

ESSL Sign Off and Approval procedures for Fieldwork

On completion of the Fieldwork Assessment the **Fieldwork Activity Organiser must** e- mail the completed assessment and all supporting documentation to their local School Health and Safety Co-ordinator (**HSC**).

The School (Fieldwork) Health and Safety Co-ordinator must:

1. Check the quality and completeness of the Assessment and raise any concerns with the organiser, HoS or HSM; also check that the appropriate form has been used.
2. For travel to countries subject to FCO advisories against 'all but essential or all travel' check that the [Travel against FCO advice procedure](#) has been followed and that **additional high level approvals have been obtained**
3. For High Risk Fieldwork the University has access to additional sources of professional information and advice- please contact Linda Lock l.lock@leeds.ac.uk for details
4. Provide any necessary support and advice to the organiser liaising with HSM where necessary
5. Forward the Assessment to the Head of School or nominee to be approved and "signed off"
6. **Collate and retain information where staff and PGR students are out of the UK engaged in University related business i.e. Minimal Risk Activity Checklist and associated documents**

The Head of School or nominee must:

7. Check the quality and completeness of the Assessment and raise any concerns with the organiser, HSC or HSM.
8. For travel to countries subject to FCO advisories against 'all but essential or all travel' check that the [Travel against FCO advice procedure](#) has been followed and that **additional high level approvals have been obtained**
9. Forward the signed and approved Assessment to their HSC

The Health and Safety Co-ordinator must then:

10. Forward a copy of the Assessment to esslfieldwork@leeds.ac.uk with the subject line of the e-mail set out as follows: **School- Date- Name-Location**
11. Collate emergency contact details for participants to ensure the School are able to contact staff and students who are away on Fieldwork
12. Collate and retain Assessment and associated documentation

Important Notes:

- Both the Head of School and HSC should have access to their School Mailbox file for monitoring purposes and emergency access to information.
- For details of how to set up and access the mailbox please contact Linda Lock - Faculty HSM