

## **MAIL BOX ACCESS (eslfield) ESSL Fieldwork**

All approved Fieldwork assessments must be sent to the generic fieldwork mailbox [eslfield@leeds.ac.uk](mailto:eslfield@leeds.ac.uk)

The HSM sets up "permissions" so authorised individuals can access each area of the mailbox including the inbox and all sub folders accessible **once added to Outlook accounts.**

- Schools are provided with a list of those members of staff who have permission to access the generic mailbox. Heads of School can request others to be given access. Contact Linda Lock - Faculty HSM if this is required.
- To access the mailbox it must be added to an individual's Outlook account so it can be seen in their folder list; instructions can be found here; [Open and Use a shared mailbox](#)
- Some of the information on the individual Fieldwork assessments will be confidential e.g. names, addresses, next of kin etc. and as such falls within data protection protocols.
- The following categories within ESSL have "permissions" set to allow access
  - Dean of Faculty
  - Heads of School
  - Health and Safety Co-ordinators
  - School Managers
  - Health and Safety Manager
  - Other relevant staff / other gatekeepers (approved by the Head of School)
- Heads of School and Co-ordinators must be familiar with [ESSL Fieldwork Procedures](#) and in particular the [ESSL Fieldwork Sign Off & Approval Procedures](#)
- School health and safety co-ordinators must regularly monitor the mailbox (for their School) - further information to follow.

If you have any questions (other than IT specifics) please contact  
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