GUIDANCE ON SAFETY IN FIELDWORK

1 Introduction
In 2005, the Universities Safety and Health Association (USHA) and the Universities and Colleges Employers Association (UCEA) jointly published revised Guidance on Safety in Fieldwork. The document describes fieldwork as follows:

For the purpose of this document, fieldwork is defined as any practical work carried out by staff or students of a 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.

The document was discussed by the University Safety Committee in November 2006 and it was agreed that the Guidance would be adopted as University policy.

2 Obtaining copies of the Guidance
The full text of the document can be obtained at

http://www.lancs.ac.uk/depts/safety/files/Fieldwork.pdf

The subject matter of the guidance is summarised in paragraph 5.

3 Insurance
The Guidance states that

“Heads of Departments should thus ensure that the University has appropriate insurance to cover all parties and eventualities before the trip commences.”

Information on Lancaster University’s insurance arrangements can be seen on the Procurement web pages. It is essential that all persons embarking on fieldwork trips refer to these web pages to obtain up-to-date details. If further information is required, the Procurement Section of the Finance Division should be contacted.
4 Health Matters

Organisers of fieldwork expeditions and outdoor activities must give careful consideration to the maintenance of the health of those participating.

For fieldwork trips expected to last more than five days (excluding travel time to and from the location), one of the procedures described in 4.1 and 4.2 must be followed. The procedure is different for staff and for students.

4.1 Procedure to be followed by staff

In the case of staff, medical advice should be obtained from the University’s Occupational Health Adviser by completing parts 1 and 2 of the questionnaire which forms Appendix 1 to this document. The Occupational Health Adviser will provide advice by completing part 3 of the questionnaire, which will then be returned directly to the member of staff. Alternatively, vaccinations and advice can be obtained from the General Practitioner with whom individuals are registered. There may be a charge for this service as per holiday travel. Fees for vaccinations necessary in connection with work can be reclaimed from the department.

4.2 Procedure to be followed by students

Students should be given a copy of the questionnaire that forms Appendix 2 to this document. If the student is unable to answer “no” or “none” to all of the questions in section 1 or “yes” to all of the questions in section 2, they should inform the fieldwork organiser. If the organiser has any concerns regarding the health of a student in relation to the proposed fieldwork the organiser should contact the Occupational Health Nurse on 94624
5 Content of the USHA/UCEA Guidance

Fieldwork planning

Legal background

Insurance

Risk Assessment

Environmental Considerations

Registration and Authorisation

Supervision and Training

Responsibility for Safety in Fieldwork

Fieldwork Supervision

Fully supervised courses

Expeditions

Lone Working

Training

Work Placements

Conduct of Fieldwork

Expeditions on Foot

Transport (Land, Water and Air)

Equipment

Protective Clothing

Dangerous Substances

Excavations, Boreholes, etc

Manual and Mechanical Handling

Making observations

Security, the human Hazard

Catering

Leisure time

Code of Behaviour
Health Matters and Emergency Action

Health Matters
Disabled Persons
Exclusion on Health and Safety Grounds
Health Surveillance
Health Education
Immunisation
Dental Health
Injury and Illness in the Field
First Aid Coverage
Accident and Emergency Procedures
Accident Reporting

Checklists

General
Feasibility of Project
Risks inherent in the Site
Risks inherent in Work
Organisation of the Fieldwork
Conduct of Fieldwork
Methods of Communication
Health Questionnaire

This section of the Manual of Safety was approved by the University Health and Safety Committee at the meeting held on 4 November 2008 and revised at the meeting held on 9 November 2010
Appendix 1

STAFF HEALTH QUESTIONNAIRE FOR FIELDWORK

Those who organise field trips are responsible for the health and safety of those participating. For appropriate risk assessments to be made and the resultant control measures to be implemented, the organiser must ensure that this form, which includes a confidential health questionnaire, is completed by each staff member who is participating in the fieldwork and returned to the Occupational Health Adviser at least 6 weeks in advance of the start date.

This form must be completed by members of staff if any of the following apply:

- The fieldwork is greater than 5 days in duration (excluding travel time to and from the location)
  or
- The fieldwork is less than 5 days duration but the risk assessment of the fieldwork activities indicates that health issues should be considered, e.g. the work to be undertaken is arduous

Part 1 gives details of the fieldwork.

Part 2 gives the individual's medical details and will be kept in confidence by the Occupational Health Nurse unless written consent has been given for the details to be divulged to a third party, e.g. the individual’s department

Part 3 gives details of the advice from the Occupational Health Nurse. If reimbursement of the costs of vaccination is claimed a copy of Part 3 of this form must be provided to the department.
Part 1: details of the fieldwork to be undertaken

Name of organiser: ................................................................................................................................

Name of participant if not the organiser: ...............................................................................................

Department: ...........................................................................................................................................

Sex: ........................................................................................................................................................

Contact telephone number: ...................................................................................................................

Contact email address: ..........................................................................................................................

Standard of accommodation (e.g. hotel, hostels, camping): .................................................................

Length of stay: .................................... Departure date: .................................................................

Brief description of the nature of the work to be carried out and the type of environment e.g. urban, forested, agricultural etc:

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Does the risk assessment of the trip highlight any particular health risks?

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Part 2: Details of the fieldwork participant

Are there any aspects of your health which you feel may be relevant to the activities and objectives of your field trip, in particular might put you at an increased risk? Please fill out details below.

For example do you currently, or have you ever, suffered with any of the following?

Heart or circulatory disorders
(eg high blood pressure, angina, stroke, heart attack, Raynauds syndrome, clotting disorders, embolism)

Blood disorders
(eg anaemia, haemophilia or other clotting problems)

Respiratory disorders
(eg asthma, bronchitis, hay fever, infections)

Other long standing medical conditions or allergies of note
(eg diabetes, epilepsy, major bowel problems or cancer, bladder or kidney problems, taking steroids, had a splenectomy, currently pregnant)

Skin problems
(eg eczema, psoriasis, allergies)

Sensory problems
(eg visual or hearing difficulties, problems with balance, blackouts, etc)

Mental health conditions
(eg anxiety, depression, other mental health problems for which you have seen a professional in the last year)

Locomotor problems
(eg back, leg, arm, problems that affect your ability to get around)

Problems associated with flying

Are you, or have you recently been, seeing a doctor or under review by a specialist? Are any investigations planned?

Are you currently taking any medications? Please detail type and for what below.

If you have any of the above problems please give details here:-
Please give details of previous vaccinations

Date…………………………………
Part 3: Assessment/Action recommended
(to be completed by the Occupational Health Nurse)

Vaccinations recommended for this fieldwork:

<table>
<thead>
<tr>
<th>Type</th>
<th>Schedule</th>
<th>Comments</th>
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</thead>
<tbody>
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Individual recommendations based on the information given about the nature of the fieldwork and previous vaccinations:

Malaria Prophylaxis Recommended [ ] Not recommended [ ]

Relevant specific problems likely to be encountered:

Climate Extremes [ ] Travel Kit [ ] Parasites etc [ ]

Water [ ] Medical Insurance [ ] Sex [ ]

Malaria [ ] Sun [ ]

Standard travel advice regarding the above problems can be found at:
http://www.fitfortravel.nhs.uk/home.aspx

Occupational Health Nurse: .................................................................................................
**STUDENT HEALTH QUESTIONNAIRE**

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 please read this health and safety questionnaire.

Do you currently or have you suffered with the following:

### Section 1

<table>
<thead>
<tr>
<th>Heart and Circulatory Disorders</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Heart attack</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Angina</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Murmurs</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Reynauds Disease</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Either high or low blood pressure</td>
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<td>☐</td>
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<table>
<thead>
<tr>
<th>Blood Disorders</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Anaemia</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Sicklecell Anaemia</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Haemophilia</td>
<td>☐</td>
<td>☐</td>
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<table>
<thead>
<tr>
<th>Medical Conditions</th>
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<th>No</th>
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<tbody>
<tr>
<td>Asthma</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Hay Fever</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Diabetes</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Epilepsy</td>
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<td>☐</td>
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<tr>
<td>Crohns Disease</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Ulcerative colitis</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Skin conditions - specify</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Back / neck pain / condition</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Arm or leg / foot injury</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Arthritis or joint problems</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Hernia</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mental Health Conditions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depression</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nervous debility</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>
**Section 21**

**Registered/Unregistered Disability**

<table>
<thead>
<tr>
<th>Disability</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Visually impaired, including colour blindness</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Hearing impairment</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Mobility impairment</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Other</td>
<td>☐</td>
<td>☐</td>
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</table>

**Yes**

- 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?

**Section 2**

- Are you in good health?
- Can you swim?
- Have you checked that your vaccination status is appropriate?

If you are unable to answer “no” or “none” to all the above questions in Section 1 and “yes” to all the questions above in Section 2 you should inform the fieldwork organiser.