



ESSL Fieldwork Assessment Form (High Risk Activities)

Fieldwork Project Details

ESSL - School

Location/s of Fieldwork

(Include address, area, specific location and map where applicable).

Is the location/s subject to [Foreign & Commonwealth Office advice](#) against 'all but essential or all travel'?

YES **NO**
If Yes refer to [Travel against FCO advice procedure](#)

Purpose of Fieldwork

Brief outline of topic, aims, objectives, include ethical application if relevant

Nature of fieldwork

Lone research, group research - staff, postgraduate, undergraduate,

Fieldwork Dates *(or proposed dates if not known) To and From*

Fieldwork itinerary

E.g. flight details, hotel address, down time and personal time.

University Travel Insurance Policy Number See [Insurance Information](#)

Contact details:

Name, Email, Telephone

School Health & Safety Co-ordinator/

Fieldwork Organiser / Course Leader/ Supervisor/ PI

Contact details:

Name, Email, Telephone

Participant/s Details

Staff PGR, individuals or teams Lone researchers may also be the "Fieldwork Organiser".



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HAZARD IDENTIFICATION

Identify all hazards specific to fieldwork trip and activities, describe existing control measures and identify any further measures required.

HAZARD(S)
Identify all Hazards specific to the Fieldwork / activities

CONTROL MEASURES
Describe existing control measures and any further measures to reduce the risk

Nature of the site/ setting
School, college, university, remote area, laboratory, office, workshop, construction site, domestic premises, restricted access locations – prison, hospitals, detention centres etc.

Environmental conditions
Extremes of temperature, altitude, exposure to sunlight, potential weather conditions, natural phenomena, earthquake, flood, volcano

Site specific conditions
e.g. cliffs, scree, bogs, featureless landscapes, local endemic infectious diseases, zoonoses rural, urban, city, inner city, isolated

Process
Operating machinery, electrical equipment, driving vehicles,

Transport
Mode of transport while on site, to and from site, car, taxi, bus, train, plane, ship etc.

Equipment
Manual handling risks, operation of machinery, tools, use of specialist equipment, IT laptop / peripherals etc.



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HAZARD(S) <i>Identify all Hazards specific to the Fieldwork / activities</i>	CONTROL MEASURES <i>Describe existing control measures and any further measures to reduce the risk</i>
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Violence <i>Potential for violence in location, political and social unrest; against participants, research topic, subject matter, environment, lone working, interviewing in people's homes</i>	
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Staff / PGR Personal <i>Medical condition(s), young, inexperienced, disabilities etc.</i>	
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Cultural Considerations <i>Specific to the activity or participants.</i>	
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Other Persons <i>Consider hazards relating to other parties involved e.g. risk to survey participants/ helpers/ partners</i>	
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Work Pattern <i>Time and location e.g. shift work, work at night. personal time, down time, travelling time etc.</i>	
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Permissions Required <i>Contact details, visas, and letters of permission, restrictions and other details of permissions.</i>	
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Other Specific Risk Assessments necessary? <i>E.g. Manual Handling, Lone Working if so what is identified in these assessments? Are there training requirements? (attach) Copy of other Organisation's risk assessment attached?</i>	
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**ESSL Fieldwork Assessment Form (High Risk Activities)****Details of Additional Control Measures****FCO advice**

For any travel outside the UK staff must refer to the [Foreign and Commonwealth Office \(FCO\)](#) web-site, provide an overview of key hazards relevant to their activities and explain how they will mitigate the risks.

Travel Health

For any travel outside the UK staff must refer to the [TravelHealthPro](#) web-site, provide an overview of any health risks relevant to their destination and explain how they will mitigate the risks e.g. any vaccinations/ certifications required, prophylaxis treatment for malaria etc.

Personal Health

If you have any health problems / medical conditions it is important that this is factored into this assessment. A medical health questionnaire/ surveillance may be required in some circumstances.

First Aid provision

Consider access to first aid, medical assistance/ proximity of hospitals.

Emergency Plan

Consider and identify the plans you may need to have in place in the event of emergency e.g. medical emergency.

Training & Skills

Identify any additional training instruction required consider experience of workers, researchers, skills, knowledge

Pre-departure Briefing

E.g. with Supervisor/ PI / Line Manager/ Course Leader Carried out and attended.

Supervision

Identify level of supervision required e.g. full time, Periodic telephone/radio contact.

Other Controls

e.g. background checks for site visits, embassy registration,



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<p>Additional Information <i>Please use this space to provide any additional relevant information.</i></p>	
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<p>Residual Risk <i>Is the residual risk acceptable with the identified controls?</i></p>	Yes	
	No	

Approval, Sign Off and High level Authorisation (if relevant)

<p>Fieldwork Activity Organiser /Assessment carried out by: <i>e.g. PI, Course leader, Academic Supervisor, PGR, Staff, Student</i></p>	Name/ Position:	
	Signature:	
	Date:	
<p>Names of person(s) involved in Fieldwork <i>N.B: This can take the form of a signed class register when large group work</i></p>	Name/ Position:	
	Signature:	
	Date:	
<p>Approval / Sign off by: Head of School (or their Nominee <i>e.g. Course Leader, PI, Academic Supervisor, Line Manager etc.)</i></p>	Name/ Position:	
	Signature:	
	Date:	
<p>High level Authorisation/ Obtained? <i>Only relevant if locations are subject to Foreign & Commonwealth Office advice against 'all but essential or all travel'</i></p>	Name/s Position:	
	Signature:	
	Date:	
<p>Copy (& supporting documents) forwarded to:- esslfieldwork@leeds.ac.uk <i>(By the Co-ordinator or Organiser)</i></p>	BY: Name/ Position:	
	Signature:	
	Date:	

In the Event of an Emergency see overleaf:



For minor emergencies – make contact with your local School

For more serious emergencies refer to information below and if possible inform your School

[Insurance Information as at August 2016](#)



Emergency Medical assistance number:
+44 (0)1243 621066

24 hours a day, 365 days a year

For our joint protection telephone calls may be recorded and/or monitored.

Policy reference 100003814GPA

In the event of a medical emergency whilst overseas you should contact the service to obtain 24 hour assistance with medical advice, treatment, or obtaining essential drugs or medication; payment of hospital bills and doctor's charges; emergency repatriation, including where necessary for a friend, family member or medical staff to travel with you.

Please remember

In the event of a medical emergency, it is important that you, or someone representing you, contact us without delay before you incur any substantial costs, since failure to do so may invalidate your claim under the company's travel insurance program.

This service is operated by Cega Air Ambulance Ltd.

Group business travel Emergency assistance AVIVA
Under your Travel Cover the helpline number below provides access to emergency medical assistance.
Helpline: +44 (0)1243 621066
Your Policy Number: 100003814GPA
When calling please have available a contact number, your Policy Number, your precise location and the name of any attending doctor. Quote reference NUBT 0105.

Emergency Cash Advance

+44 (0) 1243 621556

We can arrange for an emergency cash advance to be made to an insured person in replacement of any cash which has been lost or stolen overseas.

corporate&specialityrisk

Claims Number for all non-medical claims whilst Travelling

+44 (0)1243 621416

We can arrange for assistance to the Insured for claims under the following sections of Your Travel Policy:

- Cancellation, curtailment and delay
- Baggage, money and personal effects
- Legal expenses

Security Consultants – Political Evacuation, Life Threatening, Hijack, Kidnap and Ransom – Red24

+44 (0) 207 741 2074

You must contact our security consultants immediately in the event of any circumstances that could give rise to a claim under the Hijack and Kidnap and Ransom section, or any incident, event or circumstance that might give rise to a claim under either evacuation cover or where you believe you or an insured person is in a life threatening situation.

Services also include travel security advice in over 230 countries worldwide and a mobile phone travel safety alert service notifying you of high risk events.

Further details located in your policy wording

Advice before You Travel

+44 (0) 1243 621556

Our Travel Assistance Helpline can be contacted any time day or night and will provide advice and information on

- Visa and entry permits you may need.
- Necessary vaccination and inoculation requirements and where they can be arranged.
- What you should take with you in relation to first aid and health.
- Currencies, travellers cheques and current exchange rates.
- Languages, time zones and details of countries you will be visiting.

In addition, there is a wealth of information available on the Foreign and Commonwealth Office website which provides lots of advice for travelling including briefings for each country. This can be found at www.fco.gov.uk.

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