

Fieldwork Code of Practice for Staff and Students

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1. Introduction

This Code of Practice provides Faculties with a guide to general health and safety requirements in relation to Fieldwork.

For the purposes of this document fieldwork is defined as:

Any work carried out by staff or students for the purposes of teaching, research or other activities while representing Northumbria University off site.

2. Legal Responsibilities

2.1 Criminal Liability

For fieldwork in the UK, with regard to criminal liability under UK health and safety legislation:

- Primary responsibility for the management of health and safety for a member of staff and for any post doctorate researcher or postgraduate student while on fieldwork lies with the University under Section 2 (1) of the Health and Safety at Work etc. Act 1974.
- The University also has a duty in respect of students and non-employees under Section 3 (1) of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- All employees have a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others (as set out in Sections 7 and 8 of the Health and Safety at Work etc. Act 1974). Those holding more senior positions have responsibilities under section 37.
- Under the Corporate Manslaughter and Corporate Homicide Act 2007 an organisation is guilty of the offence of corporate manslaughter (corporate homicide in Scotland) if the way in which its activities are managed or organised by its senior management causes a person's death, and amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased.

Failure to comply with these requirements can have serious consequences for both the University and individuals. Potential sanctions include fines and imprisonment, and any legal action can result in reputational damage.

The University and individuals are also subject to the laws of the countries in which visits take place. Any criminal prosecution or civil action may also be brought in that jurisdiction either independently or as well as in the UK.

2.2 Provision of Information

Under the Management of Health and Safety at Work Regulations there is a legal requirement for staff and students undertaking fieldwork activities to be fully informed of the nature of the work and the associated hazards.

Some people may be unable to carry out certain types of fieldwork because of physical or psychological problems. The early identification of such problems will allow liaison with Occupational Health / Student Support and Wellbeing to ensure a suitable resolution of the problem. Health matters are dealt with in more detail in Section 5.13.

2.3 Provision of Training

In addition to the duty to ensure that fieldworkers are adequately informed, there is a separate requirement that they should be adequately trained and details of the training should be documented for future reference.

The distinction between information and training is significant and should not be underestimated. For example fieldwork involving activities such as mountain walking is potentially dangerous for the untrained, no matter how well informed they may be.

When information and training is provided records must be kept of who has received it and should be retained by the Faculty.

2.4 Duties of Employees

The Health & Safety at Work Act (HASWA) also lays duties on employees to take reasonable care for their own safety and those affected by their acts or omissions and to co-operate with the University with regard to health and safety arrangements. There is no direct legal obligation on students, but it is implied by HASWA (either as an employee or a visitor) that they must behave with appropriate co-operation in respect to health and safety issues.

2.5 Related Legal Issues

To ensure compliance with the Bribery Act 2010, fieldworkers should be reminded that they should not accept, offer, promise, give or request cash or other inducements. For example, “facilitation payments” are common on certain overseas countries but are illegal under the UK Bribery Act and should not be paid unless the fieldworkers’ personal safety is threatened.

Fieldworkers should report any requests for such payments to their supervisor on return and report the incident as outlined in the University’s Fraud Policy to the University Secretary.

3. Insurance

All fieldworkers must be adequately insured. The University provides both Employer and Public Liability Insurance. Individual activities should be considered when assessing necessary insurance cover and any queries should be referred to the Insurance section, in the Finance & Planning Department. They can be contacted on 0191 227 4266 or e mail fi.insurance@northumbria.ac.uk

The Insurance Section aim to respond within 24 hours to all insurance queries, however on occasion they must refer matters to the University’s Insurers for their consideration which can take several days depending on the complexity of the query.

3.1 Travel and Security Assistance

The University's Insurers also provide specialist travel and security assistance. This specialist risk consultancy provides advice and solutions to enable staff to manage and mitigate their business risks. They offer travel security advice both before and during a journey and provide advice on:

- detailed country and city specific travel reports
- country risk profiles
- traveller advice by country
- travel awareness and high threat environment training are offered on an uninsured basis
- additional uninsured support from expert consultants on call on a 24/7 basis

During the journey they can provide the following services:

- daily security alerts by email, text or online
- daily updates to country risk profiles
- 24/7 hotline to respond to security related emergencies

For further advice on how to access these services you should contact the Insurance Section on extension 4266.

Staff and students visiting commercial concerns should be covered by the site owner's insurance but this must be confirmed before the fieldwork begins and a record of the check and insurance cover in place should be kept on record alongside the fieldwork risk assessment. Queries regarding the adequacy of the site owner's insurance cover should be referred to the Insurance Section.

4. Environmental Considerations

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

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

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

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

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

5. Duties of the Faculty

5.1 Risk Assessment

As stated in the University Health & Safety Policy the Executive Dean of Faculty will ensure that arrangements are in place to manage the risks associated with the specific activities of the Faculty and to make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of employees; and
- (b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them or their undertaking (e.g. students, visitors or members of the public).

In this context, a "suitable and sufficient" assessment of the risks should:

- identify foreseeable significant hazards and their associated risks
- be appropriate to the level of risk
- reflect current knowledge of the activity
- be compatible with the activity
- enable the assessor to decide on action to be taken and the priorities to be established
- identify staff/student ratios (as a guide, a ratio of one member of staff to ten inexperienced students carrying out low risk activities in rugged countryside would be adequate)
- remain valid for the period of work

Frequently the Executive Dean will delegate this responsibility to the person who is organising the fieldwork activity. If this is the case, then the Executive Dean must be satisfied that the fieldwork organiser is competent to lead and has sufficient awareness of the legal obligations to those under supervision.

The object of any risk assessment procedure is to identify all the hazards associated with the work and then to assess the risks that these hazards present under particular circumstances **before** the work commences. Following the assessment it should be possible to identify areas of work that present particular problems and act to reduce the risk to an acceptable level.

This document is for guidance only and cannot give all possible aspects of risk to be considered. However, a generic risk assessment can be found in appendix 1 of this document. This provides a framework for your assessment.

Further help and information is available on the [Health and Safety web pages](#).

The risk assessment procedures for fieldwork should be geared to the perceived level of risk and run in parallel with the planning procedure.

For instance, it may be appropriate to have in place simple generic assessments for routine, well supervised visits to low risk areas.

More extensive planning and assessment would be required for a small group planning an extended stay in a wilderness area. Past experience of the worker in his/her proposed activity will have a major bearing on the perceived level of risk in the activity and the complexity of the risk assessment should reflect this.

By recording the assessment, evidence is made available to the enforcing authorities (if required) that a serious and systematic attempt has been made to establish safe systems of work.

Contingency planning for reasonably foreseeable emergencies must be made, bearing in mind the likely hazards of the environment and the type of work undertaken. For example, the following items should be considered:

- provision of adequate emergency equipment (e.g. first aid kits, stretchers, firefighting equipment, bivouac tents)
- correct treatment of any casualties and equipment e.g. decontamination
- means of summoning aid – emergency service details
- evacuation procedures
- liaison with police and emergency services
- possible need to communicate in a foreign language

The fieldwork organiser is responsible for the planning of the fieldwork at broad and detailed levels.

5.2 Authorisation and Registration

Once the risk assessment procedure has been completed then the Executive Dean or delegated deputy should authorise the commencement of the work. All fieldwork should be supported by the Faculty which will have knowledge of:

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

For overseas work, in particular, it is necessary for the Faculty to retain passport, visa, insurance details and names and addresses of next of kin.

All of this information must also be forwarded to the Head of Security, Campus Services so it can be referred to in the event of an emergency.

The outcome of the risk assessment may indicate that there is a high level of residual risk connected to the fieldwork, for example, travel to areas of political instability, natural disasters or areas of endemic and epidemic disease.

In these cases the approval should be escalated to the University Executive for consideration on a case by case basis.

The Executive Dean of Faculty may reject any proposal even if the risk level is beyond their authority to approve. The escalation process will require explicit approvals at all levels.

5.3 Responsibility for Safety in Fieldwork

Responsibility for the health, safety and welfare of participants in fieldwork lies with the Executive Dean of Faculty. He or she must ensure that field trip organisers are authorised and competent.

They must:

- be adequately trained in basic risk assessment
- possess any necessary skills e.g. first aid
- be capable and competent in leading a party in the field and appreciate the hazards involved with the undertaking
- ensure that each individual in the group has a general appreciation of safety measures

For the duration of the field trip, the organiser is responsible for ensuring all safety precautions are observed. It is important that there is a clear command structure within the group. While the structure may be obvious on most field trips, there can be confusion when command passes from the expedition leader to, for example, a boat skipper or diving organiser. When this occurs, all members of the party must be kept fully informed.

5.4 Third Party Providers

The University has an obligation to ensure that any third party providers have considered the health and safety implications of their activities and the potential impact on the University and its fieldworkers and has minimised and controlled these.

Examples of third party providers are:

- specialist outdoor activity leaders
- field study centres
- in-Country guides
- host or partner organisations

Using a third party provider DOES NOT absolve the University of its duties under the Health & Safety at Work Act 1974.

It may be tempting to solely rely on previous experience or word of mouth recommendation for a third part provider, and in many cases, particularly overseas, this may be the most meaningful and practicable measure available.

However the University will be exposed to criticism and potential legal action in the event of an incident if formal checks are not made prior to the fieldwork taking place – particularly if the provider has a safety critical or supervisory role.

Formal vetting of providers is now accepted practice in the UK however this is not the case overseas.

As a minimum agreement should be reached, in writing, between the University and the provider as to the:

- roles and responsibilities of the provider
- competency of instructors
- emergency plans

Accommodation on field trips can vary considerably from well known hotel chains to hostels to camping. Developing countries can have differing standards and it may be necessary to assess accommodation prior to the work, so far as reasonably practicable, or comprehensively on arrival.

5.5 Equipment

Equipment must be selected carefully to ensure that it is suitable for the intended use and conditions. Where appropriate, the relevant British, European or International Standards should be complied with. In the case of hired equipment, it will be necessary to seek confirmation of compliance with such standards and to ensure that it has been properly maintained.

Equipment must be checked and tested before use and at appropriate predetermined intervals during use. If necessary, e.g. for diving or climbing gear, schemes of examination must be drawn up and inspections made by competent persons. Damaged equipment must be suitably repaired or taken out of service. Items essential for survival should be duplicated where practicable and duplicate items transported separately.

All portable electrical equipment must be tested at regular intervals and reduced voltage equipment (e.g. 110 volts) should be used out of doors with earth leakage/residual current protection where practicable.

Waterproof/spark proof equipment must be used as appropriate and damage to cables and insulation should be avoided.

5.6 Personal Protective Equipment (PPE)

Adequate and suitable PPE must be used by all fieldworkers as indicated by the risk assessment. It should be checked regularly, maintained in good condition and worn correctly as required by the manufacturer's instructions and/or training instruction given to the user.

Equipment must comply with UK / European / International Standards, whichever are appropriate and should be used wherever specified by the risk assessment. PPE should be marked with the CE mark under the requirements of the Health & Safety (Personal Protective Equipment at Work) Regulations 2002.

It is important that the risk assessment identifies the correct type of PPE to be used e.g. correct glove for chemical used, type of hearing protection etc.

Further advice is given in Appendix 2.

5.7 Dangerous Substances

Suitable and sufficient assessments of risks and adequate arrangements for their control must be made for dangerous substances (e.g. explosives, chemicals, biological hazards, and radioactive sources) used on field trips. The Control of Substances Hazardous to Health (COSHH) Regulations applies and a COSHH risk assessment must be carried out prior to the work being carried out. If overseas a knowledge of local legislation is essential e.g. OSHA in the USA (Occupational Safety & Health Act 1970).

Risk from potentially dangerous substances which might be encountered as a result of the work undertaken or sites visited must also be assessed and controlled e.g. a trip to sample river sediments for heavy metals might also entail exposure to potentially harmful micro-organisms such as leptospirosis.

Dangerous substances must be used and handled only by competent persons, so far as is reasonably practicable, and with the same degree of care as in the laboratory. Risk assessments must be carried out and effective systems of control adopted. Where practicable, hazards should be eliminated or reduced by substituting less harmful substances.

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

5.8 Excavations and Boreholes

Excavations must be carefully planned and made by competent persons. They must be protected against collapse and inspected regularly. Risk assessments must take account of the dangers from toxic or flammable gases and the dangers of oxygen depletion.

Care must also be taken to avoid hazards from underground services and spoil tips. Sites must be adequately cordoned off and appropriate warning signs displayed.

5.9 Hazard Awareness

Before commencing activities, the surroundings should be examined carefully and any hazards noted. A few examples are:

- extremes of climate/weather
- heights
- unstable rock, soil, ice or snow formations
- mine shafts, potholes, crevasses, confined spaces
- dangerous buildings
- marshes or quicksand
- intertidal rocks
- forest or brush fire hazards
- overhead power lines
- tides, rough seas, swift currents, high winds
- traffic (roads, quarries)
- mines or unexploded bombs
- venomous, frisky or aggressive animals

- infectious hazards (see section on health).

The possible effect of reasonably foreseeable climatic conditions must be considered and up to date weather forecasts obtained where practicable.

Arrangements should be made to protect against adverse weather, to guard against slipping or falling and to allow swift evacuation in emergencies. A safe system of work (including emergency action) must be devised and communicated to all participants. They should be warned not to become so engrossed in their tasks that they fail to notice changing conditions, such as weather or tide.

It may be necessary to consider precautions such as:

- appropriate protective clothing (see above)
- provision of shade or shelter
- provision of maps, compasses, tide tables, first aid and medical equipment
- fixed safety lines, nets, safety harnesses
- readily available rescue and emergency equipment
- posting of lookouts
- safety boats
- adequate supervision, "buddy" systems
- establishment of a radio or other communication system.
- control of sources of ignition
- permit to work systems (e.g. in confined spaces)
- gas detection equipment
- erection of barriers and warning signs

5.10 Personal Safety

Theft, vandalism and violent crime can be a problem in both remote and urban areas. Hazards to workers (particularly people working alone and those judged to be particularly vulnerable) should be considered carefully and appropriate precautions taken. Local crime rates, social and political factors should be considered.

Preventative measures might include the following:

- pre-visit appointments and checks
- making visits in pairs or with a companion in earshot
- security locks on vehicles, buildings, stores
- anti-theft devices and alarms
- personal alarms
- radios or mobile phones
- monitoring and reporting systems
- regular, planned reporting back

The Head of Security, Campus Services can be contacted for further advice.

5.11 Leisure Time

There is considerable potential for accidents to occur during leisure time, for a variety of reasons. Students may get lost or engage in hazardous activities such as swimming alone or climbing cliffs.

The abuse of alcohol during leisure time can be a problem leading to dangerous pranks, becoming unfit to drive, carry out their fieldwork tasks, or may provoke aggression. The University's 'duty of care' for its staff and students does not extend to their leisure time (although they will be covered by insurance during this time).

It is recommended that the organiser take a firm but fair view of student leisure time and lay down specific ground rules regarding what is acceptable behaviour and what is not (see 5.12 below).

5.12 Code of Behaviour

Members of fieldwork groups should be made aware that they will be regarded as representatives of the University by locals and other people encountered, and any unsociable or offensive behaviour will be interpreted accordingly.

It is strongly recommended that the Faculty issues a written '**Code of Conduct**' before a fieldtrip begins, reminding participants of their responsibilities to the University, staff and fellow students. This code should point out that fieldwork is an essential part of an academic course and that unacceptable behaviour may mean offenders being excluded from trips which could have a bearing on their final qualification.

5.13 Health Matters

Organisers of fieldwork trips must give careful consideration to the health of staff and students and, where necessary, seek the advice of Occupational Health.

For trips of an extended time period and particularly for overseas trips, information on any issues that could compromise participants' health should be gathered and assessed e.g. diabetes, asthma, epilepsy, vertigo etc.

Activities may be much more strenuous than the normal work of the participants and organisers should ensure, so far as is reasonably practicable, that fitness levels are appropriate for the tasks. Assessment by Occupational Health may also be necessary for work in more extreme environments and where high levels of fitness may be required. Some specialist activities e.g. sub-aqua, will require specific health checks that must be part of the risk assessment.

It is possible that fitness / health problems could exclude some potential participants in fieldwork activities.

Every effort will be made to ensure that staff and students who are disabled have access to fieldwork activities and are able to participate as fully as possible in them. This may include the need for special safety arrangements and specialised equipment.

5.14 Immunisation

Medical advice on the immunisation requirements for foreign travel should be sought from Occupational Health.

Information is also available from the Medical Advisory Service for Travellers Abroad and the Foreign and Commonwealth Office. Immunisation should also be given if the fieldwork could result in exposure to certain pathogenic organisms. Note that immunisation against tetanus is recommended for all fieldworkers, but is particularly important for those performing manual tasks in contact with soil or animals in the field. A record of vaccinations given to each participant should be held by the Faculty as part of the planning information.

5.15 Injury and Illness in the Field

Prompt medical attention must be sought in the event of an illness. As part of the planning process emergency health care sources should be identified. Under field conditions, relatively trivial injuries may become serious if not treated quickly and trip leaders should be alert for signs of illness, injury or fatigue in the party.

Adequate health insurance should be in place for the fieldtrip. Within the European Economic Area the European Health Insurance Card (EHIC) should be obtained. This is available through the Department of Health.

It is recommended that sterile surgical packs (needles, sutures etc.) should be carried for visits abroad to countries where there may be doubts about the standard of health care available. Professional medical advice should be obtained in these circumstances.

Any hospitalisation whilst on the field trip should be reported in writing and copies sent to the Health and Safety Office.

5.16 First Aid Coverage

It is strongly recommended that, in each group attending a field trip, at least one staff member should hold a current HSE Approved First Aider Certificate. Ideally a second First Aider should be in the group to give secondary cover.

For non residential fieldtrips a lower level of training may be appropriate – for example a one day emergency first aid course – depending on the nature of the site and associated activities.

A fully stocked first aid kit must be taken on every field trip and a separate field first aid kit should be available to all groups working away from the field base.

5.17 Accident and Emergency Procedures

For each group, the fieldwork leader is responsible for organising emergency procedures and ensuring that all members of the group are aware of the arrangements.

If an accident does occur then there should be a clear plan of action to deal with the situation, which should include the following points:

- attend to the injured person immediately, keeping only the minimum number of persons to assist as necessary
- ensure that one accident does not produce more - withdraw the remainder of the team to a safe place as conditions may be dangerous or may deteriorate
- send for help, if the injuries are serious. Ensure that the emergency services are given the exact location (e.g. by OS map reference, GPS latitude and longitude co-ordinates)
- warn others of continuing dangers, if these exist
- inform the Faculty as soon as practicable or if out of office hour contact the 24/7 Security Section on 0191 227 3200
- do not discuss the situation with anyone other than the emergency services and University officials.

5.18 Accident Reporting

It is important that all accidents, illnesses or dangerous occurrences are reported, by the quickest practicable means (this usually means by telephone, alternatively, email). A factual report, including any statements taken, should be forwarded to the Faculty who will forward it to the Health and Safety Office. A supply of Incident forms should be taken in the event of an accident.

Faculties must be aware of the University's duty (for incidents in the UK) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 1985) to notify the Health and Safety Executive (HSE) immediately in the case of a death, a specified major injury or a specified dangerous occurrence at work; or within fifteen days in the case of any injury resulting in an incapacity to work for more than seven days. Any incidents of this nature should be reported to the Head of Health and Safety who will liaise with the enforcing authority.

Appendix 1

Northumbria University

GENERAL RISK ASSESSMENT FORM

DATE:

ASSESSOR:

LOCATION:

AREA/ACTIVITY: EXAMPLE FIELDWORK RISK ASSESSMENT

Item No.	Activity/equipment/materials, etc.	Hazard	Persons at risk	Severity	Likelihood	Risk Rating	Control Measures Required	Final Result*	
						H 20-36 M 12-18 L 1-10			
1.	Road traffic accident arising from:-	Drivers lack of competence for vehicle being used, e.g. minibus, towing a trailer;	Driver, passengers, other road users and pedestrians	6		24= HIGH	<p>University's specific policy for the management of work-related road safety risks adhered to.</p> <p>Driver is legally entitled to drive intended vehicle and is familiar with the vehicle type. Additional training may be deemed necessary for particular vehicles, e.g. minibuses, or situations, e.g. towing a trailer. All driving licenses and insurance/MOT are checked on a regular basis.</p>		
		Vehicle not in road-worthy condition		6		24=HIGH			<p>Any hired vehicle is through the University's recognised hirer. For self-drive vehicles, basic checks of lights, indicators, screen wash etc. carried out prior to the start of each journey. Any defect reported and repaired/rectified or replacement vehicle obtained.</p>
		Driver fatigue, distraction or loss of concentration;		6		18=MEDIUM			<p>Journey planned beforehand to allow</p>

							<p>for adequate rest breaks and avoiding times when driver at increased risk of fatigue.</p> <p>Hand-held or hands-free mobile phones not to be used by the driver whilst driving or engine running.</p> <p>Passengers aware of their conduct during the journey must not result in driver distraction, e.g. loud, disruptive behaviour.</p>	
2.	Generic issues related to the particular trip or activity	<p>Inclement weather, e.g. cold, rain, and individual fieldworkers not wearing appropriate clothing, e.g. warm, waterproof.</p> <p>Exposure to UV radiation from sun rays and fieldworkers not protecting the skin.</p> <p>Unsuitable footwear if fieldwork activity involves a significant amount of walking around.</p>	Fieldworker	5	3	15= MEDIUM	Weather forecast checked in preparation of fieldwork activity to determine whether appropriate to postpone or cancel.	
				4	3	12= MEDIUM	Fieldworkers advised on safe practices regarding sun exposure.	
				3	3	9 = LOW	Fieldworkers made aware beforehand of appropriate clothing and footwear given the time of year and weather forecast and extent of walking involved. Individual not permitted to be involved in fieldwork activity if intended clothing, footwear not appropriate.	
2.		Physical attack, particularly if created by the intended fieldwork activity, e.g. areas of high crime or being undertaken outside of daylight hours.		5	4	20 = HIGH	<p>Fieldwork activities undertaken during daylight hours and in well-populated areas.</p> <p>Lone working by fieldworkers avoided wherever possible.</p> <p>If not possible monitoring/booking in</p>	

						system will be put in place.	
						Individual fieldwork activity thoroughly planned beforehand to ensure the personal safety of the fieldworkers and can include:-	
						<ul style="list-style-type: none"> • Consultation with local police force, particularly if intended fieldwork activity involves visiting areas of high crime, volatile situations, undertaken outside daylight hours. • All fieldworkers thoroughly briefed on areas to be visited. • If lone fieldworker activity is unavoidable additional measures such as personal alarms, regular communication with nominated person, particularly if moving to different location. 	
		Lack of communication with fieldwork supervisors, other fieldworkers etc., particularly in an emergency situation e.g. requiring first aid assistance.		5	3	15=MEDIUM	
		Individual fieldworker having a disability and fieldwork location's accessibility provision not ideal, e.g. mobility impairment.		5	4	20=HIGH	Individual groups of fieldworkers have a means of communication, e.g. mobile phone, with others such as fieldwork supervisors, that is assured to work before activity carried out.
		Individual fieldworker suffering illness or condition requiring		5	4	20=HIGH	Discussion with individual fieldworker having a disability to determine reasonable adjustments that can be made to facilitate activity and their participation.

		medication and forgetting to do so or a lack of facilities to carry this out.					Discussion with individual fieldworker suffering an illness of condition requiring medication to ensure activity will allow this. Advice can be sought from Occupational Health.	
3.	Specific Hazards presenting significant risks to H&S might include:	<p><u>PHYSICAL</u> e.g. extreme weather, exposure to heat & sun, mountains, cliffs, caves, mines and quarries, forests/woods, freshwater, sea and seashore, marshes and quicksand, roadside, work at height etc.</p> <p><u>BIOLOGICAL</u> e.g. dangerous animals, plants, pathogenic microorganisms (e.g. cause of Lyme disease (transmitted by ticks), tetanus, Leptospirosis)</p> <p><u>CHEMICAL</u> e.g. chemicals associated with the fieldwork activity, agrochemicals, dusts, chemicals on site.</p> <p><u>MECHANICAL AND ELECTRICAL</u> e.g. equipment, tools, machinery and vehicles.</p> <p><u>OTHER HAZARDS</u></p>						
4.	Overseas - Specific Hazards presenting significant risks to H&S	<p><u>BIOLOGICAL</u> Include those common to the country – malaria, avian flu</p>						

	<p>might include:</p>	<p>etc.</p> <p><u>PRE EXISTING MEDICAL CONDITIONS</u> Access to medical facilities or prescribed medication. Potential difficulties of taking of some medicines</p> <p><u>SICKNESS/ACCIDENT</u> Language barriers Availability of emergency response and care</p> <p><u>LOSS OF TRAVEL DOCUMENTS</u> Preparation prior to leaving. I.e. copying documents, taking emergency contact numbers.</p> <p><u>CRIME</u></p> <p><u>INTERNAL TRAVEL</u> Legitimate carriers.</p> <p><u>WEATHER EXTREMES</u></p> <p><u>WORKPLACE/ ACCOMMODATION ISSUES</u> Systems or minimum requirements may not be up to UK standards E.g. fire, electrical safety</p> <p><u>TERRORISM OR POLITICAL UNREST</u></p> <p><u>LOCAL CUSTOMS</u></p>						
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		Dress, alcohol consumption, sexual orientation etc.						
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Northumbria University – Risk Assessment Form

To be completed by the manager undertaking the risk assessment

Name:

Job Title:

Signature:

Date:

To be completed by the senior manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health & safety of both employees undertaking the tasks and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date:

NB – If Senior Managers do not agree that the risk assessment is suitable and sufficient then the assessment must be reviewed.

Appendix 2

Personal Protective Equipment & Clothing

Types of Personal Protective Equipment to be considered are as follows:

Safety helmets (hard hats)	Risk of falling objects
Eye/face protection - face visors, safety spectacles	Use of tools, chemicals e.g. geology hammers, acid etchants
Hearing protection - ear plugs, ear defenders	Noisy mobile equipment, chainsaws, drills, etc.
Respiratory protection	Exposure to dusts, toxic vapours, smoke
High visibility jackets	Remote areas, road traffic, mobile equipment
Life jackets	Sailing, boating, canoes, any water based activities
Gloves	Chemical protection, cut protection, heat protection
Foot protection	Risk to feet e.g. impact (toe caps), water/chemicals (wellington boot)
Sun screen	Risk of sunburn, exposure to UV radiation

Protective Clothing

Personal clothing needs to be chosen according to the needs of the risk assessment. Consideration needs to be given to the amount of clothing to allow for emergencies (wet conditions) but also allowing for transport limitations e.g. backpack capacity.

Specialist clothing may be needed for certain environments, examples are as follows:

Weatherproof clothing	Cold/wet conditions
Footwear	Walking boots
Wet suits	Sailing/boating/canoeing
Gloves	Wet/cold protection
Thermal clothing	Cold conditions
Head protection	Sun hats

This type of clothing will not be controlled by regulatory standards but will need to be chosen with regard to 'fit for purpose', reference to the risk assessment will be required to achieve the best choice.