

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Fieldwork Safety Standard					
Version Number	3	Date of Approval	March 2022	Review Date	Three years from acceptance by UHSC
Author and Lead	SHEW				
Aims	This standard aims to provide a framework for ensuring the health and safety of staff and students undertaking any University work away from University premises. This could be elsewhere in the UK or overseas.				
Scope	<p>This standard applies to all fieldwork undertaken by staff and students of the University that is part of their work, research, or study at the University, whether this takes place in the UK or elsewhere.</p> <p>Any such work that is undertaken alone may also fall into the remit of the Lone Working Policy.</p>				
Relevant Legislation	<p>The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999</p> <p>Depending on the nature of the work, additional Regulations may be relevant, such as:</p> <ul style="list-style-type: none"> • Health and Safety (First Aid) Regulations 1981 • Workplace (Health, Safety and Welfare) Regulations 1992 • Control of Substances Hazardous to Health Regulations 2002 • Health and Safety (Display Screen Equipment) Regulations 1992 • Control of Noise Regulations 2005 • Diving at Work Regulations 1997 • Electricity at Work Regulations 1999 • Provision and Use of Work Equipment Regulations 1999 <p>Fieldwork undertaken outside the UK will be subject to the laws of that country. The way the University manages these activities will remain subject to UK legislation.</p>				
Definitions	<p>Fieldwork is ‘... any work carried out by staff or students for the purposes of teaching, research, or other activities while representing the institution off-site.’ (Universities and Colleges Employers Association (UCEA)).</p> <p>Fieldwork therefore includes activities such as undertaking social science interviews and research in urban areas, attendance at conferences and visits to institutions, as well as activities more traditionally associated with the term, such as survey or collection work carried out in more remote areas, and teaching groups of students in locations away from the university.</p>				
	<p>Fieldwork or field course leader: A named person in overall charge of the fieldwork or field course. This person takes an active part in the fieldwork or field course and is responsible for making decisions in the field.</p>				
	<p>Participant: includes all members of the field course other than the leader. Assistants and demonstrators on taught field courses are included in this category.</p>				
Responsibility for implementation	<p>Heads of Department, Principal Investigators / Course Leaders Academic Supervisors of students</p>				
Training availability:	<p>Contact SHEW to discuss any training needs.</p>				

Standard to meet		Accountability	Reference documents and more information
1	All fieldwork, including transport and travel arrangements, is planned and organised so as to minimise the risks to the health and safety of staff and students. This should consider the range of risks detailed in the sector guidance on fieldwork produced by USHA and UCEA.	Heads of Department, Principal Investigators, Academic Supervisors of students	USHA Sector Guidance
2	Planning processes should take into account any other non-health and safety legislation or statutory requirements that might apply.	Heads of Department, Principal Investigators, Academic Supervisors of students	
3	Where Fieldwork takes place outside the UK, then reference should be made to published Foreign and Commonwealth Office (FCO) travel advice for the destinations to be visited.	Heads of Department, Principal Investigators, Academic Supervisors of students	Overseas travel safety guidance Overseas travel risk assessment checklist Reference may be made to ISO 31030:2021 for Managing Travel Risk
4	<p>Planning and organisation of all fieldwork includes takes account of specific risks to any individuals that may be taking part. These risks could be related to an individual's age, gender, sexuality, ethnicity or other characteristic or due to the current physical or mental health of a participant and may be context dependent. Contextual considerations could include cultural norms in the research location associated with the topic being researched, or characteristics of the researcher or research subjects or a mixture of each of these factors.</p> <p>It would also include consideration of risks to new and expectant mothers and to infants and unborn children. Control measures, including any reasonable adjustments to support participants with health issues or disabilities, are implemented to enable all individuals to participate safely.</p>	Principal Investigators, Academic Supervisors of students, Course leaders	<p>The FC&DO website provides Local Laws and Customs advice for all listed destinations. Further advice may be available on the foreign consulate pages for specific locations.</p> <p>USHA Sector Guidance FCO advice for women travelling abroad FCO advice for LGTQ+ travellers</p>
5	Risks are assessed before travel and again before work starts and where reasonably practicable are controlled to the same standard as would be required for work on campus.	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	Risk Assessment Guidance for fieldwork (see Appendix) Overseas travel risk assessment checklist
6	Risk assessments include any emergency or contingency arrangements that might be required in the event that someone is injured, or is taken ill, or requires other assistance or support (including repatriation) whilst carrying out the fieldwork.	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	
7	FCO travel advice is consulted when assessing risks for work outside the UK. Where the trip involves overseas travel then the guidance issued by the Director of Policy, Planning and Compliance should be followed. This guidance includes advice on travel to countries where the FCO advise against travel.	Principal Investigators, Academic Supervisors of students, Course leaders	International travel for staff and students on university business FCO travel advice Overseas travel risk assessment checklist
8	Travel and accommodation should be booked in accordance with the University's Business Travel and Expenses Policy	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	Business Travel and Expenses Policy

9	SHEW is consulted where necessary for guidance on health and safety aspects of a proposed field course or fieldwork.	Principal Investigators, Academic Supervisors of students, Course leaders	
10	Adequate resources and training, including first aid training and equipment where appropriate, are provided to ensure that risks from field work are kept to a minimum.	Heads of Departments	
11	All participants are fully briefed before and during the field work on the findings of risk assessments and control measures to be followed. This would include compliance with any other legislative or statutory requirements that might apply.	Principal Investigators, Academic Supervisors of students, Course leaders	
12	Field course leaders and participants have received appropriate training commensurate with their level of responsibility for the health and safety of participants to enable them to carry out appropriate dynamic risk assessment and control	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	
13	Arrangements are in place to comply with the University's "Procedure for responding to significant incidents overseas which may affect University of Bath students and staff" where necessary	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	Procedure for responding to significant incidents overseas which may affect University of Bath students and staff
14	Arrangements are in place to apply sanctions against students that do not follow instructions to the extent that their own or others health and safety is put at increased risk.	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	
15	Arrangements are in place to inform SHEW of any incidents or accidents occurring during or related to field work within a reasonable time frame.	Heads of Department, Principal Investigators, Academic Supervisors of students, Course leaders	

Standard Monitoring and Measurement Criteria

Departmental / Faculty audits will include a check of local arrangements for the risk assessment and control of fieldwork and field courses where relevant.

This will include:

- Checks of the health and safety documentation for at least 2 fieldwork excursions or field courses;
- Checks that fieldwork and field course participants have received relevant training

For departments that are generally defined as "low-risk", checks will be made as part of the scheduled audit process to ensure that the generic risk assessment is being followed. Checks of risk assessments and other records will include checks that:

1	There are risk assessments that show how the risks have been minimised and that make reference to USHA/UCEA Guidance and FCO travel advice where appropriate
2	There is documentary evidence that other statutory requirements have been identified and assessed and any necessary arrangements implemented to secure compliance with these requirements.
3	There is evidence that the need for reasonable adjustments has been considered and implemented where required.
4	There are records of all relevant training and briefing sessions that show that all participants have been fully briefed on the findings of the risk assessments.

Risk Assessment Guidance for fieldwork: summary of factors to be considered

This document contains an outline of factors to be considered when risk assessing all fieldwork, whether within the UK or abroad. Each component of the assessment should make reference to [USHA Sector Guidance](#)

Each locality or trip must have its own assessment as there are too many variables to consider in a generic assessment. There may be factors discussed in the guidance below which are not relevant to particular situations. For example, the requirement to consider sanctions for inappropriate behaviour may not be relevant in situations other than taught student field courses

Risk assessments for field trips should be completed before travel and again before the start of the activity and should consider the following:

- Seek advice from SHEW if planning trips outside the UK;
- Location of local medical facilities including qualified first aiders and supplies, accident reporting procedures, local doctors, dentists and hospitals;
- The need for emergency first aid in the field, and the equipment and training to administer it;
- Emergency contacts, either physical persons or telephone numbers. Emergency contact numbers should include local emergency services e.g. police and ambulance, mountain rescue, base camps, home and next of kin, emergency University contact;
- Mobile/satellite telephone signal coverage in location visited;
- Transport issues, travel arrangements to and from the location including contingency plans in case of normal service disruption and duration of the journey;
- Food and water supplies and specific dietary requirements;
- Power supplies, including generators, adaptors, batteries, battery chargers, torches;
- Lone working if any;
- Personal health or disability (physical/mental), and assurances of fitness to travel in cases where individuals are known to be pregnant or suffered a recent injury, known allergies and issues relative to medical confidentiality and Data Protection;
- Controlling for any aspects of the fieldwork that may exacerbate a pre-existing mental health condition or could result in experiencing mental injury or distress
- A contingency plan which should address all foreseeable difficulties.

Information on the nature of the hazards identified and the control measures to be adopted must be communicated appropriately to all leaders and participants.

Dynamic risk assessment is commonly required in the field as unexpected conditions emerge, including active management of incidents and emergencies. Appropriate training should be provided before the trip to ensure leaders and participants can make and carry out decisions appropriate to their level of responsibility.

#	Possible factors to consider	Required control measures
	Factors relating to the participants	
1	<p>Participants with disabilities. Consider:</p> <ul style="list-style-type: none"> • Mobility difficulties • Visual difficulties • Hearing difficulties • ‘Hidden’ disabilities • Mental health problems • Pre-existing medical conditions 	<ul style="list-style-type: none"> • Foster a culture where people with disabilities are able to disclose their disability • Requires specific consideration of the individual’s capabilities and the support available. • Assessment should be undertaken in consultation with the individual concerned. • Make reasonable adjustments to enable participation where this is reasonably practicable. • Take steps to ensure the person does not go beyond their capabilities. • Take steps to ensure that other members of the party are not put at additional risk. • Party leaders should be informed how to manage foreseeable difficulties.
2	Consider the risk of mental health injury and distress / emergent mental health conditions including PTSD	<ul style="list-style-type: none"> • Detail specific control measures (including training / de-brief / support) where risk of mental health injury has been identified • Self-care support (through Student Services for students / PGR); peer support when on field trip; debrief sessions on return to University; consider use of Counselling through EAP and/or Student Services as relevant • Register trip with Insurance / ensure insurance cover includes emergency repatriation
3	Presence of young people (under 18) in the party	<ul style="list-style-type: none"> • All trip leaders must be notified well ahead of the trip if any party member will be under 18 years old at the start of the trip. • Requires specific risk assessment taking into consideration the person’s age, physical immaturity and lack of experience or awareness of hazards. • Additional supervision may be required. • Note the University policy on child protection applies when there are under 18’s in the party.

#	Possible factors to consider	Required control measures
4	Expectant or new mother in the party	<ul style="list-style-type: none"> All trip leaders must be notified well ahead of the trip if any party member is an expectant or new mother. Requires specific consideration of the individual's capabilities and the support available. Assessment should be undertaken in consultation with the individual concerned. Take steps to ensure the person does not go beyond their capabilities. Take steps to ensure that other members of the party are not put at additional risk. Party leaders should be informed how to manage foreseeable difficulties.
5	People who fall within protected characteristics within the meaning of the Equality Act 2010	<ul style="list-style-type: none"> FCO advice on local laws, traditions and cultural expectations should be researched and shared with participants so that they are aware of local laws, traditions and cultural norms. Where significant risks to participants are identified these should be recorded in the risk assessments and identified control measures implemented.
Factors relating to travel and transport		
5	<ul style="list-style-type: none"> Travelling to and from the field area. Transport around the area during the trip. Embarkation / disembarkation from vehicles especially at roadside. 	<ul style="list-style-type: none"> Pre-plan the transport arrangements Allow for sufficient rest breaks Correctly licensed and insured drivers Ensure vehicle safety and appropriateness for the terrain For preference, use reputable company rather than self-drive vehicles. This should be a particular consideration where people will be driving in unfamiliar or rough terrain. Safe driving (provide additional driver training where appropriate) Adequate supervision of party members
6	Personal safety: <ul style="list-style-type: none"> Consider the risk of violence, mugging, etc. If abroad consider possible political instability, banditry etc. 	<ul style="list-style-type: none"> Detail steps to be taken to reduce risk to personal safety to as low as reasonably practicable Staff and students travelling overseas on university business are required to follow the guidance on this matter issued by the Director of Policy, Planning and Compliance. FCO advice should be followed. Provide information and awareness training as appropriate.
7	Cultural Norms or other considerations associated with the country or region being visited	<ul style="list-style-type: none"> Risk assessments should consider any local customs, cultural expectations or other relevant considerations (such as any security rules in force in the country or region being visited) which if not followed could result in significant issues for the researchers, fieldworkers or the University. This should include consideration of works near to borders of countries where such restrictions might exist.

#	Possible factors to consider	Required control measures
Factors relating to accommodation and subsistence		
8	Accommodation and subsistence	<ul style="list-style-type: none"> • Where practical, use authorised accommodation booked through University Travel providers (Clarity) • Ensure that all party members familiarise themselves with the emergency evacuation procedure and escape routes • Drinking water / food safety – eat in recognised restaurants and avoid un-boiled water and raw foods where necessary
Factors relating to health and safety hazards posed by any aspect of the research		
9	Physical hazards: <ul style="list-style-type: none"> • Countryside / wilderness environment: e.g. extreme weather; mountains and cliffs, quarries, marshes and quicksand; fresh or seawater. • Urban environment 	<ul style="list-style-type: none"> • Site-specific and activity-specific risk assessments should be conducted as part of the planning procedure. This may identify a need for specific safety equipment e.g. throw-lines. • Suitable clothing, especially including appropriate footwear and hats. • Individual not permitted to be involved in fieldwork activity if intended clothing, footwear not appropriate. • Sunscreen as appropriate • Sufficient water. • Appropriate information has been communicated to leaders and participants to enable them to prepare for the environment.
10	Biological hazards, for example: <ul style="list-style-type: none"> • Poisonous plants • Bites, stings, etc. • Aggressive animals (even cows can attack if disturbed). • Soil or water micro-organisms • Local diseases: Weil's disease, Lyme disease, malaria, etc. 	<ul style="list-style-type: none"> • Site-specific and activity-specific risk assessments should be conducted as part of the planning procedure. • Suitable clothing e.g. long trousers where ticks have been predicted. • Provide appropriate information to leaders and participants about likely hazards and how to minimise risks. • Provide training in how to behave around animals. • Consider need for immunisations, suitable medicines.
11	Chemical hazards, for example: Pesticides; dusts; contaminated soils; chemicals brought into site	<ul style="list-style-type: none"> • Avoid where reasonably practicable • If chemical hazards are likely to be significant, conduct a specific (COSHH) risk assessment. • Reduce risk to as low as reasonably practicable
12	Man-made hazards, for example: Electrical equipment; vehicles, insecure buildings; slurry pits; power and pipelines	<ul style="list-style-type: none"> • Avoid where reasonably practicable • Ensure party members are adequately supervised. • Reduce risk to as low as reasonably practicable
13	Hazards leading to slips, trips and falls	<ul style="list-style-type: none"> • Obtain basic first aid competence, and carry first aid kits, which may include additional items identified by the first aid risk assessment. • Supervision of activities – promotion of buddy systems and team responsibilities, safety sharing, etc.

#	Possible factors to consider	Required control measures
14	Manual handling of equipment	<ul style="list-style-type: none"> Ensure all handlers of equipment are familiar with appropriate manual handling techniques and have appropriate skills to assess and control risk as it arises
	Other possible factors	
15	Slow walkers getting left behind.	<ul style="list-style-type: none"> Appoint someone to bring up the rear. Walk only as fast as the slowest person.
16	Physical exertion	<ul style="list-style-type: none"> Adequate food and drink each day, including breakfast. Emergency water and food.
17	Emergency requiring means of summoning outside assistance	<ul style="list-style-type: none"> Emergency procedures (e.g. first aid, survival aids, communication, incident management procedure) Use mobile phones or satellite phones in areas where reception is available. Have emergency numbers to hand. Have a whistle readily to hand. (The international distress call is six short blasts repeated at one minute intervals.)
18	Misuse of alcohol and drugs	<ul style="list-style-type: none"> Where relevant, establish clear rules about drinking and drug use, with sanctions applied if broken.
19	Recreational activities (in- and out-of-hours) – swimming, etc.	<ul style="list-style-type: none"> Risk assess separately. Reduce risk to as low as reasonably practicable Where relevant, establish clear rules about what is allowed, with sanctions applied if broken.
20	Environmental impact (rubbish; pollution; disturbance of eco-systems)	<ul style="list-style-type: none"> Adopt a rule of ‘carry it in, carry it out’ so far as is reasonable in the circumstances. Keep physical disturbance to a minimum, e.g. sampling, trenching, marking localities.
21	Import / Export of restricted materials or materials subject to licensing or other restrictions, collection of artefacts, movement of research samples (e.g. Genetically modified materials) or materials subject to other legislation.	<ul style="list-style-type: none"> Risk assessments should consider the implications of bring or taking any materials, substances, samples, artefacts into or out of the territory or country where the fieldwork is taking place and also any restrictions on exporting or importing such materials from or to the United Kingdom.
22	Requirement to comply with any non- health and safety requirements (legislative) that might apply in the area or country being visited.	<ul style="list-style-type: none"> Consideration of other legislative or statutory requirements is documented (this could be recorded on the risk assessment). Requirements are included in participant briefings / induction.

[Insert name of trip / activity] Risk Assessment Record

NOTE:

Does the UK FCO advise against 'all travel' to your location of activity?

If YES, please discuss the viability of your travel plans with your Head of Department.

Does the UK FCO advise against 'all but essential travel' to the location of activity?

If YES, Permission to travel must be sought from the Director of Policy, Planning and Compliance. Please contact SHEW (shew@bath.ac.uk) in the first instance for advice and risk assessment guidance.

Project Title and trip leader:	Date Assessment Produced:	Review Date:
Overview / Description of activity to be undertaken:	Dates and mode(s) of travel to / from location of activity (including flight numbers):	
Location and dates of activity:	State whether Generic or Specific Assessment¹:	
Contact person at University of Bath during trip:	Means of regular, two-way contact with University of Bath during trip:	
Name and contact details of host organisation (if applicable):	Name and contact details of accommodation:	

¹ A generic assessment is acceptable where hazards are likely to be broadly similar regardless of the context in which the work activity is carried out. Where the context has a bearing on hazards present or risks posed then a specific risk assessment is required.

Use the table below to identify potential hazards and risks associated with your aid in completing the risk assessment. Some Hazards may have the potential to cause more than one outcome. Each significant potential outcome associated with a specific hazard will need to be identified on the assessment form.

Examples of potential hazards (things that can cause harm) to be considered	Potential outcomes (type of harm caused)
<ul style="list-style-type: none"> • Violence and Aggression • Witnessing acts of violence, abuse or exploitation • Hearing testimony about experiences of violence, abuse or exploitation • Exposure to situations of human suffering 	Risks to mental and / or emotional wellbeing
<ul style="list-style-type: none"> • Political violence (armed conflict, terrorism, violent demonstrations, etc.) • Lack of knowledge of areas, events, local customs and culture • Criminal activity (e.g. mugging, assault, kidnap, car-jacking, kidnap, robbery, assault) • Poor accommodation standards • Sexual and gender-based violence • LGBTQ+ Traveller Safety • Risks to people who have protected characteristics under the Equality Act 2010 not covered above (such as age, religious belief) • New and expectant mothers (this could include risks to a new or unborn child as well as to the mother of that child) 	Risks to personal safety
<ul style="list-style-type: none"> • Pre-existing health conditions or disabilities (for example physical and/or mental health conditions or disabilities) • Health conditions that require medication; need to ensure ample supplies taken or that these can be accessed at the destination • Violence and Aggression • Poor hygiene and welfare provision/standards (e.g. in food preparation, lack of washing and toilet facilities, lack of potable water supplies) • Disease (e.g. presence of epidemic illness or insect-borne disease, such as malaria or dengue fever); need to consider vaccinations and any special precautions. Actions to take if someone becomes ill. • Transportation; consider all modes of transport including to/from accommodation. Specific hazards could include other road users, poor road infrastructure, inexperience driving overseas / destination to be visited, • Severe climactic conditions (e.g. extremes of hot/cold, sunshine, lack of shade) • Inability to access adequate emergency medical care; • Difficult terrain; is any specialist personal protective equipment, footwear, clothing or equipment required 	Risks to physical health

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|---|--|
| <ul style="list-style-type: none"> • Theft (from person, from accommodation, in work location); could also lead to physical harm • confiscation of ID documents; could also lead to difficult situation, e.g. being detained by authorities, not able to travel • damage to equipment (e.g. due to extreme climate, mishandling, unsafe transportation); | <p>Risks to property, equipment, possessions</p> |
|---|--|

Issues to be covered in your assessment will include:

- Existing health or disabilities of researchers that might require support before, during or after the research
- Travel to and from your destination and within the country, region or area where you will be working
- Accommodation and subsistence hazards specific to the location to be visited (from sources that are environmental, cultural, political, etc.).
- Health and safety hazards, including hazards that pose a risk to mental health or wellbeing, posed by any aspect of the research. Control measures may be implemented before, during or after the research.

Shew has published [Overseas Travel Guidance](#)

A checklist of issues to be considered is available [here](#)

Actions / Control Measures

These should list all control measures that will be implemented to reduce risks as low as is practicable. If residual risk (see below) is considered “High” even with controls, then advice must be sought from SHEW (shew@bath.ac.uk)

Definition of Residual Risk Level

Use this guidance to assign a residual risk level to each of the risks identified. Risk is a measure of likelihood of harm or loss occurring and the potential severity of harm or loss caused.

Level of Risk	Definition/Guidance
High (H)	Foreseeable likelihood of a fatality, development of PTSD, severe injuries to more than one person, repatriation required if risk realised. Financial loss in excess of £100k; Adverse national media coverage. Regulatory impact – Prosecution.
Medium (M)	Foreseeable likelihood of a physical injury or illness requiring hospital treatment, e.g. development of severe anxiety, broken bone, severe diarrhoea/sickness, disease such as malaria if risk realised. Financial loss in excess of £10k but less than £100k. Adverse local media coverage. Regulatory impact – Prohibition notice
Low (L)	Foreseeable likelihood of minor first aid injuries such as cuts / scrapes, mild illness (such as stomach upset) if risk realised. Financial loss under £10k; Regulatory impact - Improvement notice.

Risk Assessment

#	Hazard	Potential Outcomes (type of harm caused and to whom)	Action/control measures to reduce likelihood of harm	Residual Risk Level	Additional risk controls ² / post research support (explain who will provide support, how and at what stage - before, during or after your trip)
<u>Hazards associated with existing health or disabilities (Research Fieldwork Team)</u>					
1					
2					
<u>Hazards associated with travel</u>					
1					
2					
<u>Hazards associated with accommodation and subsistence</u>					
1					

² Assessors must identify additional control measures for any risks rated as “High” to reduce the risk to at least a medium rating. Where this is not possible then the assessor must contact UHSE for further advice. Add additional rows to each section as required by clicking to the right of the table and pressing the return key.

2					
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Hazards associated with the research work

1					
2					

Hazards associated with general disease vectors in the location(s) visited. (Guidance from NHS or other source should be obtained)

1					
2					

Do provided risk assessment controls reduce risks to a tolerable ³ level? If no, then further controls are required. Advice should be sought from SHEW	Yes / No
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Assessor signature:	Print name:	Date:

³ Where practicable, risks should be reduced to the Low category. Where risk is rated as Medium, this may be tolerable as long as there are no practicable measures to reduce the risk further.

Risk Assessment Sign-On Sheet

Sign-on Sheet to acknowledge understanding of Risk Assessment:

Names and Signatures of other workers/researchers/PG/UG students <i>All those undertaking the activity described must sign to agree that they understand the hazards and risks.</i>				
Print name	Information on existing health or disabilities sent to trip leader (yes/no)	Source of health and vaccine advice	Signature:	Date

[Insert further rows as required by clicking outside the table to the right and then pressing the Return key]