Definition
Any activity carried out by staff and students for the purpose of their teaching or research as a member of the University of Leeds representing the institution off-site.

Fieldwork does not include: Student Placements; Study Abroad (see relevant protocol) or staff business trips, meetings or conferences in the UK or abroad (except where travel is against FCO advice).

Standard – University expectations:
A School system will be in place to capture and record details of those staff / students who are on fieldwork trips, including time and location.

Staff members will be nominated to the key roles of Fieldwork Activity Organiser and Fieldwork Coordinator.

A University-approved fieldwork assessment Form will be completed and all controls will be implemented.

The assessment will especially consider the age and experience of participants and any disability or medical condition.

Health surveillance requirements will be referred to Occupational Health Services.

The assessment will clearly differentiate between the trip work times and personal time, when participants take responsibility for themselves.

Foreign and Commonwealth Office (FCO) travel advice will be checked and incorporated into an overseas Fieldwork Assessment.

Trips taken against FCO advice will only take place with the approval of the Head, the Dean and the Secretariat. A high risk assessment form should be submitted initially to the Faculty H&S Manager.

Where FCO advice changes during a trip, approval to continue will be sought immediately.

A copy of the assessment will be carried on the trip and revised as necessary.

A copy of the assessment will be held in the School for the duration of the trip.
Any specific training which is needed will be provided before departure, e.g. fieldwork first aid training. Training will be recorded locally.

Participants will be briefed before leaving so that they:
- clearly understand the nature of the trip and its aims;
- are aware of any risk and the control measures recorded in the risk assessment;
- understand their role and that of others;
- understand the expectations of their behaviour.

Participants will be given insurance policy details before an overseas trip departs. (*All staff and students travelling outside the UK on behalf of the University are covered under the University's Worldwide Business Travel insurance policy*). See Travel Insurance for more details.

Any accident, incident or case of ill health will be recorded and reported to the School Fieldwork Coordinator as soon as possible.

Where a third party organisation is used, an assessment of competence and general H&S management ability will be made. (*Insurance and other H&S documentation should meet the requirements of the host country.*)

**Further Guidance and Links**

The Fieldwork Organiser is the academic supervisor who organises the trip and has responsibility for ensuring compliance with (most) elements of the University’s Fieldwork Protocol.

The fieldwork organiser should notify the School fieldwork coordinator of all relevant information before the trip, and of any changes or emergencies during the trip.

The Fieldwork Coordinator will: support the assessment and the trip; collate trip details including personal details of participants; act as a first contact in an emergency and implement any agreed emergency plan.

- Fieldwork Assessment form *(high risk)* [Guide](#) to high risk assessment
- Fieldwork Assessment form *(medium risk)* [Guide](#) to medium risk assessment
- Fieldwork Assessment form *(low risk)* [Guide](#) to low risk assessment
- Fieldwork Assessment form *(social research)* [Guide](#) to social research assessment

**Guidance** – general (accommodation, catering, transport, equipment)
- Guidance – emergency and contingency planning
- Guidance – health and medical issues

Insurer: AVIVA Policy No: 100003814GPA Ref: NUBT0105

Emergency Telephone No. +44 (0)1243 621 066

Note, authorisation must be given by the insurer for journeys to: Afghanistan, Iran, Iraq, Mali, North Korea, Somalia, Syria, and Yemen.

More detailed information about this protocol is available at: Fieldwork

V. November 2015