authorisation for UK domestic travel for staff and students (including staff leading a group).

4.1.2 International travel

All international travel must be agreed with the Head of School/Department. Field leader must submit a Staff [Travel Request Form](#). If a student travels independently, they must submit student [Travel Request Form](#).

The [University Sanctions Policy](#) does not permit travel to Sanctioned countries.

London Metropolitan University requires all fieldwork leaders to complete the [travel proposal form](#) for insurance at least 10 days before travel.

Additionally, all fieldworkers need to print off the [travel pack](#) and keep this in a safe place as it contains emergency contact details and important information you will need in the event of a claim. This travel pack is applicable to both employees and students from the Finance webpages.

Questions or concerns about insurance should be sent to insurance email (insurance@londonmet.ac.uk)

London Metropolitan University takes a risk-based approach to authorisation of the international travel. In order for risk to be ascertained, a suitable and sufficient risk assessment must be completed. Following sources of advice are available for London Met staff and students: [Foreign, Commonwealth & Development Office \(FCDO\)](#) (for initial risk rating and advice on travel to the country):

FCDO does not advise against travel to the country of your destination and the purpose of your travel is to attend international conferences or business meetings - separate risk assessment is not required. Authorisation and approval for the trip can be obtained from the Head of Subject/ School/ Department. Please ensure that you are leaving your contact details (see [Travel Information Form](#)) with your line manager in the Department/School.

For Higher Risk travel (i.e. where the [FCDO](#) advise against all but essential/ all travel to a country or part(s) of a country), **or where international travel involves any element of hands-on experience**, a detailed assessment of the risks will be necessary (see Appendix A & C) and an [Emergency Response Plan](#) are required with approval from Head of School and, possibly SLT team (H&S team will advise upon review of your risk assessment).

Distance learning students in their country of residence should follow the domestic travel requirements, e.g. simplified risk assessment (Appendix B) should suffice for fieldwork in a foreign country where the distance student is residing during the study. Contact Hands@londonmet.ac.uk for advice if unsure.

Any significant residual risks must be identified and advice must be sought from the H&S team. In order to be suitable and sufficient, the risk assessment must clearly identify what further action needs to be taken before the activity proceeds, how and by whom the actions will be taken, and it should detail the timescale for outstanding action to be complete. Care should be taken to ensure that all strict legal requirements under specific regulations are covered in the same risk assessment process. It may be possible to utilise the risk assessment to consider other aspects, such as ethical or environmental risks. Please follow [Risk Assessment Policy](#) for more details.

It is the responsibility of Fieldtrip Leader to distribute risk assessment among participants, ensure the understanding of it and provision of necessary safety training.

Risk Assessments completed must be retained for an appropriate length of time (a minimum of 5 years) and reviewed on completion of the fieldwork so that they can be amended for future fieldwork activities (if repeated) (i.e. if there is any near miss or lessons learned as a result of a trip).

Fig. 2&3 below outline approval process for international travel for staff and students. If a member of staff organises a trip for students, there will be no need to submit a separate request by students.

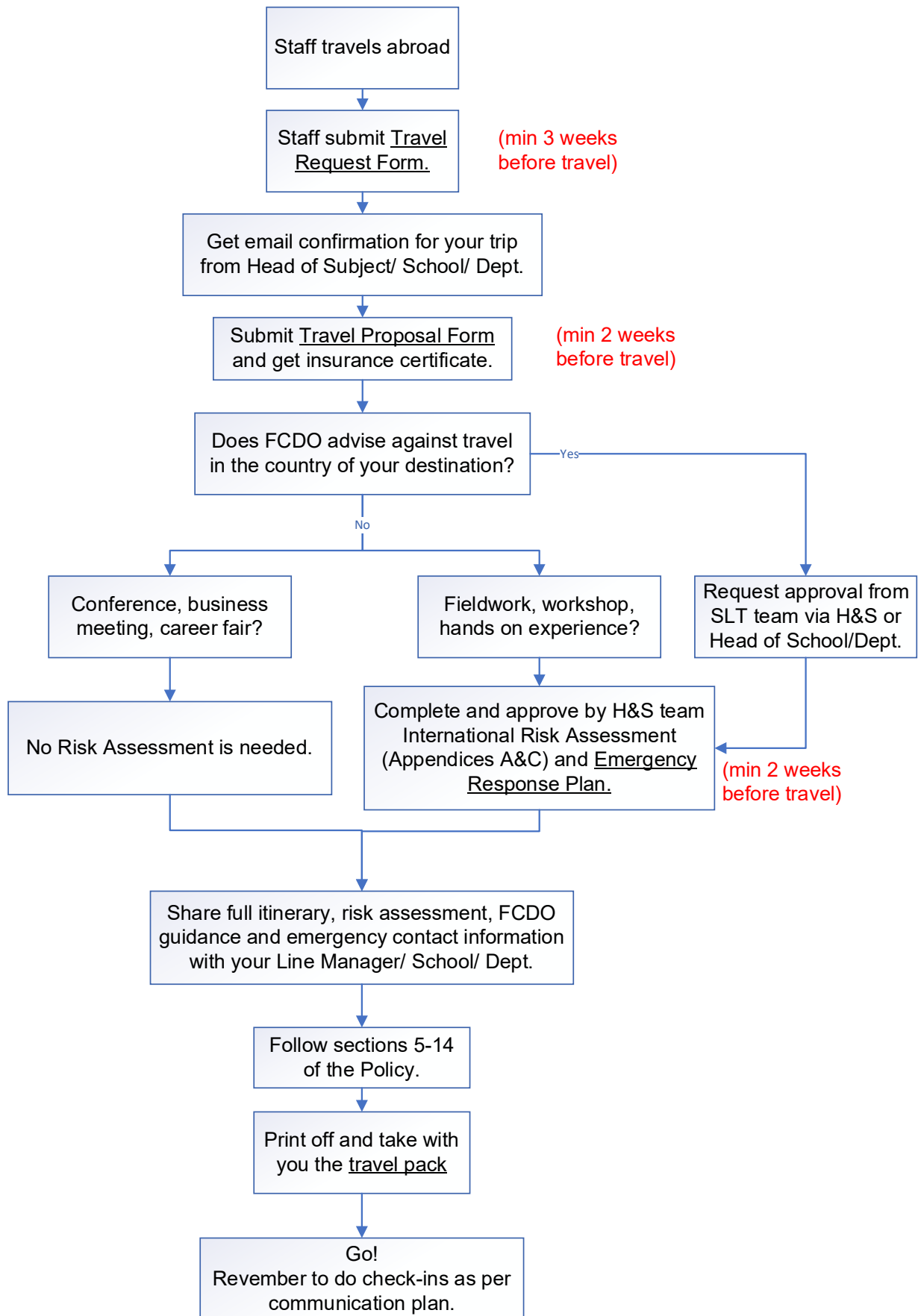


Fig. 2. Approval and risk assessment process for staff (and staff-led) trips overseas.

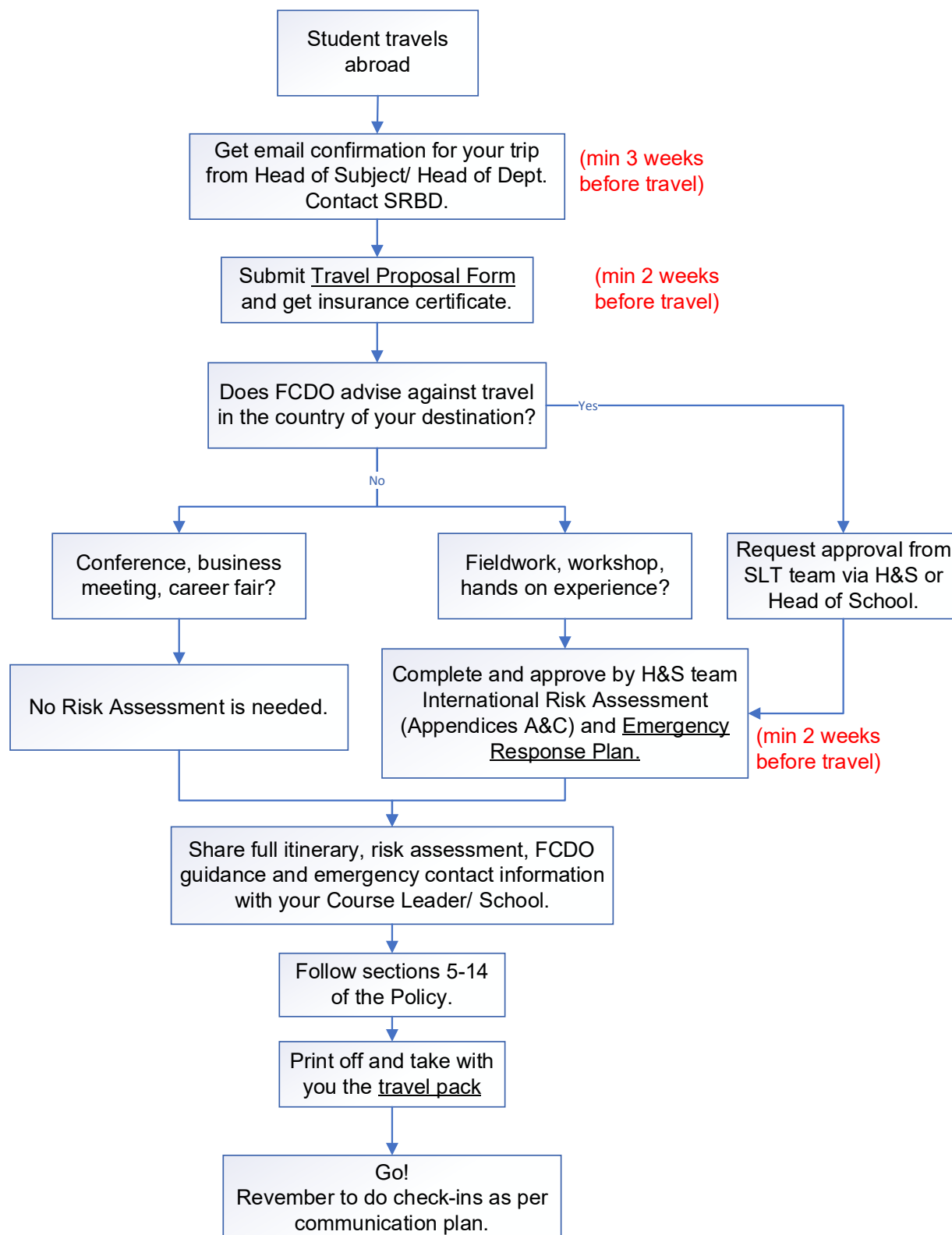


Fig. 3. Approval and risk assessment process for student's trip abroad (independent trip, not as a part of a group lead by a member of staff).

4.1.3 Bleisure (Business + Pleasure) Travel

Staff may request personal trips be arranged immediately prior to or following a business trip. LMU acknowledges that whilst this can help to improve individual work-life-balance, it can increase the exposure of risk to the University.

Where this is planned, it should not increase the risk of the trip, the primary aim of the trip should be business, it should not incur any additional cost to the University, the length should be reasonable, it must be clearly defined at the itinerary and approved as appropriate.

For further information on insurance application with regards to Bleisure, please refer to [Incidental Holiday Guidance](#).

5. Incident and Emergency Response Planning

All fieldworkers completing international risk assessment must be provided with a copy of the incident and [emergency response plan](#).

For all trips, a member of staff within the School or Department, not travelling as part of the trip, should be contactable for advice and support.

Please use the [Emergency Response Plan template](#) to provide information on the arrangements put in place for dealing with critical situations. This plan must be created for each participant of the trip. For a large group a single plan may be shared with all participants if their contact details and travel arrangements are being collected and stored separately.

6. Competence

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

The Head of School/ Department should 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. Training to BS 8848 standard should be offered to all staff involved in regular trip supervision.

The fieldwork leaders and participant's competence should be analysed as part of the approval and risk assessment process and should be commensurate with the risk.

Some Fieldwork risk assessments may identify a need for first aid trained personnel and, in some cases, other formal qualifications may have to be sought.

7. Supervision

If Down Time is permitted during the course of the fieldwork, consider insurance implications, reputational risk, and supervisory resources. Down Time should be minimised during undergraduate fieldwork. Social activities can be managed within personal time. It is prudent to note that if a serious injury occurred during down time whilst sporting, it is unlikely that any distinction would be made by the media: the incident would still be linked to the institution in the eyes of the public.

Risk Assessment must identify those undertaking lone working and specifically include lone working arrangements in relevant plans at all stages.

Independent fieldworkers should have some form of supervision, the level of which would be dependent upon the risk. The level of indirect supervision should be agreed by the supervisor and participant prior to the fieldwork commencing.

The use of family members or friends as part of a fieldwork team should be avoided and can only be acceptable if clearly identified to, and approved by, the Head of School/ Department.

8. Health & Medical Issues

When planning fieldwork, the need to maintain the health of fieldworkers must be considered. This may require input from specialist providers to provide advice necessary to manage individual's health concerns.

A risk assessment of the health hazards associated with the particular fieldwork should be undertaken during the planning stages. These hazards may include, for example, the prevalence of certain diseases and parasites. The assessment should also detail any minimum capabilities expected of fieldworkers or participants such as physical fitness.

Fieldworkers may need a health assessment. This assessment should cover the effect of the fieldwork on health and whether the fieldworker is fit for the work that they are doing. For example, are there any pre-existing medical conditions that may preclude them from or be exacerbated by the fieldwork? Do they have a long-term/debilitating condition requiring medical treatment and additional medical arrangements? Is additional medical travel insurance required for the trip? Any such assessment must be carried out by a suitably qualified medical practitioner.

Fieldworkers and staff should liaise with the DDS (for students) or Occupational Health (for staff) for specialist advice and guidance.

Fieldworkers who are pregnant may not travel overseas after the eighth week prior to the expected date of the birth. If they are travelling after 20 weeks, a doctor's agreement must be obtained.

8.1 Mental Health

According to the WHO 'travellers face separation from family and familiar social support systems and must deal with the impact of foreign cultures and languages, as well as bewildering, unfamiliar threats to health and safety.

Coping with high levels of stress may result in physical, social, and psychological problems. Those who encounter a greater range of stress factors may be at greater risk for psychological problems. Under the stress of travel, pre-existing mental disorders can be exacerbated. Furthermore, for those people with a pre-disposition towards mental disorder, such a disorder may emerge for the first-time during travel' (WHO 2015)

This increase of stress factors may also lead to the surfacing or more complex mental health issues such as depression, self-harm, and suicidal thoughts. The presentation and subsequent management of these may be significantly influenced by the available standard of healthcare, together with cultural and language related constraints. As a result, the incidents of evacuation and repatriation for mental health issues is much higher when compared with other medical considerations.

Standards of healthcare vary considerably around the world and should be reflected in the risk assessment as should identification and declaration of pre-existing medical/ health conditions. Discussions with fieldworkers who have disclosed a mental health condition should take place, so all relevant stakeholders are aware of the risks involved and the support needed to control and mitigate those risks. Staff and

Students can seek advice and guidance from Counselling and/or DDS on this topic.

Information should also be made to fieldworkers about their destination, including location specific health and safety considerations along with the support measures put in place by the fieldwork leaders and LMU. Mental health issues may manifest themselves during travel as a result of the changing social and physical environment, which may be exacerbated by new experiences or exposures that may be difficult to process.

Fieldworkers may therefore feel the need to disclose previously suppressed feelings and emotions, and undeclared pre-existing mental health issues may be brought to light. However, consideration should be also given to fieldworkers where mental health is often hidden due to being stigmatised.

Fieldworkers and participants can be influenced by others or have their own motivation for participating which can influence their judgement and risk-taking behaviours. Alcohol and substance misuse, and misbehaviour by fieldworkers will increase the level of risk to the individual as well as others. The Code of Conduct can be used to engage with the fieldworkers with a view to offering support.

Following resources are available for staff and students to support their mental health:

- [Raising a Safeguarding Concern](#) for Mental Health Concerns where there is harm or neglect to themselves or others.
- [Student Services](#) – for student's initial concerns, not only about mental health
- [TalkCampus](#) – free support for student mental health

8.2 Disabled Fieldworkers on Fieldwork

Fieldworkers who are disabled must not be put at a substantial disadvantage compared to non-disabled fieldworkers. In order to achieve this, fieldwork leaders have a duty to make reasonable adjustments to enable disabled fieldworkers to participate in the fieldwork if, without such adjustments they would be excluded or experience barriers to participation. This duty is 'anticipatory' which means it should be considered during the assessment of the fieldwork (i.e. well in advance) and not as a reactive process. Reasonable Adjustments may not be possible where elements of fieldwork are a core competency of the assessment criteria. This should however be in discussion with the Course Leaders and [Disabilities and Dyslexia Service \(DDS\)](#) Officer.

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

Staff should be aware of students' disabilities and/or health requirements through their INAR. Additional advice and guidance though should and can be sought from the DDS in conjunction with the student.

Fieldwork participants must be provided with an opportunity for disclosing and sharing disability-related concerns with the fieldwork leaders, in confidence. On disclosure of a disability, reasonable adjustments should be implemented that support the fieldworker

and the fieldwork team involving DDS (for students) or Occupational Health (for staff) for additional advice and guidance.

9. Third Party Providers

London Met is obliged to ensure that any third-party provider has considered the health and safety implications of its activities and their potential impacts on the institution and its fieldworkers and has or controlled identified risks.

Formal vetting of contractors is normal practice in the UK and at London Met. However, overseas many local contractors may not be used to their safety arrangements being questioned. It may 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. For example, fieldwork carried out in Europe over a week in which travel and accommodation are provided by a well-known and reputable UK based travel agent would require far less effort to demonstrate due diligence than six months of data gathering fieldwork in remote area of Africa where such arrangements are being made by local agents.

In the vetting of third parties, fieldwork leaders should consider the following:

- Documented Individual competencies of third-party instructors (i.e. diving instructors)
- Accreditation of fieldwork service providers (i.e. to BS 8848)
- Experience with third party providers. It is particularly useful to monitor records of positive or negative experience with third party providers including their reliability.
- Making public liability insurance a standard requirement of all contracts with third party providers. In some countries where it will not be possible ensure that the approval is escalated in accordance with the authorisation process.
- If appropriate, review of emergency arrangements of third-party providers to ensure that they are suitable and sufficient.

For project-critical third-party providers, contingency plans should be made in case the provider proves unsuitable in practice.

For further guidance, see [Academic and Work Placements for Students Policy](#) or discuss with the Health & Safety team.

10. Accommodation

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

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

In order to assist with the vetting and provision of accommodation providers, LMU has engaged TMC Clarity who performs basic safety and management checks.

All members of staff in a supervisory role should undertake basic safety and management checks upon arrival at the fieldwork accommodation provider including:

- Fire Safety (as a minimum familiarisation with emergency escape routes).
- Personal Security
- General Safety of the structure and facilities (e.g., pools, lifts, balconies, gas, and electrical safety).
- Environment surrounding the accommodation.

The standard of accommodation booked should be carefully considered, particularly in unstable areas of the world or where preferred procurement practices cannot be used. This should take into account both the security of participants and privacy considerations. For example, security issues in some locations may dictate that female participants should not be placed alone in rooms or in rooms on the ground floor.

Fieldwork leaders should be empowered to change any accommodation booking if, upon arrival, the accommodation does not meet basic safety requirements.

Where fieldworkers are arranging their own accommodation, they must be provided with some guidance/ advice that alerts them to potential risks and control measures.

11. Catering

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

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

It is important to ensure that the level of catering meets the needs of all members of the group, paying particular attention to participants who have special dietary needs, information on which should be sought prior to the fieldwork commencing. For supervised fieldwork, the details of catering arrangements should be communicated prior to the fieldwork.

Where appropriate, or where catering is project-critical, a process should be in place to check the suitability of the catering. **All members of staff in a supervisory role should undertake food safety and hygiene checks upon arrival at the catering provider.** Where appropriate, this can be checked at the same time as the accommodation arrangements.

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

A supply of potable water should be available. For supervised fieldwork, participants must be informed which meals will be provided for them and if they will be required to bring or purchase their own food.

The fieldwork emergency plan should consider the possibility of an outbreak of food poisoning/ foodborne infection and have effective arrangements in place.

12. 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 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 destination.

The provision of transport will also vary from public transport to third party providers and the possibility of fieldworkers using their own vehicles (see [Driving and Use of Vehicles Policy](#)), all of which should be managed.

In order to assist with the vetting and provision of transportation providers, LMU has engaged TMC Clarity who performs basic safety and management checks.

Where transport is critical to the project, fieldwork leaders should plan for the possibility of transport arrangements failing or being assessment in situ as unsuitable.

For supervised fieldwork, ensure that the mode of transport is suitable for the needs of all participants, particularly those with disabilities. It may be necessary to engage a logistics risk assessment specialist and ensure that fieldwork participants are briefed on any residual risk or accessibility issues that may affect them.

The risk assessment must also consider:

- the potential security threats associated with different forms and modes of transport (in particular in areas with history of kidnap or ambush).
- That the vehicle is fit for purpose to secure and carry the loads intended (Do not allow the vehicle to be loaded beyond the manufacturer's recommended limit).
- Experience with third party providers. It is particularly useful to monitor records of positive or negative experience with third party providers including their reliability.
- Only to use vehicles fitted with safety belts.

The risks associated with travel can be greatly reduced by making arrangements that do not involve travel after dark.

13. 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.

Ensure that manual handling of loads to and from the fieldwork site has been considered in the risk assessment where applicable.

There are limitations on the insurance cover for high value items to be taken on fieldwork. If in doubt, please contact Insurance (insurance@londonmet.ac.uk)

14. Monitoring and Review

In accordance with requirements to manage and supervise health and safety, and to keep policies and risk assessments under review, each fieldwork leader should ensure

ongoing monitoring of the health and safety of their fieldworkers/ fieldwork projects, together with post-fieldwork feedback from participants.
Any incident taking place during fieldwork must be reported to the Health and Safety team.

Post-fieldwork, the fieldwork leader (include any other relevant staff members) should review the following:

- Significant accidents or near-misses
- Occasions where dynamic risk assessment was required.
- Where there was significant change to plans or itineraries.
- Where unexpected training was needed during the feedback.

Whilst actions following investigation during the fieldwork normally focus on immediate cause and effect and on continuity issues, reviews should focus on potential shortcoming in planning, processes, and procedures, and in the management of the fieldwork.

15. References

USHA Higher Education Sector Guidance on Health & Safety in Fieldwork and Travel 2018: <https://www.usha.org.uk/guidance-documents>

Fit for Travel: www.fitfortravel.scot.nhs.uk

Foreign and Commonwealth Office Travel Advice: <https://www.gov.uk/foreign-travel-advice>

Healthcare Abroad:

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

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

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

Travel Health: <http://www.travelhealth.co.uk/>

NaTHNaC: <https://www.travelhealthpro.org.uk/>

BS 8848: 2014 British Standard for Adventurous Activities outside the UK

PAS 3001: 2006 Travelling for Work

Drum Cussac 'RiskMonitor' platform: <https://drum-cussac.com/>

Healix Travel Assistance App: <https://healix.com/>

Appendix A: Approvals Process for Fieldwork

Where the FCO advises against all travel to countries or regions unless on essential business:

- a. Authorisation shall only be given by the Director/ Head of Department (with appropriate escalation if it is that person wishing to travel) following due consideration of the risk assessment and following consultation with the Health & Safety Office. In all circumstances the case for the importance of travelling must be evidentially overwhelming.
- b. Approval from the University's Insurers will be required for all travel to FCO listed countries and regions.
- c. In exceptional circumstances and where there is a continuing concern, or where the person(s) wishing to travel is resolute in their intention to travel, the matter will be referred to the Senior Leadership Team.

Where the FCO advises against all travel to countries or regions:

- a. Authorisation shall only be given by the Senior Leadership Team following due consideration of the risk assessment and following consultation with the Health & Safety Office. In all circumstances the case for the importance of travelling must be evidentially overwhelming.
- b. The University's Senior Leadership Team will not consider any travel request unless supported by a suitable and sufficient risk assessment.
- c. The proposal must also be supported by the Director/ Head of Department, clearly stating that the requirement to undertake the proposed travel is evidentially overwhelming.
- d. All requests for such travel should be made to the SLT at least 2 months before the intended departure date.
- e. Approval from the University's Insurers will be required for all travel to FCO listed countries and regions.

Appendix B part 1 Pre-Assessment Questionnaire for UK travel

Questions	Yes / No	Actions to take If Yes
Are there more than 30 students per member of supervising staff (Discounting staff in a personal assistance role, e.g. those assigned to assist a wheelchair user or others)		1 staff per 30 students is the maximum permissible staff to student ratio, assuming all questions below are answered “no”. Consider provision of additional staff or conducting additional trips to improve the ratio and provide adequate supervision.
Does the activity include going to a venue or tours of areas that are not normally open to the general public?		Consider the additional hazards present in the area and include them in the risk assessment. You may need to discuss potential hazards with the host organisation or obtain a copy of their risk assessment for visitors in advance of the event. Consider if you need a higher staff to student ratio.
Does the trip involve any activity that is not normally offered to or expected by members of the general public?		Consider the additional hazards presented by the activity in the risk assessment. If activities are being offered as part of the host venues undertaking, then you will discuss potential hazards with the host organisation and obtain copies of their assessments for review in advance of the event. Consider if you need a higher staff to student ratio.
Is the activity taking place in an area of high crime?		Consider if the work / educational objectives can be undertaken in an area with less risk. If not, identify personal security risks and advise participants to work in groups and what to do when in danger, such as during a mugging (principle of self-preservation over property preservation, i.e., don't resist, hand over any valuables). Consider if you need a higher staff to student ratio.
Is the Public National Security Risk level at SUBSTANTIAL, SEVERE or CRITICAL?		Include arrangements for meeting a safe distance from the venue and silent (text) contacting missing members of the group. Consider providing advice on what to do to attendees in advance of the activity. e.g., RUN HIDE TELL

<p>Does the activity or any part of the activity will take place outdoors (including walking between venues / sites)?</p>	<p>Consider seasonal and forecast weather conditions and if recommend any clothing or other provision (such as sunscreen or water for hot weather). Don't say suitable clothing if you have identified this as being necessary, specify the clothing in the assessment.</p> <p>Consider hazards specific to the area you may need to consider or make participants aware of.</p> <p>Consider how you will deal with emergencies such as a medical emergency. If phone signal is an issue, how will you get help if needed?</p> <p>Consider the length of the trip and welfare provision such as toilets and handwashing facilities identifying locations where required.</p>
<p>Does the activity involve walking between sites/ venues and is likely to require crossing of roads whether to reach venue from meeting point or to travel between venue and attendees who are likely to be new to the UK? e.g. overseas students in first few months of study.</p>	<p>Consider how you will keep people together and safe.</p> <p>In the first instance try plan routes to avoid road crossing where possible using underpasses and bridges.</p> <p>Where this is not possible, plan routes using dedicated crossing points, preferring traffic light controlled points, and inform participants who are likely to be unfamiliar with the UK traffic direction. Consider if you need a higher staff to student ratio.</p>
<p>Are you arranging collective transport such as taxis, hire cars or a coach?</p>	<p>Use only reputable, licensed and insured providers.</p> <p>Consider using a university approved provider.</p> <p>If not, you will need vet the provider to confirm they have appropriate licenses and insurance in place.</p>
<p>Are Staff planning to use any transport other than public transport to reach venue? e.g. driving, taxis, hired cars or coaches.</p>	<p>Specify this transport in the risk assessment.</p> <p>If using personal vehicle, ensure the vehicle is insured for work use and in a good condition?</p> <p>If private hire / ticked transport, use only reputable, licensed and insured providers. Consider using a university approved provider. If not, you will need to vet the provider to confirm they have appropriate licenses and insurance in place.</p>

<p>Are you providing or arranging for food (from a third party) as part of the activity?</p>	<p>Consider if there are any known dietary requirements in the group. Specify in the risk assessment, if the food is commercially packaged (pre-packaged shop bought) or prepared by a caterer. If made by a caterer, consider using a university approved provider. If not, you will need to ensure they have appropriate food hygiene certificates and that the information about allergens is provided to the participants.</p>
<p>Will there be any young persons (under 18's) attending or participating?</p>	<p>For under 18s you will need to ensure that:</p> <ul style="list-style-type: none"> • There is approval from the Head of School for this work. • There is a staff ratio is at least 1 staff to 10 students (guardians and supervising staff from other institutions such as schoolteachers may be taken into account here) • No member of staff is left alone with students at any time unless they have appropriate Disclosure and Barring Service (DBS) clearance. • Any hazards are appropriately considered for the presence of young persons and controlled with this in mind. This may involve locking off equipment or arranging for some activities to be demonstration only.
<p>Are any of the following going to be present or attending?</p> <ul style="list-style-type: none"> • Any persons with difficulty using stairs whether due to mobility or health condition. • Any persons who would have an atypical response to alarm or loud noises (such as a fire/evacuation alarm) • Any persons with specific medical conditions requiring staff to be aware of proper course of action in the event of an emergency. eg Allergies, diabetes, asthma, heart conditions, etc. • Any person with a specific condition or need that is likely to require reasonable adjustment for the trip and otherwise not covered above. 	<p>Identify if there anything in your activity that may present a hazard or increased risk specifically to these vulnerable groups or individuals.</p> <p>Identify if any additional provision and amendments to adjustments to controls are required, eg Lifts may be available for access they may not be suitable for use in an emergency evacuation. You may need to contact the venue to discuss provisions for disabled people.</p> <p>General collective provisions should be considered in this assessment however where appropriate for individuals with complex needs, it may be more appropriate to carry out a sperate individual assessment.</p>

Does the activity involve any lone working?		Consider if this is necessary and avoid lone working where possible. If lone working is required, identify how this will be managed including check-in and contact arrangements. Consider if you need a higher staff to student ratio.
Does the activity involve work after dark?		Consider how this may impact other hazards and what provisions are needed. Consider if you need a higher staff to student ratio.

If the above questionnaire has been completed with all questions answered

“no”:

You do not need to assess the risk from everyday hazards however you must ensure the reasonable emergency arrangements are in place for foreseeable emergencies as described above.

Only complete the sections with blue text (removing blue text and replacing with your replies) in the “Public Location Visit Risk Assessment” in Appendix 2.

Append the completed questionnaire from above (Appendix 1) to your completed risk assessment.

If any question is answered “yes”:

Read the recommendations in the “actions to take if yes” column of the questionnaire table above and update the risk assessment section of the “Public Location Visit Risk Assessment” below (Appendix 2) with your significant findings. See the quick guide to risk assessment in Appendix 3 for details of how to do this.

Finally, complete the other sections of the “Public Location Visit Risk Assessment” removing blue text and replacing it with your answers.

Appendix B part 2 UK Public Location Visit Risk Assessment

Persons Completing (The Organiser) / Reviewing Risk Assessment						
Name		Title / Position		Department / School / Subject		
Insert Name of organizer / reviewer 1		Insert Title / Position of organizer / reviewer 1		Insert Department / School / Subject / reviewer 1		
Insert Name of organizer / reviewer 2		Insert Title / Position of organizer / reviewer 2		Insert Department / School / Subject / reviewer 2		
Date Assessment was Carried Out				Review Frequency and Next Review Date		
Insert date this assessment was conducted				If you activity is going to be repeated insert frequency of review of this assessment and the next target review date here		
Activity Title						
Insert the title of your activity here						
Date/s of Activity			Location/s of Activity		Staff to Student Numbers / Ratio	
Insert the date/s your activity will take place on here			Insert the locations your activity will take place at here		No of Staff: No of Students: Do not include names or personal information	
Description / Summary of Activity						
Insert a summary of your activity – this should be sufficient for someone who doesn't not know what your activity is or is unfamiliar with your subject area to gain a reasonable understanding of what it is you are planning to do						
Risk Assessment						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Target date for Action?	Initials when complete
Any significant risks - see questionnaire (Appendix B part 1)						
Emergency Actions						
First Aid: Insert first aid arrangements here Fire: Insert evacuation Arrangements here Other:						

Appendix C part 1 Example risk ratings and controls for Fieldwork

FACTOR	INDICATIONS FOR RISK PROFILING	RATING PROFILE	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Travel and transportation factors	Significant travel to reach placement Travel on local transport facilities know to be high risk (poor driving or vehicle safety standards). Fieldworker required to drive others, or in unfamiliar vehicles.	High	Check on travel arrangements; discuss implications of high-risk factors Consider your experience Check your insurance cover Consider reducing risks by ensuring you are accompanied where practicable Specify departure and arrival times with a friend, family, or colleague
	Night travel Long daily commute Student required to drive unfamiliar vehicle in reasonable conditions	Medium	Check on travel arrangements; discuss implications of medium risk factors Consider your experience Check your insurance cover
	No significant travel Comfortable daily commute No driving required	Low	No special measures

FACTOR	INDICATIONS OF RISK PROFILING	RATING PROFILE	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Location and/or region factor	Significant risk of civil disorder, crime, or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel) Unavoidable lone or remote working in proximity to significant risk (e.g. volunteering in a refugee camp) Medical and rescue services not available quickly or locally Means of communications likely to be difficult or compromised	High	Check FCO restrictions and recommendations Consult guides on appropriate behaviour, clothing etc. Attend all orientation programmes and information sessions provided by host Sign up to FCO travel alerts

Higher than normal risk of civil disorder, crime, or comparable danger Delays likely in communicating with tutors and other contacts Projects abroad in areas identified as low risk by the FCO	Medium	Check FCO restrictions and recommendations Attend orientation programmes and information sessions provided by host Sign up to FCO travel alerts
Projects with no significant local risks	Low	No special measures

FACTOR	INDICATIONS FOR RISK	RATING PROFILE	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
General / environmental health factors	Regional/local health risks require mandatory and specific health protection measures e.g. inoculations Very hot or strenuous working conditions (e.g. exposure to the sun) Very cold working conditions (e.g. catering work in a food cold storage/cook chill or freeze facility)	High	Consult with your GP re. inoculations and other preparations Take appropriate clothing/sunscreen
	Regional/ local conditions require some precautionary measures, e.g. optional inoculations against diseases; medical travel kit is a sensible precaution	Medium	Consult with your GP for advice re. inoculations and other preparations
	No significant environmental health risk	Low	No special measures

FACTOR	INDICATIONS FOR RISK	RATING PROFILE	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Insurance limitations	Locations, activities and/or circumstances that are excluded from LMU's travel and other insurance cover. Countries where the host institutions insurance does not cover the fieldworker for travel to and from home country Insurance policy required by host institution does not cover a pre-existing health condition	High	If location, activities, pre-existing health conditions and/ or circumstances are excluded from LMU travel and other insurance cover, enquire with host institution if alternative comparable cover would be permitted as a substitute – if allowed get written confirmation that this is permitted. Additional insurance to cover travel to and from project may be

			required.
	Locations, activities and/ or circumstances that require prior acceptance from the insurance provider before cover.	Medium	If locations, activities and/or circumstance require prior acceptance from the insurance provider ensure notification and acceptance is given.
	The Location, activities and/ or circumstances automatically included in the insurance cover.	Low	No special measures

FACTOR	INDICATIONS OF RISK PROFILING	RATING PROFILE	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Individual fieldworker factors (including cultural preparation)	The fieldworker has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident even following adjustments The fieldworker has personal factors which may require specific adjustments of support if living away from home, or makes them susceptible to episodes of illness The fieldworkers' knowledge and understanding of the cultural customs and differences is low	High	Think about how you will eliminate or reduce potential risks where possible Engage with your GP or other support professionals to develop reasonable adjustments in good time prior to your placement Attend pre-departure briefings, research cultural differences and customs, attend any orientation programmes.
	The fieldworker has personal factors likely to cause episodes of illness or require specific support	Medium	Engage with GP or other support professionals to develop reasonable adjustments in good time Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes at host
	The fieldworker has no personal factors likely to cause episodes of illness or require specific support Fieldworker has relevant knowledge and understanding of the cultural customs and differences	Low	Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes

Appendix C part 2 International Travel Risk Assessment

Persons Completing (The Organiser) / Reviewing Risk Assessment						
Name	Title / Position			Department / School / Subject		
Insert Name of organiser / reviewer 1	Insert Title / Position of organiser / reviewer 1			Insert Department / School / Subject / reviewer 1		
Insert Name of organiser / reviewer 2	Insert Title / Position of organiser / reviewer 2			Insert Department / School / Subject / reviewer 2		
Date Assessment was Carried Out				Review Frequency and Next Review Date		
Insert date this assessment was conducted				If you activity is going to be repeated insert frequency of review of this assessment and the next target review date here		
Activity Title						
Insert the title of your activity here						
Date/s of Activity			Location/s of Activity		Staff to Student Numbers / Ratio	
Insert the date/s your activity will take place on here			Insert the locations your activity will take place at here		No of Staff: No of Students: Do not include names or personal information	
Description / Summary of Activity						
Insert a summary of your activity – this should be sufficient for someone who doesn't not know what your activity is or is unfamiliar with your subject area to gain a reasonable understanding of what it is you are planning to do – see list from Appendix C part 1 above.						
Risk Assessment						
What are the hazards? Any significant risks - see Appendix C part 1 + any risks from the activity description above (e.g. lone working, insects, manual handling, AV equipment, etc.)	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Target date for Action?	Initials when complete
Travel and transportation						
Location and/or region factor						
General / environmental health factors						

Insurance limitations						
Individual fieldworker factors (including cultural preparation)						
risk from the activity description						
risk from the activity description						
risk from the activity description						
risk from the activity description						