

## HEADS OF SCHOOL / SENIOR MANAGERS – Role and Responsibilities

Heads of School must be aware of the requirements of the [University Fieldwork Standard](#) and that these requirements are communicated and are being met within their School. Specifically Heads of School must:

- Be clear about what is covered under the definition of fieldwork and that staff and students are well informed of the procedures and their responsibilities
- Ensure those with specific Fieldwork related roles are fully aware of their responsibilities i.e. the Departmental Co-ordinator, other gatekeepers, expense administrators, organisers
- Ensure that those involved in Fieldwork activities and or Risk Assessment are competent and have received adequate briefings and training see [Fieldwork Training](#)
- Ensure Fieldwork Assessments are carried out using the appropriate approved **form**, to a good standard well in advance
- Have a suitable system in place to ensure that staff and students cannot carry out Fieldwork unless they met the requirements of the Fieldwork protocol e.g. additional gatekeepers, administrative checks
- Ensure that Field work Assessments are fully complete and **approved** before the fieldwork takes place in line with [ESSL Approval & Sign Off Procedures](#)
- Have an effective local system in place to be able to identify which staff / students are away on fieldwork when and where.
- Have a plan (emergency plan) in place for managing / responding to emergencies e.g. terrorist attacks relating to **both Fieldwork and minimal risk activities** such as meetings/ conferences etc.
- Where fieldwork involves travel to locations where foreign and commonwealth office (FCO) advice is against '**all but essential or all travel**' ensure that with the [Travel against FCO advice Procedure](#) is followed and approvals obtained.
- Have a system in place to monitor any significant changes to FCO advice e.g. subscribe to the FCO e-mail update service, monitor news reports etc. taking action should a situation develop e.g. seek advice from HSM/ Health and Safety Services/ University Secretariat.
- Ensure that if the FCO advice changes to advise against 'all but essential travel' or 'all travel to' the area, the [Travel against FCO advice Procedure](#) is then implemented.
- Retain a copy of all Fieldwork Assessments and associated documentation locally **and** ensure copies are sent before-hand to [esssfieldwork@leeds.ac.uk](mailto:esssfieldwork@leeds.ac.uk)
- Report any accidents/incidents etc. that occur during Fieldwork activities in line with the University protocol [University Accident Incident Protocol](#)

## Role of Fieldwork Participants

- Be aware of the contents of the Fieldwork Assessment and follow the control measures
- Be aware of emergency procedures and raise any concerns
- Provide relevant information e.g. medical questionnaire, emergency contact details etc.

## Fieldwork - what does the 'organiser' have to do?

Whoever is deemed to be the 'organiser' is responsible for completing the Fieldwork Assessment therefore they must:-

- Ensure the Fieldwork Assessment is completed using the relevant approved **form**, to a good standard **well in advance**. Referring to [Guidance for Organisers](#) and other help and guidance resources. Last minute rushed submissions are strongly discouraged.
- Ensure that Fieldwork Assessments are fully complete **and approved before** the fieldwork takes place; refer to [ESSL Approval & Sign Off Procedures](#)
- **For any overseas fieldwork** check the [Foreign and Commonwealth Office \(FCO\)](#) travel advice for the relevant countries / regions and incorporate advice into the Fieldwork Assessment
- If the activity involves travel to locations where the FCO advice is against '**all but essential or all travel**' ensure the [Travel against FCO advice Procedure](#) is followed and high level approvals obtained well in advance.
- Monitor any changes to FCO advice e.g. subscribe to the FCO e-mail update service, monitor news reports etc. should a situation develop take action and seek advice from your University contact/s
- Ensure that those involved in Fieldwork activities and or Risk Assessment are competent and have received adequate training see [Fieldwork Training](#)
- Retain a copy of the Fieldwork Assessment and associated documentation locally and **ensure the [ESSL Approval & Sign Off Procedures](#)** are followed.
- Report any accidents/incidents etc. that occur whilst on in line with the University protocol [University Accident Incident Protocol](#)
- **For activities categorised as Minimal Risk (refer to definitions) follow the advice on the [ESSL Minimal Risk Activities Checklist](#) form itself.**

## The role of the School (Fieldwork) Health & Safety Co-ordinator

Within ESSL this role is usually performed by **School Health and Safety Co-ordinators**; their role is to:

- Assist the Head of School (HoS) and Health and Safety Manager (HSM) to communicate information regarding the risk management of Fieldwork within the School / area.
- Receive completed Fieldwork Assessments / **Minimal Risk Checklists** from the organiser
- Check the quality and completeness of the Assessments **and Checklists** and raise any concerns with the organiser, HoS or HSM
- For travel to countries subject to FCO advisories check that the [Travel against FCO advice Procedure](#) has been followed
- Ensure Fieldwork Assessments are "signed off" by Head of School or delegated person
- Forward a copy of Fieldwork Assessments (**not Checklists**) to [esslfieldwork@leeds.ac.uk](mailto:esslfieldwork@leeds.ac.uk) before it starts
- Be contactable for general advice and support and in the event of an emergency – implementing School emergency procedures if necessary
- Provide support and advice with the Fieldwork Assessment /**Checklist** process as appropriate
- Collate emergency contact details for participants
- Collate and locally retain Fieldwork Assessments/ **Checklists** and associated documentation
- Have a system for locating/ contacting School staff and students who are away on Fieldwork **or out of the UK engaged in Minimal Risk Activities (University Business related only)**.