



UNIVERSITY COLLEGE LONDON

Fieldwork

APPROVED CODE of PRACTICE

Introduction

This document, a UCL-approved Code of Practice (UCL-ACOP) is relevant to all who undertake Fieldwork or have responsibility for those who do and is intended to provide guidance for departments and supervisors on safe working in the field.

The application of this guidance to specific courses and projects will vary depending on the precise nature of the fieldwork

Departments will need to supplement this guidance with a detailed risk assessment, arrangements and codes of practice that relate specifically to the fieldwork to be undertaken and consequently this document should be considered as the framework on which to build the risk assessment, arrangements and codes of practice for the project.

For each individual fieldwork trip, such documents must indicate the members of staff responsible for the fieldwork and any specific hazards in the work to be undertaken.

Fieldworkers must be given the specific risk assessment, arrangements and codes of practice. They should be asked to sign that they have received, read and understood the material and that they agree to comply with all requirements.

This ACOP and Appendices have been drawn up by Safety Services making use of guidance issued by the Health and Safety Executive and other "best practice" where appropriate. It is approved for use in UCL and its constituent Institutes, Divisions and Departments by the Health and Safety Management Team (HSMT) and is published after consultation with all concerned.

See also: Guidelines for the placement of students with outside employers.

http://www.ucl.ac.uk/efd/safety_services/www/guidance/placements/index.htm

The Risk

The principles and practices described in this code are aimed at mitigating the risk of injury and damage to health caused by working in the field as a result of a lack of systematic, planned management.

Legislation addressed by this UCL-ACOP

Requirements of several statutory instruments are satisfied by this ACoP, principally;

The Management of Health and Safety at Work Regulations 1999

Require risk assessment and implementation of arrangements for safe working.

The Personal Protective Equipment at Work Regulations 1992

Require that any personal protective equipment for a work activity is suitable, and the requirement for it to be inspected and maintained.

Provision and Use of Work Equipment Regulations 1998

Require the employer to ensure that any work equipment is suitable for the purpose for which it is used or provided.

The employer must ensure that work equipment is inspected and maintained in an efficient state, in efficient working order and in good repair.

Use, repairs, modifications, maintenance or servicing of the work equipment is restricted to those who have been designated and are competent and trained to do such operations.

UCL Safety Services Reference(s):

ACOP-Fieldwork	
First Published	September 2001
Revised	June 2006

1. Definition of Fieldwork

UCL – ACOP 1.1	<p><i>Fieldwork is defined as any work where the collection of samples or data, or making observations is carried out in a location or premises not owned or managed by UCL, i.e. not UCL premises.</i></p>
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Guidance 1.1	<p>Such work might be carried out in the vicinity of UCL or at any distance from UCL. Fieldwork may involve one or two people or large numbers and include activities as diverse as staging an exhibition on another's premises, archaeological digs and interviewing the public in their homes. The environments in which you find yourself may be relatively familiar or completely alien in terms of climate and culture and may lack things we take for granted e.g. clean drinking water, made-up roads or reliable communications. Before you embark on fieldwork it is essential to assess the hazards associated with the work and the location and reduce to a minimum the associated risks. Field courses and field trips should be regarded as sub-sections of fieldwork.</p>
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2. Responsibilities of the Head of Department

UCL – ACOP 2.1	<p><i>The Head of Department is the person with overall responsibility for the health, safety and welfare of all the participants involved in fieldwork organised by his/her department.</i></p>
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Guidance 2.1	<p>The Head of Department (or degree programme for multi-disciplinary programmes) must ensure that:</p> <ul style="list-style-type: none">• satisfactory organisational arrangements and safe systems of work have been established;• a member of staff (Fieldwork Co-ordinator) is appointed to co-ordinate and maintain records of all aspects of departmental fieldwork activities from which staff and students travel outside UCL on academic business;• the conduct and role of all participants are clearly understood;• an appropriate level of supervision by staff with relevant experience and training is provided for work in the field;• authorisation is withheld until the planning and risk assessment process is complete.
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3. Duties of Fieldwork Co-ordinators

UCL – ACOP 3.1	<p><i>The Fieldwork Co-ordinator is responsible to the Head of Department for receiving and storing copies of:</i></p> <ul style="list-style-type: none">• <i>departmental fieldwork risk assessments;</i>• <i>a copy of the itinerary;</i>• <i>names and details of individuals involved in fieldwork;</i>• <i>names and contact details of persons to be contacted in an emergency.</i>• <i>The fieldwork co-ordinator will also:</i>• <i>act as point of contact in the event of an emergency;</i>• <i>ensure any reports of accidents during fieldwork are processed in line with UCL procedure;</i>• <i>assist with the implementation of this guidance.</i>
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Guidance	A Fieldwork Co-ordinator will act as a central point of contact for the field work activities of the department. It is not the role of the Fieldwork Co-ordinator to undertake the risk assessments but to ensure that assessments have been done and that procedures to control risks are in place. They will also ensure that the whereabouts of field workers and their contact details are readily available.
3.1	

4. Duties of Fieldwork Supervisors

UCL – ACOP	<p><i>Fieldwork supervisors are responsible to the Head of Department for:</i></p> <ul style="list-style-type: none"><i>ensuring that a plan for the fieldwork, including emergency procedures, is completed;</i><i>carrying out an assessment of risks associated with the fieldwork;</i><i>implementing and monitoring the controls indicated by the risk assessment;</i><i>making adequate arrangements for Health, Safety and Welfare and ensuring that they are adhered to by those involved;</i><i>ensuring that participants have all necessary information relevant to the work, that the necessary permissions to access land or property are in place and that the Head of Department formally authorises the fieldtrip;</i><i>providing the fieldwork co-ordinator with a copy of the risk assessment for departmental records.</i><i>ensuring that the work and participating staff and students have adequate insurance cover.</i>
4.1	

Guidance	<p>The Fieldwork Supervisor(s) may find the following advice useful when making adequate arrangements for Health, Safety and Welfare.</p> <p>Disciplinary Procedures</p> <p>Supervisors exercise authority on behalf of the Head of Department and as such can dismiss any person from fieldwork whom they believe to be:</p> <ul style="list-style-type: none">• endangering the health, safety and welfare of themselves and/or others;• non co-operative and hence jeopardising the success of the fieldwork;• engaged in activities or behaviour, which may be damaging to the reputation of UCL. <p>Warnings issued by supervisors about non-compliance with the expected standard of behaviour should be made in writing (or, if verbal, in the presence of a witness) to the fieldworker.</p> <p>Levels of Supervision</p> <p>The work activity, the environment, the logistics of foreseeable emergencies and the experience of staff and students will determine student : supervisor ratios and/or the degree of supervision. As a basic standard, the maximum number of inexperienced students involved in low risk activities in reasonably rugged terrain in good weather is ten per experienced staff member.</p> <p>Fieldwork, which is prolonged, remote or involves potentially hazardous situations, will require a greater degree of supervision than fieldwork in low hazard environments. Staff and students are discouraged from working alone; however, in certain instances one or more students may work without direct supervision. In all circumstances the supervisors must carry out a risk assessment and ensure a safe system of work is in place.</p>
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The Fieldwork Supervisor may pass authority and leadership to someone who has more experience than them of a locality or work process e.g. mountain guides, boat skipper. A suitable deputy should also be appointed in the event of incapacity of the Supervisor.

Planning

The guidance that follows outlines the topics that must be considered when preparing departmental arrangements for fieldwork. All fieldwork participants must familiarise themselves with all information specific to the fieldwork, which might include; the risk assessment and resultant controls, the itinerary, emergency procedures and specific information provided by the department.

Advice and Sources of Information

It is essential to gather as much information as possible during the planning stage. An invaluable source of information will be anyone who has personal experience of the area to be visited and/or the activity to be undertaken. Such information will be useful when carrying out the risk assessment.
(see Appendix 1)

4.1

5. Guidance for Fieldworkers

UCL – ACOP

Students must complete the form Arrangements for Travel (see Appendix 2) and ensure a copy is received and authorised by their supervisor, departmental fieldwork co-ordinator or degree programme member of staff (for multi-disciplinary programmes).

5.1

Guidance

Information

Your fieldwork supervisor will provide you with the following information where appropriate.

Itinerary

You will be given a copy of the itinerary, which will include the route, means of transport, locations (accommodation and worksite) and arrival and departure times. You must familiarise yourself with this itinerary.

Risks

You will be informed (in writing) of the risks associated with the fieldwork and the precautions necessary to protect you.

Training

A variety of skills may be required for the fieldwork in which you are to participate/undertake and it is important that you are adequately trained before work starts. The fieldwork supervisor will inform you of the training requirements for the fieldwork that you are to undertake.

Insurance

Legal liability cover is provided for all students engaged on UCL business, anywhere in the world, in respect of death, injury, illness or disease caused to **third parties** and/ or loss of or damage to **third party property**.

Travel cover is provided for students, subject to the Finance Division being informed prior to the trip and the appropriate additional premium being paid. The cover provides limited personal accident benefits plus medical expenses baggage, money and cancellation expenses. Full details of the benefits are available from the Finance Division:

http://www.ucl.ac.uk/finance/secure/fin_acc/insurance.htm

Medical Care Abroad

All EC countries, plus Iceland, Liechtenstein and Norway, have reciprocal agreements with the UK that allow UK nationals to obtain medical care when in these countries. Application forms can be found in the "Health Advice for Travellers" (T5) leaflets available at post offices. In most cases European Health Insurance Card (EHIC) certificates are issued whilst you wait.

Further information and online application forms are available at;

<http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en>

Medical expenses must be covered by insurance when travelling to non EC countries.

Health

- You must talk to the fieldwork supervisor before work commences if you have a medical condition that could give rise to problems in the field, or if you believe that you are not fit enough to participate in the fieldwork. You may also choose to discuss the matter with the Royal Free and University College Medical School Centre for Travel Medicine, the Gower Place practice (if you are registered) or your GP.
- Notify the fieldwork supervisor of any medical condition that arises before departure.
- If you take regular medication, e.g. for diabetes, epilepsy, allergies, it is advisable to tell the fieldwork supervisor in advance of the symptoms, which occur if you fail to take that medication.
- Ensure that you have sufficient medication (including prophylactics), contact lens cleaning solutions, disposable lenses or the means to obtain further supplies for the duration of the fieldwork.
- Tell the fieldwork supervisor if you have difficulty keeping up with the party.
- If you begin to feel ill or are injured, inform the fieldwork supervisor at once.

Immunisation

Your supervisor will advise you of the immunisations you will need when travelling abroad. You may already have had some if so ensure that they are still valid.

Fieldworkers can obtain information and immunisations from:

- the Royal Free and University College Medical School Centre for Travel Medicine;
- Gower Place practice (if you are registered) or your GP;
- specialist Travel Clinics.

Fieldworkers who are staff can also obtain information and immunisations from the UCL Occupational Health Service.

Some immunisations take a few weeks to become effective so establish in advance which if any are recommended for the area that you are to visit.

Accident Reporting

All accidents/incidents, whether they result in an injury or not, must be reported to the fieldwork supervisor or if s/he is not available, the fieldwork co-ordinator who will arrange for the completion of a UCL accident/incident form. If the accident is serious, it should be reported immediately by telephone, e-mail or fax.

Emergency Procedures

Your supervisor must inform you of the emergency procedures, including what to do in the event of an emergency and the rescue plan.

Additionally the plan will include:

- the method of communication for the location;
- the first aid provision that is in place;
- the location of the nearest medical help;
- how to contact the emergency services i.e. coastguard etc.
- emergency equipment.

Essential Packing

Your supervisor will specify which items you must provide in order to be included in the fieldwork. This may include waterproof clothing, specific footwear etc. You will be excluded from part or all of the fieldwork if you do not provide these things for your own use.

Standards of Behaviour

Your supervisor exercises authority on behalf of the Head of Department and as such can dismiss you from the fieldwork if s/he believes you to be:

- endangering the health, safety and welfare of yourself and/or others;
- non co-operative and hence jeopardising the success of the fieldwork;
- engaged in activities or behaviour, which may be damaging to the reputation of UCL.

Warnings issued by supervisors about non-compliance with the expected standard of behaviour will be made in writing (or, if verbal, in the presence of a witness).

The local population will regard all members of the fieldwork group as representatives of UCL. You are therefore expected to:

- be considerate and courteous to local people and those you may encounter in the course of the work;
- respect and not interfere with the property of others.

The consumption of alcohol is strictly forbidden during fieldwork and the use of illegal substances is forbidden at all times.

Students who fail to maintain a reasonable standard of behaviour, as outlined above, may be dismissed from the fieldwork, and ultimately their course.

Leisure Time

During fieldwork breaks (evenings and daytime) if you wish to explore the locale, discuss your plans with your supervisor and ensure that you have the following information:

- areas to be avoided;
- transport timetables;
- local customs and laws;
- how to get help if you get into difficulties.

You should specify:

- the route you intend to take;
- your destination;
- when you intend to return.

You are expected to maintain the same standard of behaviour during leisure time as you would during work hours.

Personal Security

Be discreet with:

- cash carrying only what you will need for the day's activities;
- valuables e.g. cameras, credit cards, passports etc.

6. Risk Assessment

UCL – ACOP	<p><i>A risk assessment must be carried out by the supervisor of the work in conjunction with the person(s) undertaking the work.</i></p>
6.1	<p><i>The following should be considered when making your assessment of risk for any of the hazards that could be encountered during fieldwork.</i></p>

Guidance	<p>Guidance on risk assessment can be found at;</p> <p>http://www.ucl.ac.uk/efd/safety_services/www/guidance/risk_assessment/index.htm</p>
6.1	<p>In order to determine what health and safety measures need to be adopted to avoid or reduce risk, the risk assessment should consider the hazards below:</p> <p>n.b. the fieldwork will not necessarily encompass all of the hazards listed on the risk assessment form, nor is the list exhaustive. You should address those hazards which are relevant to the work, particularly those which could cause serious harm.</p> <ul style="list-style-type: none">• the environment• the equipment to be used• lone working• substances• ill health• dealing with the public• working on or near water• manual handling• emergencies and rescue

UCL – ACOP	<p>Environment</p>
6.2	<p><i>When addressing the risks posed by the environment you must include both the climate and the terrain and their effects.</i></p>

Guidance	<p>Location</p> <p>Any location may present a hazard, and the severity of the risks may vary depending on the day, time and person carrying out the work e.g. some urban areas are well populated Monday to Friday, but not at weekends, also some fieldworkers may be more familiar than others with certain surroundings.</p> <p>Because of the diversity of UCL fieldwork, e.g. Hampstead Heath, Kings Cross, New York, live volcanoes, and refugee camps, it is not practical to address every location in this guidance. The Fieldwork Supervisor must address the risks specific to the location of the work.</p> <p>The following is some general guidance:</p> <p>Always carry your UCL ID card and be prepared to identify yourself.</p> <p>If travelling abroad, ascertain the political and social climate of your destination with the Foreign Office, before travel is booked. (see http://www.fco.gov.uk/)</p> <p>If the Foreign Office advises against travel to the location, you must reassess the necessity of your fieldwork. You may wish to contact the Foreign Office for further advice, and you must confirm your insurer will provide cover for the region you wish to work in.</p>
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Ensure any necessary permission(s) to work in your chosen location have been granted from the relevant authorities.

Consider how you will access the area and what equipment you will need to do this.

Terrain

When travelling on foot:

- the itinerary must allow for adequate rest breaks;
- pace must take account of the slowest member of the group;
- where possible the route must be planned to avoid difficult or unstable terrain where possible. Due to the risk of possible injury caused by boundary fences such as electric fences, barbed wire and hedges, avoid climbing over fences; use gates or stiles instead.

Climate

Check the weather before setting out. A daily weather forecast for the UK is available from the Meteorological Office. The day's events and itinerary should be planned in accordance with the weather forecast.

For local and world weather the Meteorological Office can be accessed via:

<http://www.metoffice.org.uk/>

Hypothermia

If the body's core temperature falls due to generalised chilling, the resulting condition is hypothermia. Wind chill is a major contributing factor as is immersion in water. Hypothermia leads to the deterioration of the function of organs and cells.

Frostbite

This results from local severe chilling of exposed or poorly insulated tissues. It occurs in either exposed tissues i.e. nose, cheeks, chin or ears, or in tissue where the blood supply has been restricted i.e. hands and feet (particularly fingers and toes). High altitude can exaggerate the problem as circulation tends to be less efficient in these environments.

Prevention of the effects of cold depends on maintaining body heat by adequate:

- supplies of energy (food and drink);
- protective clothing;
- shelter.

Clothing should be layered with the innermost layers trapping air and the outermost layer windproof and waterproof. Each layer must be larger than the previous one thus preventing constriction and maintaining a layer of insulating (warm) air. This applies in particular to clothing for the head, hands and feet.

Where there is a risk of immersion in water at least one complete change of clothing should be carried by the party.

Poor Visibility

Poor visibility may be due to a number of factors e.g. driving rain, snow, fog, and working at dawn or dusk.

Postpone work until visibility has improved.

Wear high visibility clothing so that you can be seen easily.

Heat stroke

This condition is due to an impairment of the bodies' heat-regulating mechanism. Why it occurs is not fully understood, but the result is an inability to sweat and thus a failure to maintain body temperature. In the absence of sweating the body temperature continues to rise until death occurs.

Factors that contribute to the condition are:

- continuous exposure to heat day and night;
- lack of fitness and/or strenuous activity;
- excessive consumption of alcohol.

Heat Exhaustion

Heat exhaustion is caused by an insufficient intake of water or salt.

Seek advice on the recommended daily intake of water (in some environments it can be as much as 10 litres a day) and salt tablets. Avoid alcohol and caffeinated drinks as these have a dehydrating effect.

Dehydration

This is due to an insufficient intake of fluids.

Encourage workers to drink plenty of water to avoid dehydration. Drink sufficient quantities of water to produce urine which is pale in colour.

Sunburn

This can occur even in cold conditions, especially where there is reflected light e.g. close to or on water, at high altitude or in snow conditions. People with pale skin are most at risk of skin damage, especially those with red or fair hair, freckles or with a family history of skin cancer. Any exposed area of the skin is susceptible particularly the ears, neck, hands and tops of feet and toes.

- apply a high factor sun block, at least factor 15, according to the manufacturer's instructions.
- wear suitable clothing (loose fitting close woven cotton) including arms, head and neck protection.
- wear sunglasses with an UV filter to protect eyes.
- avoid working in full sun, particularly at mid-day.
- if possible, plan the work for early morning and/or early evening.
- provide the work area with shade. Rest areas should be in the shade.

Major roads/motorways

Obtain any necessary permission(s) to work in the area, e.g. from the police, the Local Authority or the Department for Transport.

Wear brightly coloured, conspicuous clothing.

Other establishments

e.g. *businesses, laboratories etc.*

See Safety Guidance for Students on Work Placements (Safety Services)

Ensure that the host organisation has:

- assessed and controlled the risks of the work, which the fieldworker will be carrying out;
- emergency procedures in place.

Domestic premises

see 'Interacting with the Public' and 'Lone or Isolated Working'.

Public Places

e.g. your department, the street, cafés.

Public places are generally safer places to conduct interviews etc.

If you feel physically threatened, attract the attention of other people by any means. Try to get away as quickly as possible. Move towards other people.

UCL – ACOP

6.3

Equipment

Equipment must be selected to ensure it is suitable and fit for the intended use.

Guidance

6.3

Equipment also includes personal protective equipment and clothing. Equipment should be:

- capable of operating in the chosen work environment e.g. hot, cold, wet etc; seek manufacturer's guidance;
- checked and tested before use by a competent person;
- maintained at regular intervals according to the manufacturer's instructions;
- instructions for use must be available;
- used only by trained fieldworkers;
- compatible with the electricity supply – where applicable.
- If electrical equipment is to be used outdoors, it must be operated at reduced voltage i.e. 110v or a residual current device must be incorporated.

Where practical, equipment essential for survival should be duplicated or spare parts carried.

Where applicable the electrical equipment must be intrinsically safe for use in wet, dusty, or explosive atmospheres.

Personal Protective Equipment (PPE)

Where personal protective equipment is identified as necessary by a risk assessment, it is the responsibility of the fieldwork supervisor to ensure it is worn. Participants who refuse to wear the correct PPE must be excluded from the fieldwork.

When visiting sites controlled by another organisation, i.e. building site or excavation, the site supervisor must specify what PPE you will be required to use.

The fieldwork leader must ensure that:

- participants are trained on use, maintenance and storage of PPE;
- PPE must be suitable for the individual wearer;
- there is spare PPE available to replace damaged or faulty items;
- there is adequate storage and a method of transportation for PPE;
- there is sufficient spare parts to carry out minor repairs;
- records of maintenance are checked before departure.

UCL – ACOP

6.4

Lone or isolated working

Lone or isolated working is not advisable, and there are situations when it is contrary to legal requirements e.g. confined spaces or diving operations.

Arrangements must be devised to minimise the possibility of persons working in the field and being unable to summon assistance.

Guidance

The fieldwork supervisor and the fieldworker must carry out a risk assessment in order to establish:

- a safe system of work;
- a plan to deal with foreseeable emergencies;
- an effective method of communication between fieldworker and base or emergency services.

The fieldwork supervisor must:

- record the fieldworker's intended route and expected time of return;
- maintain communication on a planned basis at suitable intervals;
- instigate emergency procedures if the fieldworker fails to return or make contact at the appointed time.

Isolated Places

e.g. people's homes, offices, remote or secluded areas (not just in terms of location but isolated from people as well).

The biggest potential risks arising from interviewing people in isolated places, especially their own homes, are physical attack or wrongful accusations. Some of the issues you will need to plan for when the fieldwork involves working in other peoples homes:

- whether to wait in the house if the appropriate person is not available;
- what to do if the person appears drunk or aggressive or if you feel threatened;
- transport to and from the site when it is remote or late at night, e.g. pre-booked taxi.

Confined Spaces

Includes excavations, tunnels and potholes, poorly ventilated areas. In such places there is a risk of a lack of oxygen, poisonous gas or vapour, fire or explosion and liquids or solids that can suddenly fill the space. If entry to a confined space is necessary a permit to work detailing a safe system of work and emergency procedures must be implemented before work commences.

6.4

UCL – ACOP

6.5

III Health

Arrangements must address the prevention or possibility of ill health and accidents requiring medical treatment occurring in the field.

Guidance

Prior to travel

Establish that participants are in good health.

Ascertain which immunisations are necessary for the area to be visited.

Staff can obtain information and immunisations from:

- their GP
- the UCL Occupational Health Service Travel Clinic;
- specialist Travel Clinics.

Students can obtain information and immunisations from:

- the Royal Free and University College Medical School Centre for Travel Medicine;
- Gower Place practice (if they are registered) or their GP;
- specialist Travel Clinics.

See <http://www.who.int/csr/don/en/>

Injury or illness in the Field

Relatively trivial injuries and illness can become serious in the field if not treated quickly. As part of the planning phase the nearest health care facilities will have been identified and trained first aiders appointed as appropriate.

Allergies

Fieldworkers with known allergies must carry sufficient and appropriate prophylactics.

6.5

UCL – ACOP

6.5

Working on or near Water

Working on or near water poses particular risks, a safe means of work must be devised through risk assessment.

Guidance

6.5

The main risks of working on or near water are drowning, being caught out by the tides, dangerous currents, unstable ground e.g. quicksand and cliff edges, and diseases associated with water, e.g. leptospirosis (Weil's disease), malaria, Hepatitis A.

Where there is a risk of immersion in water, and when working from boats, buoyancy aids must be worn at all times.

When working in tidal waters, obtain a tide timetable. These are often displayed locally or can be found at;
<http://easytide.ukho.gov.uk/EasyTide/EasyTide/index.aspx>

Seek advice locally about currents and the speed at which the tide comes in.

When working on mudflats and estuaries, use the services of a guide or warden, up-to-date maps and local information.

Be aware of high winds on cliff tops.

When a boat is being used the skipper must be trained and his/her authority overrides the authority of the fieldwork supervisor while on the water.

UCL – ACOP

6.6

Manual Handling

All manual handling tasks must be assessed for risk.

Guidance

6.6

All manual handling tasks must be assessed for risk. Loads to be carried must be matched to physical ability. If there is a risk of injury from manual handling, necessary controls must be implemented, e.g. training, dividing the load, use of handling aids.

Further guidance is available at

http://www.ucl.ac.uk/efd/safety_services/www/guidance/manual_handling/index.htm

UCL – ACOP

6.7

Substances

A risk assessment must include risks associated with handling, storing, transporting and disposing of fieldwork substances.

The risks associated with substances that may be encountered on sites where fieldwork is carried out must also be assessed and controlled.

Where there is a risk of contact with substances, suitable Personal Protective Equipment (PPE) must be provided e.g. gloves, coveralls etc

Guidance***Substances***

Many fieldwork activities will bring participants into contact with substances either directly as part of the work activity e.g. solvents and adhesives.

Wherever possible, a less harmful substitute should be used.

The risks associated with substances that may be encountered on sites where fieldwork is carried out e. g. biological agents, pesticides, plants should be assessed and controlled. Indirect exposure to substances may occur when sampling river sediment by exposing fieldworkers to leptospirosis (Weil's disease) or pesticides.

PPE must be decontaminated after use, or disposed of safely.

Fieldworkers must be advised of the importance of washing areas of skin that become contaminated and of the need to seek medical attention if skin reactions occur.

	Animals Consider if domestic pets will cause a problem for any fieldworker, in terms of attack, allergy, and phobia. In rural environments seek local information, e.g. from landowners, rangers, or wardens. It is vital to treat all large animals with respect and to avoid unnecessary close contact. Most wild animals will avoid human contact unless they are ill, starving, pregnant or protecting young. Large carnivores are more likely to attack between dusk and dawn. For venomous snakes, scorpions, spiders, etc., seek local information about preferred habitats, markings and changes in population densities. Some biting and stinging insects can cause discomfort, allergic reactions or infection. Ensure you know what to do or how to raise help in the event of being bitten. Consider what protective measures, e.g. clothing and repellent, you can use to minimise the risks.
6.7	

UCL – ACOP	Emergencies
6.8	<i>Rescue/evacuation in the event of fire, environmental phenomena, civil unrest Appropriate procedures for evacuation or rescue must be drawn up.</i>

Guidance	Fire In particular flammable substances, e.g. vehicle fuel, camping gas and solvents must be stored and transported in suitable fireproof containers. Unless provided at the accommodation provider, fire fighting equipment, e.g. fire blankets or extinguishers must be included in the equipment taken on the field trip and participants must know how to use it. Camping gas, proprietary solvents and other flammables must be used in accordance with the manufacturer's instructions. Where possible use a less flammable substance or one with a higher flashpoint. Be prepared to contain any spills, e.g. use a tray when decanting and or absorption materials. There may be warnings about the potential for fire in high risk or vulnerable areas. Fieldworkers must comply with the Controlling Authority's instructions for the prevention of fire and raising the alarm. Rescue A plan must be prepared and implemented in the event of emergency. Such a plan should be understood by all participants and should include the contact numbers for emergency services, participants having means of contacting emergency services and understanding the procedure. The plan should have a reciprocal element i.e. state the actions for those in danger and those who should raise the alarm/instigate the rescue. When working in remote areas a plan should also be made for emergency medical evacuation.
6.8	

UCL – ACOP	Interacting with the Public
6.9	<i>Regard must be given to potential risks of working with the public or in public places.</i>

Guidance	The risk will vary according to the basis of the interaction, compounded by the location and, possibly, time of day.
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6.9	<p>Always carry your UCL identification card and other documentation that validates your activity.</p> <p>Training may be useful where work involves interviewing the public.</p> <p>Where possible "vet" interviewees first.</p> <p>Conduct interviews at neutral locations or where neither party could be at risk.</p> <p>Where possible conduct any interviews with an observer.</p> <p>Advise the 'interviewee' how much of their time you will need.</p> <p>Be aware of any controversial issues raised in discussions or interviews e.g. before asking a farmer questions regarding his land management, explain why you need to know. Ensure landowners and their employees know who you are and what you are doing.</p> <p>Seek advice about accessing unfamiliar areas or minority groups from police, community groups or workers with recent experience in the area.</p> <p>Be aware of the potential for interference/theft by passers-by; take care of your belongings and documents.</p>
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UCL – ACOP 6.10

Other Hazards

In addition to the above there may be risks arising from the following:

Guidance 6.10	<p>Noise</p> <p>Where the work is carried out in a noisy environment or may create noise, assess the need for hearing protection.</p> <p>Ensure that any protection is suitable for the user and provides an adequate level of protection.</p> <p>Where the noise is created by equipment, the manufacturer's instructions will provide information on noise levels.</p> <p>Personal Security</p> <p>Theft, vandalism and assault can be encountered in both urban and rural areas. Be discreet with:</p> <ul style="list-style-type: none"> • cash, carrying only what you will need for the day's activities; • valuables e.g. cameras, credit cards, passports etc; <p>When working in remote or isolated areas or late at night consider how you will access and leave the area, e.g. pre-booked taxi.</p> <p>Security measures may include:</p> <ul style="list-style-type: none"> • pre-visit appointments and checks • working in pairs, or within earshot of a colleague • personal alarms • monitoring and regular reporting procedures • training in interpersonal communication skills <p>Political Factors</p> <p>It is vital to seek advice from reliable sources, e.g. Foreign Office http://www.fco.gov.uk/ before setting out to areas where unrest exists.</p> <p>Where there is a risk of unrest, inform the British Consulate of your address in the country when you arrive, to enable them to keep you informed of any hazardous situations and advise you of what to do.</p> <p>Cultural and Religious Factors</p> <p>It is vital to be well informed about prevailing conditions relating to gender, nationality and religion. Before departure brief participants on what to expect. Participants may have difficulty adapting to the new environment, language or customs which could result in stress.</p>
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Appendix 1

Sources of Information

Advice/Information	Source
Currency	Currency converter http://www.xe.net/ucc/
Diseases	Information on the outbreak of disease world-wide. http://www.who.int/csr/don/en/
Drivers	Information for staff driving on UCL business. http://www.ucl.ac.uk/hr/docs/college_drivers.php
Fire	For advice contact the UCL Fire Officer, ext. 41240.
First-aid	Guidance on the provision of first-aid. http://www.ucl.ac.uk/efd/safety_services/www/guidance/firstaid/index.htm
First-aid assessment	Steve Tidmarsh, Safety Services, ext. 28850.
First-aid training	Safety Services, Training Unit, ext. 28860.
Health Advice for Travellers	Students contact; RF&UC Medical School for Travel Medicine. Staff contact; Occupational Health Service, ext. 32802. http://www.ucl.ac.uk/hr/occ_health/work_related_travel.php http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en
Immunisations	Students contact; RF&UC Medical School for Travel Medicine. Staff contact; Occupational Health Service, ext. 32802. http://www.ucl.ac.uk/hr/occ_health/work_related_travel.php
Insurance	http://www.ucl.ac.uk/finance/secure/fin_acc/insurance.htm
Medical care in EC countries	UK nationals can obtain medical care while in EC countries on production of EHIC card. https://www.ehic.org.uk/InternetPROD/home.do
Risk assessment	Safety Services, ext. 28850. http://www.ucl.ac.uk/efd/safety_services/www/guidance/risk_assessment/index.htm
Social and Political	The Foreign Office provides advice about political unrest, natural disasters and epidemics. http://www.fco.gov.uk
Tides	Tide tables for ports around the UK and Ireland. http://easytide.ukho.gov.uk/EasyTide/EasyTide/index.aspx
Travel Advice	Advice on health risks around the world and how to avoid them. http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en
Weather	Daily worldwide and local weather reports. http://www.metoffice.org.uk/
Work Placements	Guidelines for Health and Safety Procedures for Students Undertaking Work Placements. http://www.ucl.ac.uk/efd/safety_services/www/guidance/placements/index.htm

Appendix 2

Advice for students travelling on UCL business

1. The student should register the intended travel with the departmental or degree programme member of staff (for multi-disciplinary programmes) appointed by the Head of Department to oversee the preparations required before the students embark on travel.
2. A risk assessment should form the basis of the preparation for travel. It is accepted that this will depend on the nature and destination of the travel. Each Supervisor should complete, with input from the student, the risk assessment.
Consider:
 - advice from the Foreign Office about the proposed destination see <http://www.fco.gov.uk/>
 - is there a threat to personal security in the proposed destination?
 - are there any special health risks, what precautions have you taken to deal with these and if you take medicine will you be able to obtain supplies? It should be noted that immunisations required may take up to 2 months to complete and time must be allowed for this.
 - are there any natural phenomena that pose a threat, extreme temperatures and weather, earthquakes, hurricanes? see <http://www.metoffice.org.uk/>
 - have you got appropriate maps for the proposed destination?
 - are there any risks from the equipment or materials that you will be using have you been trained for the proposed work and do you have sufficient information to do the task safely?
3. A list of actions arising from the risk assessment should be prepared and a timetable completed for the implementation of the actions prior to travel.
4. For travel outside the U.K. insurance against personal injury and ill health should be obtained prior to travel and should provide for repatriation. Do you have adequate health insurance that will provide for repatriation if necessary? Have you adequate financial means for the trip including funds or access to funds for emergencies?
5. If you will be alone do you have a means of contacting help? Familiarise yourself with telephone numbers for emergency services upon arrival in the proposed destination. Do you have a means of being contacted / contacting the UK? Contact the UK Embassy consulate or high Commission to register your name and address with them in case of emergency. The department and student must establish a reliable mode of communication between the:
 - student and UCL;
 - host field supervisor and UCL;
 - student's next of kin and UCL;
 - student and the host local organisation;
 - student and the British Embassy (or its equivalent).
6. An itinerary, accommodation and work address should be established prior to travel.
7. Where applicable, permissions for entry to sites and removal of specimens etc. from sites must be obtained before travel.
8. The Supervisor and student must sign the attached document signifying that all the identified requirements have been completed / implemented prior to travel.

**Indicate which arrangements, identified from the risk assessment, need to be in place prior to travel.
Documentary evidence must be provided and attached for departmental records.**

Arrangements for travel	Applicable?	Timescale	In place
itinerary			
accommodation (state addresses)			
information (state what, e.g. maps, local information, working procedures)			
training (state in what)			
immunisation(s) (state which)			
sufficient medication for your needs			
funding			
insurance:			
travel			
third party liability			
personal injury			
visa(s)			
permissions:			
access to property			
research visas / removal of specimens			
other (state what)			
protective equipment and clothing as identified by your risk assessment (state what)			
means of contact in case of emergency (state what) e.g. mobile phone			
other control measures: please specify any other arrangements for safe working and travel you have implemented:			

Are there risks which you have not adequately controlled? NO YES Move to Declaration
Give details below

action:

Declaration

We the undersigned have discussed and assessed the activity and the associated risks and have made the above arrangements to minimise risks arising from the project and associated travel. The arrangements will be reviewed whenever there is significant change and always before departure.

NAME OF SUPERVISOR

SIGNATURE OF SUPERVISOR

DATE

NAME OF STUDENT

SIGNATURE OF STUDENT

DATE