

Guidance for 'Organisers'

What should be considered as part of a Fieldwork Assessment?

The list below identifies important key points that should be covered; this should not be considered as a definitive list. Please refer to **KEY DOCUMENTS** below to locate additional sources of information.

- **The Fieldwork Assessment forms** are designed to lead organisers through a logical process of identifying potential risks.
- The detail and complexity of a Fieldwork Assessment should reflect the level of risk associated with the planned activity, the people, and the location involved.
- Include sufficient information to provide evidence and assurance that all relevant aspects of the Fieldwork have been considered, that all significant risks have been identified and risk control measures are realistic, achievable and practical.
- Consult [FCO advice](#) **for all overseas travel** and include relevant aspects within the Assessment
- **For High Risk Fieldwork the University has access to additional sources of professional information and advice to help with your risk assessment– please contact Linda Lock l.lock@leeds.ac.uk for details**
- Include adequate (more than one) contact details and outline a practical contingency / emergency plan i.e. what to do in an emergency.
- Take into account gender, experience, age, disability or medical conditions of all participants.
- Assess health hazards and issues associated with the activity or travel overseas; consider food, drink, hygiene, access to medical assistance etc. Sources of advice [Travel pro](#) [CDC TRAVEL](#) [NHS](#)
- Is there any requirement for health surveillance (vaccinations, malarial prophylaxis etc.) and has this been referred to the [Occupational Health Service](#) (staff) or GP (student) in adequate time?
- Cultural considerations, sensitivities, dress, behaviour etc. Individual behaviours/ expectations.
- Where third party organisations are used- assess their suitability before they are used; consider their knowledge, competency, health and safety experience and insurance cover.
- Clearly define any 'down time' or 'personal time'. E.g. sky diving/ adventurous activities in personal time is clearly the individual's responsibility not the University's.
- Do people involved in fieldwork have the knowledge, training, experience and skills as identified in the [Fieldwork Training](#) document?
- Is there a safe system of work in place for Lone Working e.g. logging/ checking in with supervisor or line manager?
- Are any visas / external permissions / permits/ registrations required and have they been obtained well in advance and in writing.
- How and when will people involved in fieldwork be briefed on the contents of the Assessment, associated documentation and [Insurance Information](#) before the activity begins?
- **Ensure that sign off, authorisations (including higher level), approval are obtained before travel.**

Please Ensure Fieldwork Assessments are carried out using the appropriate approved **form**, to a good standard **well in advance**. Last minute rushed submissions are strongly discouraged.

During Fieldwork

- The Fieldwork Assessment / associated documentation should be available in the field so that significant changes can be recorded if necessary.
- The control measures in the Assessment should be followed; however it is necessary to assess risk frequently (dynamic assessment) to deal with changing situations.
- Keep up to date – e.g. communications with supervisors, University, monitor news and FCO advice and seek advice if you need it
- Report any incidents raise any concerns with your University contact/s
- After Fieldwork carry out a review / debrief

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.

KEY DOCUMENTS

PROCEDURES

- [ESSL Roles & Responsibilities](#)
- [ESSL Approval & Sign Off Procedures](#)
- [Mailbox Access](#)
- [Fieldwork Training](#)
- [Travel against FCO advice Flow Chart](#)
- [Travel against FCO advice procedure](#)
- [University Fieldwork Standard](#)

FORMS

- [High Risk Fieldwork Form](#)
- [Medium Fieldwork Risk Form](#)
- [Low Risk Fieldwork Form](#)
- [ESSL Minimal Risk Activities Checklist](#)

RISK ASSESSMENT HELP & GUIDANCE

- [Guidance for organisers](#)
- [Social Research Code](#)
- [University Guidance](#)
- [Useful Links](#)

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