

THE BARTLETT



UCL

Fieldtrip handbook 2020/21



‘Studying in London has been a privilege. Being at the heart of where things take place has enabled me to benefit from so many museums, exhibitions and talks’

Anisa – MSc Economics and Policy of Energy and the Environment

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Welcome

This Manual is intended for use by all staff and students of The Bartlett Faculty planning or participating in fieldwork, both in the United Kingdom and overseas.

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. This can be any activity associated with the course e.g. an afternoon visit to a museum, a visit to a building site, overnight trips in the UK, or a field trip abroad.

It is normally a group activity but can also be an individual activity. Fieldwork is included in some programme modules and takes a range of forms – from short, specific site visits to longer duration overseas field trip. The longer visits are accompanied by staff but students may also need to make independent site visits for their own study. This manual covers both independent field work and student group fieldtrips with staff supervision.

MPhil/PhD students conducting independent research (rather than a supervised group field trip) outside the United Kingdom may refer to this manual but should note that a separate procure operates. This is detailed on the Doctoral School website and requires Principal Supervisor and Department Graduate Tutor (DGT) approval of a 'Study Leave for Research Students' application.

Field trips are offered as an opportunity to enrich students' learning experience. In some Departments, field trips are compulsory. As such, students are only exempted from participation due to illness, bereavement, maternity leave or carer's leave. Departments with optional field trips will offer students who do not wish to participate a viable alternative to complement their studies. Please consult the Field Trip Administrator on whether or not the field trip is compulsory.

If you have any feedback (i.e. suggestions for improvements or if you spot any errors) please contact the Deputy Academic Administration Manager, Dr Steve Ridge, via e-mail:

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Acknowledgements

This manual was produced with the assistance of staff and students, and many of the ideas presented within it have been developed by the individuals involved. Above all, though, the Faculty could not function without students. Each successive cohort has helped shape future years through their creativity, comments, suggestions, and pure hard work: their input is reflected in this manual and our programmes as a whole.

Disclaimer

This handbook is not meant to be exhaustive or to be a substitute for the various formal statements of UCL, University of London or other regulations. However, some of the most relevant materials from these documents have been reproduced in this handbook for ease of reference. Students are therefore strongly advised to read this handbook in conjunction with the college regulations <http://www.ucl.ac.uk/srs/academic-manual/overview> which take precedence and should be consulted for officially approved information.

Every effort has been made to ensure the information contained is accurate at the time of publication but The Bartlett Faculty of the Built Environment reserves the right to change the stated contents, arrangements, examinations and staffing of a course or facility for example, or to withdraw them before or during the session. Therefore, although the information in this booklet is correct to the best of our knowledge and belief at the time of printing, changes can and probably will occur.

Roles and Responsibilities

Head of Department

Head of Department safety responsibilities are published in UCL's Organisation and Arrangements for Safety → <http://www.ucl.ac.uk/safety-services/governance/responsibilities-hod>.

She/he has overall responsibility for the health, safety and welfare of the staff and students of the department. However, most Heads of Department will delegate responsibility for approving risk assessments and field trip locations to the Programme Leader. The Head of Department approves cost limits.

Programme Leader

The Programme Leader is responsible for agreeing the destination of the field trip and the dates of travel. In Departments where the students pay for field trips and/or are responsible for their own visa arrangements, the Programme Leader should provide students with the estimated total cost of the field trip per student, along with a clear breakdown of costs and/or visa requirements.

Field Trip Leader

She/he is responsible for agreeing the destination, duration, and risk assessment in consultation with the Programme Leader. The Field Trip Leader prepares the Risk Assessment. She/he:

- ensures that a plan for the fieldwork, including emergency procedures, is completed;
- carries out an assessment of risks associated with the fieldwork;
- implements and monitors the controls indicated by the risk assessment;
- makes adequate arrangements for Health, Safety and Welfare and ensures that they are adhered to by those involved;
- ensures 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;
- provides the Fieldtrip Administrator with a copy of the risk assessment for Departmental records;
- ensures that the work and participating staff and students have adequate health, travel and third party liability insurance cover;
- obtain UCL Research Ethics Committee (REC) approval and local level permissions from the country to be visited, where required.

Field Trip Administrator

The safety responsibilities of the Field Trip Administrator are published in UCL's Organisation and Arrangements for Safety → <http://www.ucl.ac.uk/safety-services/responsibilities/osw-co-ordinator.pdf>, listed as 'Off-site Work Co-ordinator'. She/he is responsible to the Head of Department for receiving and storing copies of:

- Departmental fieldwork risk assessments;
- a copy of the itinerary;
- names and details of individuals involved in fieldwork;
- names and contact details of persons to be contacted in an emergency.

The Field Trip Administrator will also:

- act as point of contact in the event of an emergency;
- ensure any reports of accidents during fieldwork are processed in line with UCL procedure;
- Arrange purchase order (PO) payments;
- Provide cost reporting, data collection and analysis as requested by the Programme Leader or Field Trip Leader.

It is not the role of the Field Trip Administrator to undertake the risk assessments but to ensure that assessments have been done and that procedures to control risks are in place.

Students

The safety responsibilities of Students are published in UCL's Organisation and Arrangements for Safety → <https://www.ucl.ac.uk/safety-services/governance/responsibilities-student>. Additionally, as members of the UCL community students are considered ambassadors for UCL and as such should behave in accordance with the Code of Conduct for Students → <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-1-code-conduct-students> at all times, both on and off campus. 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.

Prior to Travel

Duration of a field trip

The duration of a field trip is agreed with the relevant Programme Leader. The duration for field trips abroad varies between Departments, with some Heads of Department setting a maximum number of weeks. For trips abroad, Field Trip Leaders should accompany students both on outbound and return journeys. The duration of the field trip should be clearly communicated to the students. The Field Trip Leader should be present for this specified time. It is not recommended that students make alternative arrangements to extend field trips.

Costs and funds available for field trips

Some Departments do not charge students for field trips: their tuition fees cover overseas travel and accommodation, vaccines and visas. In such cases, students only need bring their own spending money.

However, some Departments do require students to pay part of the field trip costs. These Departments will inform students of: the amount each student must contribute to the cost of the field Trip; the amount the Department will contribute; any circumstances under which the Department would not contribute, and the student is therefore expected to pay all of the contribution. The field trip cost will include all international and UK travel costs, accommodation and travel documentation for those students requiring visas. When choosing the destination of a field trip, the Programme Leader and intended Field Trip Leader will estimate the full costs and establish whether or not the destination is feasible.

If, after all booking is complete, it transpires that the field trip cost is less than that paid by the student, they will be advised that they are owed a refund for the difference. The Field Trip Administrator will inform students of how to do this.

The Head of Department will allocate a contribution to be paid to staff participating in a field trip. There is normally a ratio of one staff member for every 15 students.



The Field Trip Administrator will e-mail students once the total payment owed is established and will inform them of the payment method. Some Departments have a Moodle page containing a link to an 'Online Store'. Students will be informed at the start of the academic year whether or not a deposit payment is required.

In order to secure a place on a field trip, students must sign a consent confirmation form. Some Departments refer to a 'Booking Form' and other a 'Field Trip Consent' form. Students must also submit a copy of their passport information page.

Field Trip Consent Confirmation

In order to secure a place on a field trip, students are asked to formally accept the following:

- **Visa and Passport:** in some Departments, students are responsible for arranging their own travel documentation, which includes ensuring possession of a travel visa and valid passport. In these Departments, students may be liable for the full cost of the trip if these documents are not ready in time for travel; students are advised to start the visa application as soon as they know the destination of the field trip. Please consult the Field Trip Administrator on whether or not students are responsible for arranging their own travel documentation.
- **Travel Insurance:** Students will be covered by UCL Travel insurance. In some Departments, students must complete an online UCL Travel Insurance registration (link via Moodle) to produce an individual travel certificate and formally register their travel dates. Please consult the Field Trip Administrator on whether or not students are required to register their own travel insurance.
- Please note that if you are a not European Union (EU) or United Kingdom (UK) student and have not studied or worked in the UK for 12 months or more, UCL's travel insurance will not cover medical expenses incurred in your country of origin or nationality if you fall ill. If you are returning to your home country to research/ participate in a field trip and no longer have access to the medical facilities there, you will need to purchase medical cover locally.
- **Deposits and Payments:** In Departments where students pay part of the field trip costs, the Department will usually provide a subsidiary (for example £250) towards field trips that are arranged via the formal Departmental process. After the field trip is booked students will be required to pay the balance of their trip before they travel. Once the student has confirmed his/her place, he/she will be responsible for the full cost of his/her field trip, unless he/she has unexpected and extenuating circumstances that prevent him/her from attending the trip.
- **Duty of Care:** Field Trip Leaders have a duty of care during the trips to the students whilst undertaking fieldwork as instructed and in accordance with the brief provided. Outside of these times, students are responsible for their own safety.
- **Risk Assessments:** These are arranged by the Programme Leader and Field Trip Leader. Students are required to familiarize themselves with the approved Risk Assessment and the guidelines provided by UCL Safety Services → <https://www.ucl.ac.uk/safety-services/a-z/off-site-working> and attend all briefings prior to travel.



Field Trip Payments

In Departments where students pay part of the field trip costs, the payment secures a place on the field trip, covers the cost of the trip and may be non-refundable. By making the payment, students confirm their attendance on the trip. The payment must be made before the student travels. If a student has any difficulties with paying for the field trip, he/she should contact the Programme Leader or Field Trip Administrator as soon as possible.

Uploading a Passport scan

Students are required to submit a copy of the information page of their passport → http://www.securitydocumentworld.com/creo_files/upload/default/ukbiopage.jpg. In some Departments, this is submitted to the Field Trip Administrator. In others, students are required to upload a scanned copy of the via the department's Field Trip Moodle page, giving their name, programme and year of study. Please consult the Field Trip Administrator on Departmental arrangements for submitting passport copies.

Travel Insurance

All students will be covered by UCL Travel Insurance for the duration of their field trip. In some Departments, this is arranged by the Field Trip Administrator. In others, students must complete an application form to generate their individual insurance paperwork. In these Departments, trips should be registered via the online application form → <https://travelcert.ajg.com/#/activation>. To start, enter 'University College London' and the name will become visible, then enter the activation code → <https://www.ucl.ac.uk/finance/insurance/travel>. Please then complete the relevant fields of information – when asked if this trip is for a holiday only, please ensure you select 'No'. When you add the destination please select purpose of trip as 'field trip'. An individual certificate of insurance will be produced and emailed to you. A travel insurance app can be downloaded from both the Apple store and Google Play – search for TravelCert. Please contact the UCL Insurance team → <https://www.ucl.ac.uk/students/go-abroad/study-abroad-and-erasmus/preparing-go-abroad/insurance/insurance-faqs> for further information.

Immunisation

In some Departments, the Field Trip Administrator will advise students which immunisations are deemed compulsory by the Travel Nurse at the Ridgmount Practice. Some Departments pay for essential vaccines.

In other Departments, the student's supervisor will advise the student of the immunisations they will need when travelling abroad. If a student has already had some, they ensure that they are still valid. Students may obtain information on immunisation from their GP. Some immunisations take a few weeks to become effective so field trip participants should establish in advance which if any are recommended for the area that they are to visit. All field trip participants must take advice on any health requirements for the location and have had the relevant immunisations. The National Health Service (NHS) provides guidance on their → [website](#).

Please consult the Field Trip Administrator, who will be able to advise on Departmental policy regarding immunisations.

Student Contact Details

Prior to participating in a field trip, students must update their postal address, telephone number and e-mail address if appropriate on Portico, as well as ensuring that their next of kin / emergency contact details are up to date.

Travel Booking

UCL have appointed Key Travel to support all types of travel requirements for the University, including flights, hotels and UK & International rail. Key Travel provide an online booking facility that should be used to book flights, hotels, UK Rail & Eurostar, where possible: → [Key Travel Online Booking Tool](#) (*log on required*). Further information on the payment process can be found on the UCL Procurement Services → [website](#).

Travel should not be booked until the destination and risk assessment has been approved, and deposits and consent forms have been received. Field Trip Leaders should have already been in contact with travel agents to obtain a quote well in advance of the date by which students are to be provided with details of the field trip. Once an updated and final quote is received, the Field Trip Leader will request that the Field Trip Administrator to raise a Purchase Order and coordinate the booking process. Information about Purchasing at UCL can be found within the → [MyFinance Online Help](#) pages. Field Trip Leaders must clarify the full cost of the trip to students at this point, to give students who cannot attend the opportunity to withdraw from the field trip.

Risk Assessment

A Risk Assessment must be carried out for each field trip. This is the responsibility of the Programme Leader, in consultation with the Field Trip Leader. The Risk Assessment must be authorised by the Head of Department and communicated to the students.

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.

The risks associated with fieldwork will vary according to the location and method of data or sample collection. Risks may arise from the following factors: work on or near water; poor sanitation; excavations; weather conditions e.g. high or low temperatures; terrain e.g. mountains or desert; isolated locations where normal methods of communication don't work e.g. mobile phones; pre-existing conditions affecting the fieldworker e.g. allergies, health conditions; vehicles and transport; moving and handling equipment.

If the fieldwork is conducted abroad the following factors must be considered when planning the trip:

- the social and political situation of the destination.
 - **The Foreign and Commonwealth Office** may advise against travel to some countries and regions. If this advice is disregarded, UCL's Insurance provider may not provide cover;
- → **immunisations** that may be required in advance of the trip. Some immunisations must be administered weeks in advance to be effective.

Those carrying out assessments should be competent i.e. have sufficient knowledge, skills and experience to undertake the assessment. If they are not directly involved in the activity being assessed, they must involve/consult those carrying out the work. The ability to carry out assessment may require specific training and/or specialist input.

The use of the RiskNET risk assessment tool to record assessments is recommended as this provides a central, searchable database of Departmental assessments.

The findings of the assessment and in particular the control measures identified must be communicated to all those carrying out, or affected by, the work. If the assessment is recorded on RiskNET, this can be achieved by use of the distribution list which automatically informs an individual when they are named on assessment.

There is no specific requirement for training although assessments may need input/advice by others to ensure that they are fit for purpose. However, Departments should identify whether only trained persons can carry out assessments (this could be general or specific types of assessment) and the nature of this specific training.

→ **General training** on the principles of assessment is available for all UCL staff and post-graduate students.

All assessments must be reviewed if there is any reason to suspect they are no longer valid if there has been a significant change to the work.

Although there is no defined legal period for review, it is good practice to set a review period to ensure that assessments (and controls) remain valid over time. The frequency of review could be linked to the overall risk of the activity; with assessments for higher risk activities being reviewed more frequently than low risk ones. NB: RiskNet automatically sets a review date of 12 months which can be changed if needed.

The means for recording revisions of assessments should be documented including whether changes require re-authorisation and by who.

Itinerary

The Programme Leader should complete an → **Off-Site Working** Itinerary and provide the Field Trip Administrator with a copy. Students should also be given a copy of the itinerary, which should include the route, means of travel, locations (accommodation and fieldwork sites), and arrival and departure times.

riskNET

The Programme Leader, in consultation with the Field Trip Leader, should complete a risk assessment using riskNET. This is an IT system that is available via the Safety Services web pages to help Departments manage their safety responsibilities, it provides tools that make managing safety simpler and less bureaucratic; and gives better and more effective feedback about how Departments are performing.

The riskNET safety management tool can be accessed using the following link, which requires user ID and password entry: → <https://ucl-safety.co.uk/Home/home.aspx>.

Those experiencing difficulty accessing riskNET can e-mail: → risknet.help@ucl.ac.uk.

A copy of the UCL Standard – Risk Assessment– Departmental arrangements in which the mandatory requirements are published can be found at the following link: → [Table of UCL Standards](#).

Guidance on what to consider when creating Departmental risk assessment arrangements can be found at the following link: → [Departmental arrangements for risk assessment](#).

Risk assessment is an important step in protecting people from harm. In doing this we are complying with the law and more importantly we are ensuring that the likelihood of causing harm is minimised. The definition of harm at work is usually considered to be injury or ill-health but harm can also be damage to property, equipment or the environment. It could also include damage to reputation either personally or to the group you work with or to UCL in general.

A risk assessment must be initiated by the Field Trip Leader. However the assessment is often a collaborative process involving the people who will be doing the work. This ensures that they understand why the work is carried out in a specific way. This is important when working with significant hazards or in hazardous areas where any deviation from an agreed procedure could have serious consequences.

A risk assessment is a careful examination of anything in the field trip location that could cause harm and a decision about whether there are enough precautions in place. The factors that must be considered when carrying out an assessment are: the process or work activity; the workplace or environment where the work is carried out including unrelated activities going on in the area; the people who are directly or indirectly affected.



Nearly all new fieldwork activities will have elements in common with those already in existence. The Field Trip Leader will break down the activities and tasks into their component parts, note what precautions are already in place and who is involved.

Identify Hazards

The definition of hazard is anything that has the potential to cause harm. To begin the risk assessment process the Field Trip Leader must make a list of the hazards involved in the field trip activities. These may include people interactions: interviewing members of the public/research participants in their home or isolated locations where the interviewee is not vetted and/or the interviewer is vulnerable; unskilled people in high hazard environments; dealing with members of the public e.g. open days.

Risks and precautions

The definition of risk is the likelihood and severity of harm. That is the chance that somebody could be harmed by hazards together with an indication of how serious the harm could be. Once the Field Trip Leader has identified the hazards in the location and research activities they must consider how either to eliminate or minimise them. Also, emergency procedures should be put in place.

Once the hazards in the field trip location and activities have been identified, the Field Trip Leader must consider what to do about them. Many of the measures to control risk may have already been identified because they are legal requirements or good practice standards and as such may already be documented. Refer to any relevant existing risk assessments and to the [➔ UCL Safety Services website](#) for national and UCL requirements.

Risk assessments should be given a risk rating or risk level, i.e. Severity (minor injury/lost time injury, temporary disability or illness/permanent disability or major injury/fatality, multiple serious injuries/illnesses/multiple fatalities) x Likelihood (remote/unlikely/possible/likely/certain).

Record and implement

The risk assessment does not have to be perfect but it's important that the Field Trip Leader records the thought process that led them to their conclusions. The record of the assessment will show that they:

- did what was reasonable to identify the hazards involved (that is a breakdown of the activities and tasks);
- considered who might be harmed (either directly or indirectly);
- implemented measures to protect those who might be harmed;
- selected measures that result in the remaining risk being as low as is reasonably practicable;
- involved those working on the task or activity/ in the location;
- have established the time intervals between each review.

And finally the record of the assessment will provide the Field Trip Leader with the starting place when they carry out their periodic reviews.

RiskNET provides tools that make managing safety simpler and includes a risk assessment recording tool. It's recommended that this tool is used to record risk assessments. A form, based on the layout of the on-line version, is available for those who don't wish to use the riskNET tool. The risk assessment form can be found at the following link: [➔ Risk assessment form pdf](#)

Implementing the findings means instructing and training fieldtrip participants so that they understand the precautions they must use and why; supervising fieldtrip participants, who must co-operate with the Field Trip Leader by following the instructions they have been given for safe working.

Instructions and procedures must be documented in the form of safe operating procedures, arrangements for safe working or codes of practice.

To complete the process, Programme Leaders and Field Trip Leaders must communicate the significant findings of risk assessments to students via written guidance and briefings.

Travel Checks

Alongside a Risk Assessment, a [➔ 'Working in the UK'](#) or [➔ 'Working Abroad'](#) travel checklist should be completed, as relevant.

Fire Safety

Alongside a Risk Assessment, a [➔ Hotel Fire Safety](#) or [➔ Campsite Fire Safety](#) checklist should be completed, as relevant.

Working Safely During a Pandemic

Covid-19

Please always check the UCL coronavirus (Covid-19) information pages → <https://www.ucl.ac.uk/coronavirus>. These pages are updated regularly, but please check the Public Health England website → <https://www.gov.uk/coronavirus> for the latest official advice as the situation is changing rapidly. At the time of publishing this manual, fieldwork is permitted for staff and postgraduate students, as long as individuals wish to take part.

Risk assessments

Risk assessments should be undertaken to manage new risks. Existing risk assessments should also be reviewed to include any adjustments or additional activities being undertaken and to consider the risks from COVID-19. Further information can be found on the UCL Safety Services website → <https://www.ucl.ac.uk/safety-services/policies/2020/may/risk-assessment>.

Risk assessment for return to fieldworks

In addition to the standard Risk Assessment for fieldwork, Programme Leaders must carry out a 'General Risk Assessment to Support a Return to Fieldworks' using Risk.Net → <https://ucl-safety.co.uk/Home/home.aspx>. To do this, search for 'RA036625/1'. The new online form describes Coronavirus disease (COVID-19) and how it spreads. It provides a detailed advisory list of checks and action points that must be undertaken.

This advisory list will be updated by UCL Safety Services to reflect changing circumstances, emerging evidence, and/or new national guidance as it becomes available.

The completed risk assessment will enable the Programme Leader to decide if it is possible to maintain a 2 metre distance in a specific environment or for a specific task. It might be decided that the fieldwork should not take place.

Programme Leaders must review the completed risk assessment regularly and ensure all significant changes are communicated to all staff and students involved. Also, the UCL Safety Services Lead Safety Advisor → <https://www.ucl.ac.uk/safety-services/safety-services-team/list-low-hazard-departments-assigned-lead-safety-advisor> should be listed on the form as an additional assessor, so that they can comment and provide further recommendations as necessary. This will help verify that appropriate risk control measures are in place.

The 'General Risk Assessment to Support a Return to Fieldworks' also has advisory checks and action points that relate to vulnerable groups, field site entrances, exits, circulation spaces and shared and welfare spaces.

For further information on working safely during a pandemic, please see the UCL Safety Services website → <https://www.ucl.ac.uk/safety-services/working-safely-during-pandemic>.



On the FieldTrip

Levels of supervision

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. 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 Field Trip Leader must carry out a risk assessment and ensure a safe system of work is in place.

The Field Trip Leader 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 Field Trip Leader.

Disciplinary Procedures

Field Trip Leaders exercise authority on behalf of the Head of Department and as such can dismiss any person from fieldwork whom they believe to be:

- Endangering the health, safety and welfare of themselves and/or others;
- Non-cooperative and hence jeopardising the success of the fieldwork;
- Engaging in activities or behaviour, which may be damaging to the reputation of UCL.

Warnings issued by Field Trip Leaders 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 student.

Contact with UCL in emergencies

In the event of an emergency while on a field trip overseas, staff and students may urgently need to contact their Department or other support services at UCL. The UCL Estates Security Team holds contact information for UK-based emergency contacts. They can be reached on a 24 hour basis in emergency situations by emailing securitycontrol@ucl.ac.uk or telephoning [+44 20 7679 333](tel:+44207679333).

Health

Students must talk to the Field Trip Leader before work commences if they have a medical condition that could give rise to problems in the field, or if they believe that they are not fit enough to participate in the fieldwork. Students may also choose to discuss the matter with their GP. This may be Ridgmount Practice <http://www.ridgmountpractice.nhs.uk/>, UCL's partner health clinic. Students should also notify the Field Trip Leader of any medical condition that arises before departure. If a student takes regular medication, e.g. for diabetes, epilepsy, allergies, it is advisable to tell the Field Trip Leader in advance of the symptoms, which occur if they do not take that medication. Students should ensure that they have sufficient medication or the means to obtain further supplies for the duration of the fieldwork.

While participating in a field trip, students should tell the Field Trip Leader if they have difficulty keeping up with the party. If a student begins to feel ill or are injured, he/she must inform the Field Trip Leader at once.

Accident Reporting

All accidents/incidents, whether they result in an injury or not, must be reported to the Field Trip Leader, who will report the incident using RiskNet <https://www.ucl.ac.uk/safety-services/incidents>. If the accident is serious, it should be reported immediately to the Field Trip Administrator at UCL.

Emergency Procedures

The supervisor must inform students of the emergency procedures, including what to do in the event of an emergency and the rescue plan. This 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; use of emergency equipment, where relevant.

Essential Packing

The Field Trip Leader will specify which items students must provide in order to be included in the fieldwork. This may include waterproof clothing, specific footwear etc. Students may be excluded from part or all of the fieldwork if they do not provide these things for their own use.

Standards of Behaviour

As members of the UCL community students are considered ambassadors for UCL and as such should behave in accordance with the Code of Conduct for Students → <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-1-code-conduct-students> at all times, both on and off campus. This includes being considerate and courteous to local people and those encountered in the course of the field trip; respecting and not interfering with the property of others; not consuming alcohol during fieldwork.

Field Trip Leaders exercise authority on behalf of the Head of Department and as such can dismiss any person from fieldwork whom they believe to be:

- Endangering the health, safety and welfare of themselves and/or others;
- Non-cooperative and hence jeopardising the success of the fieldwork;
- Engaging in activities or behaviour, which may be damaging to the reputation of UCL

Warnings issued by Field Trip Leaders 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 student.

Leisure Time

During fieldwork breaks (evenings and daytime) if students wish to explore the locale, they must discuss their plans with the Field Trip Leader and ensure that they have the following if they get into difficulties. Students should specify: the route they intend to take; their destination; when they intend to return. Students are expected to maintain the same standard of behaviour during leisure time as they would during work hours.

Personal Security

Students should be discreet with cash, carrying only what they will need for the day's activities, and with valuables e.g. cameras, credit cards, passports.

Research Ethics Approval

If the field trip requires it, UCL Research Ethics Committee (REC) approval and local level permissions need to be in place in advance of the trip. Programme Leaders and Field Trip Leaders should ensure that they comply with → [UCL Research Ethics Committee \(REC\) requirements](#). Some forms of research are exempt from ethical approval. Please note that REC approval takes at least six weeks. If REC approval is not needed, the Department should record why.



Appendix 1: Code of Conduct for Students

Section 1: Code of Conduct for Students

Published for 2019-20

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background. It was the first university in England to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute, this includes conduct whilst not on UCL premises.

Good conduct means:

- In general realising that you are an ambassador for UCL and behaving accordingly. This applies anywhere and at any time but is particularly important in the local community around UCL, whilst on fieldwork, whilst on other study away from UCL, on the sports field and whilst engaged in any other UCL-related activity.
- Recognising the diversity of the UCL community and not discriminating against others on the basis of their age, ethnic origin, race, nationality, membership of a national minority, culture, language, religious faith or affiliation or lack thereof, political affiliation or opinions or lack thereof, sex, gender, gender identity, sexuality, sexual orientation, marital status, caring or parental responsibilities, illness, ability or disability, mental health status, medical condition, physical appearance, genetic features, parentage, descent, full or part-time student status, socio-economic background, employment status, trade union affiliation, spent or irrelevant criminal convictions or any other irrelevant distinction.
- Acting responsibly, being honest, being considerate, respectful and courteous towards others. Behaving in a respectful manner towards others so that they do not feel that they are being harassed or bullied and abiding by the law.

Whilst learning:

- Following the rules laid down by UCL for academic activity, the use of the Library, Information Services and other services.
- Being punctual for classes and other appointments.
- Informing the relevant person if you are going to be absent or delayed for an activity where you are expected to attend.
- Being aware of the advice and assistance available on academic and other matters from sources such as personal, programme and Departmental Tutors.
- Seeking help for yourself when you need it.

Around UCL:

- Showing respect for UCL property.
- Informing yourself of UCL health and safety policies and following them.
- Playing your part in maintaining security and being prepared to produce your identity card when requested.
- Caring for the environment at UCL by respecting buildings, spaces and facilities.
- Recycling and disposing of litter responsibly.
- Being aware of UCL's advice for saving energy.
- Showing consideration for others regarding noise (e.g. switching mobile phones off in classes).

Social and sporting behaviour:

- Showing good sportsmanship whilst taking part in sporting activities.
- Refraining from exhibiting displays of drunken or loutish behaviour.

Appendix 1 (continued): Code of Conduct for Students

- Ensuring that any activity you engage in using the internet, including virtual learning environments (e.g. Moodle), social networking sites (e.g. Facebook, Twitter etc.), blogs or other web resources, refrains from causing offence and could not be regarded as bullying or harassment.
- Respecting the right of freedom of speech provided it is within the law.

Awareness and caring for others:

- Being aware of the help and support available at UCL from sources such as [Student Psychological and Counselling Services](#), [the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing \(SSW\)](#) and the [Students' Union Rights and Advice Centre](#).
- Showing consideration for the welfare of your friends and peers and, if appropriate, providing advice on seeking help.

Links to other UCL policies that relate to conduct:

[Section 8: Student Disciplinary Code and Procedure](#)
[Equalities](#)
[Examinations and Awards](#)
[Guidelines for Fieldwork](#)
[Harassment and Bullying](#)
[Health and Safety](#)
[ISD Regulations](#)
[Library Regulations](#)
[Student Accommodation General Regulations](#)
[Security](#)

Links to sources of advice and assistance:

[Student Psychological and Counselling Services](#)
[The Disability, Mental Health and Wellbeing team](#)
[Students' Union UCL](#)
[Students' Union Rights and Advice Centre](#)
[Energy Saving Information](#)

Appendix 2: Fire Safety (Campsite) – Checklist

OFF-SITE WORK – FIRE SAFETY WHEN CAMPING



Always check with local authorities i.e. fire, civil or forestry about prohibited activities e.g. some countries / locations have a fire season and prohibit open fires.

SECTION 1 FIRE SAFETY - CAMPSITE LAYOUT

	YES	N/A
Tents have been pitched 6 metres apart	<input type="checkbox"/>	<input type="checkbox"/>
There are no items stored between tents	<input type="checkbox"/>	<input type="checkbox"/>
Combustible waste is stored away from tented area prior to disposal	<input type="checkbox"/>	<input type="checkbox"/>
Smoking is not permitted within 6 metres of fuel stock	<input type="checkbox"/>	<input type="checkbox"/>
A smoking area has been designated at a safe distance from tents and combustible material	<input type="checkbox"/>	<input type="checkbox"/>
A container for disposing of smoking materials and extinguishing cigarettes has been provided i.e. sand bucket	<input type="checkbox"/>	<input type="checkbox"/>
A fire point has been created where extinguishers can be located and fire action notices displayed	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders for cooking appliances are stored 6 metres from tents	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders for cooking appliances are stored in an area that is protected from direct sunlight	<input type="checkbox"/>	<input type="checkbox"/>
Gas burners and barbecues are positioned at least 1 metre from tents	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 FIRE SAFETY - GENERAL

All campers have been issued with site rules	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders for cooking appliances are stored in an upright position	<input type="checkbox"/>	<input type="checkbox"/>
Barbeques are never used inside a tent	<input type="checkbox"/>	<input type="checkbox"/>
A torch is available to use in an emergency (candles are not to be used)	<input type="checkbox"/>	<input type="checkbox"/>
Everyone is aware of the local emergency telephone number	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 FIRE SAFETY - ACTION TO TAKE IN EVENT OF A FIRE

- DO** call the emergency services if a fire starts
- DO** collapse the tents in the immediate vicinity of the fire if safe to do so
- DO** use a water extinguisher on fires that involve solid material e.g. wood, paper grass
- DO** use beaters and loose soil on scrub and grass fires

NOTES:

Appendix 3: Fire Safety (Hotel/Guesthouse) – Checklist

OFF-SITE WORK – HOTEL / GUEST HOUSE FIRE SAFETY



Report any faults or concerns to the accommodation management

SECTION 1 FIRE FAMILIARISATION CHECKLIST

	YES	N/A
Have you read the fire action notice in your room?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to raise the alarm on discovering a fire?	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with your escape route to the nearest exit (by walking it to the final exit)?	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with your alternative escape route (by walking it to the final exit)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the escape route from your room clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Check that fire doors are not wedged open.	<input type="checkbox"/>	<input type="checkbox"/>
Do you know where the nearest fire extinguisher is?	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarised yourself with the fire signage (it may be different to UK e.g. colour)	<input type="checkbox"/>	<input type="checkbox"/>
Is the final exit unlocked?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 FIRE PREVENTION GUIDANCE

DO use only approved plug convertors and adaptors NB voltage and earthing arrangements may be different if you are abroad.

DO ensure electrical equipment is in good condition before you use it i.e. check for signs of damage on the casing or cable.

DO observe the accommodation smoking policy.

DO NOT leave equipment charging while you are away from your room i.e. phone or laptop

SECTION 3 FIRE EVACUTION GUIDANCE

DO dress quickly and appropriately for the weather conditions if the fire alarm sounds.

DO close the door to your room when you evacuate the building.

DO use the nearest staircase when you evacuate the building.

DO NOT take luggage or any personal belongings with you when you evacuate the building

DO NOT use the lift when you evacuate the building.

NOTES:

Appendix 4: Off-Site Working – Itinerary

OFF-SITE WORKING ITINERARY



NB A copy of this itinerary must be given to the Departmental Off-site Work Co-ordinator

SECTION 1 General

Organiser / Leader

Click here to enter text.

Type of Work

Choose an item.

Participant(s) Name(s)

Click here to enter text.

Start Date

Click here to enter a date.

Return Date

Click here to enter a date.

SECTION 2 Details

Destination / Location of Off-Site Work

Click here to enter text.

Description of off-site work/visit:

Click here to enter text.

Accommodation Address:

Click here to enter text.

Travel Arrangements:

Click here to enter text.

Appendix 5: Off-site Working (Abroad) – Checklist

OFF SITE WORK – Working Abroad Checklist



This checklist is intended to assist with the planning process for groups or individuals travelling abroad for one of the following reasons: to attend a Meeting/Conference; undertake Hosted Research; take up a Work Placement or participate in Fieldwork.

SECTION 1 GENERAL

	YES	N/A
A copy of the itinerary has been given to the departmental Off-site Work Co-ordinator.	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been carried out and authorised by the manager of the work.	<input type="checkbox"/>	<input type="checkbox"/>
A travel insurance cover note has been issued by UCL Insurance Services.	<input type="checkbox"/>	<input type="checkbox"/>
All participants have been provided with a copy of the itinerary.	<input type="checkbox"/>	<input type="checkbox"/>
All participants have been provided with a list of essential items of packing e.g. wet weather clothing, sunscreen etc.	<input type="checkbox"/>	<input type="checkbox"/>
Next of kin contact details for all participants are available to the Off-site Work Co-ordinator.	<input type="checkbox"/>	<input type="checkbox"/>
The Off-site Work Co-ordinator has contact details for participants while abroad.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 TRAVEL

Travel tickets have been purchased and checked.	<input type="checkbox"/>	<input type="checkbox"/>
All participants have valid passports.	<input type="checkbox"/>	<input type="checkbox"/>
Visa arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles have been hired from reputable (UCL preferred) supplier.	<input type="checkbox"/>	<input type="checkbox"/>
Designated drivers are licensed for the vehicle(s) being used.	<input type="checkbox"/>	<input type="checkbox"/>
Designated drivers are insured for the vehicle(s) being used.	<input type="checkbox"/>	<input type="checkbox"/>
Drivers are aware of the 'Highway Code' of the country being visited.	<input type="checkbox"/>	<input type="checkbox"/>
The hotel, hostel or campsite booking has been confirmed.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 HEALTH

Relevant immunisations have been administered to all participants and they have the relevant prophylactic medication e.g. anti-malarial.	<input type="checkbox"/>	<input type="checkbox"/>
Participants with pre-existing health conditions have been advised to take sufficient prescription medication for the duration of the trip.	<input type="checkbox"/>	<input type="checkbox"/>
Participants have been asked to notify any health condition that may impact on their ability to participate in some activities e.g. mobility issues on rough terrain.	<input type="checkbox"/>	<input type="checkbox"/>
All participants must have individual medical insurance.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 EMERGENCIES

Repatriation arrangements are in place for individuals and/or the entire group if an event / incident warrants it.	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Services contact details for the country being visited have been given to participants e.g. ambulance, police.	<input type="checkbox"/>	<input type="checkbox"/>
Participants have been advised to carry a mobile phone pre-programmed with emergency contact numbers e.g. emergency services, supervisor etc.	<input type="checkbox"/>	<input type="checkbox"/>
An emergency medical kit has been packed (if travelling to an area with limited medical facilities).	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 LEISURE TIME

Participants are aware of areas to be avoided during leisure time.	<input type="checkbox"/>	<input type="checkbox"/>
Participants are aware of local customs and laws e.g. dress code.	<input type="checkbox"/>	<input type="checkbox"/>
Participants have been instructed to provide details of their leisure time destination and when they will return with responsible person e.g. hotel reception, colleague or supervisor etc	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 6: Off-site Working (UK) – Checklist

OFF SITE WORK – Working in the UK Checklist



This checklist is intended to assist with the planning process for groups or individuals travelling within the UK for one the following reasons: to attend a Meeting/Conference, undertake Hosted Research, take up a Work Placement or participate in Fieldwork.

SECTION 1 GENERAL

	YES	N/A
A copy of the itinerary has been given to the departmental Off-site Work Co-ordinator.	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment has been carried out and authorised by the manager of the work.	<input type="checkbox"/>	<input type="checkbox"/>
A travel insurance cover note has been issued by UCL Insurance Services.	<input type="checkbox"/>	<input type="checkbox"/>
All participants have been provided with a copy of the itinerary.	<input type="checkbox"/>	<input type="checkbox"/>
All participants have been provided with a list of essential items of packing e.g. wet weather clothing, sunscreen etc.	<input type="checkbox"/>	<input type="checkbox"/>
Next of kin contact details for all participants are available to the Off-site Work Co-ordinator.	<input type="checkbox"/>	<input type="checkbox"/>
The Off-site Work Co-ordinator has contact details for participants while away.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 TRAVEL

Travel tickets have been purchased and checked.	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles have been hired from reputable (UCL preferred) supplier.	<input type="checkbox"/>	<input type="checkbox"/>
Designated drivers are licensed for the vehicle(s) being used.	<input type="checkbox"/>	<input type="checkbox"/>
Designated drivers are insured for the vehicle(s) being used.	<input type="checkbox"/>	<input type="checkbox"/>
The hotel, hostel or campsite booking has been confirmed.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3 HEALTH

Participants with pre-existing health conditions have been advised to take sufficient prescription medication for the duration of the trip.	<input type="checkbox"/>	<input type="checkbox"/>
Participants have been asked to notify any health condition that may impact on their ability to participate in some activities e.g. mobility issues on rough terrain.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 EMERGENCIES

Participants have been advised to carry a mobile phone pre-programmed with emergency contact numbers e.g. emergency services, supervisor etc.	<input type="checkbox"/>	<input type="checkbox"/>
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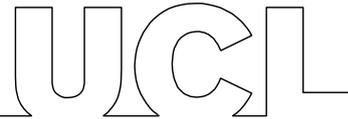
SECTION 5 LEISURE TIME

Participants are aware of areas to be avoided.	<input type="checkbox"/>	<input type="checkbox"/>
Participants have been instructed to provide details of their leisure time destination and when they will return with responsible person e.g. hotel reception, colleague or supervisor etc.	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

Appendix 7: Study Leave for Research Students – Application form

UCL STUDENT AND REGISTRY SERVICES
 UCL, Gower Street London WC1E 6BT
 studentrecords@ucl.ac.uk



STUDY LEAVE FOR RESEARCH STUDENTS

You must read the guidance notes available at http://www.ucl.ac.uk/current-students/services_2/registration_status/ before making an application for study leave.

Student Details

Surname: _____ Student Number: _____
 First Names: _____

Registration Details

Programme: _____
 Department: _____ Faculty: _____

Study Leave Details

Proposed dates of Absence: _____ From: _____ To: _____

Destination (s):

Proposed Itinerary:

Please give brief details of the proposed study leave here. Please include reasons why a risk assessment or Research Ethics Committee approval is NOT required for this work if appropriate

Appendix 7 (continued): Study Leave for Research Students – Application form

UCL STUDENT AND REGISTRY SERVICES
UCL, Gower Street London WC1E 6BT
studentrecords@ucl.ac.uk



You must update your postal address, telephone number and email address if appropriate on PORTICO for the period of your absence. You must also ensure your next of kin/emergency contact details are up-to-date.

Contact telephone number while absent:

Contact email address while absent:

I anticipate being out of email contact on the following dates

I confirm I have obtained UCL Research Ethics Committee (REC) approval and local level permission from the country in which I will study Yes N/A

I confirm I have arranged full health, travel and third party liability insurance (see guidance notes) Yes

I confirm I have undertaken a risk assessment for my fieldwork (see guidance notes) Yes N/A

I confirm I have obtained the relevant visa (if applicable) Yes N/A

I confirm I have obtained relevant health guidance for the area of my study leave Yes

I confirm I have had the necessary immunisations. Yes

Please confirm which immunisations here:

If you will be based at another institution for your study leave please confirm that you have checked the student IPR policy of that institution. Yes

Signature of Student:

Date:

Academic Approval

Supervisor/Programme Tutor

I confirm that the study leave proposed above is essential for the successful completion of the student's course of study.

Print Name:

Email Address:

Signature:

Date:

Departmental Graduate Tutor

Print Name:

Email Address:

Signature:

Date:

Appendix 7 (continued): Study Leave for Research Students – Application form

UCL STUDENT AND REGISTRY SERVICES
UCL, Gower Street London WC1E 6BT
studentrecords@ucl.ac.uk



Study Leave Regulations and Guidance Notes

Study leave may be granted when it is necessary for you to collect or study material away from UCL in order to further your research. You must use this form to apply AT LEAST ONE MONTH IN ADVANCE OF YOUR PROPOSED DEPARTURE. Please read the notes below before you complete the application form.

You must ensure you have the following in place before you leave the UK for your period of study leave and provide evidence as required to your department

- **Appropriate research ethics approval**
If your research requires it, UCL Research Ethics Committee (REC) approval and local level permissions need to be in place before the study you start the study. You must read the guidelines at <http://ethics.grad.ucl.ac.uk/research-conducted-overseas.php> to ensure you comply with this requirement. Please note that REC approval takes at least six weeks. If REC approval is not needed you must state why in the details about your proposed study.
- **Insurance**
Please refer to <http://www.ucl.ac.uk/finance/insurance/travel> for information on UCL's travel insurance policies. You must ensure that you have appropriate cover for the duration of your study leave, whether you are travelling to your home country or another destination. If you are a non EU/UK student and have not studied or worked in the UK for 12 months or more please note that UCL's travel insurance will not cover medical expenses incurred in your country of origin or nationality if you fall ill. If you return to study in your home country and no longer have access to the medical facilities there you will need to purchase medical cover locally.
- **Health**
You must take medical advice on any health requirements for the areas in which you will study and have had the relevant immunisations. The NHS has guidance at <http://www.fitfortravel.nhs.uk/home.aspx>
- **Fieldwork risk assessment**
You are required to undertake a full risk assessment for your fieldwork; please refer to http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/fieldwork/index.htm for information on how to do this. Some fieldwork will not need a full risk assessment but will require you to have consulted the travel checklists at http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/work_placements/index.htm. If the risk assessment is not needed you must state why in the details about your proposed study.
You must also check current Foreign Office advice (<https://www.gov.uk/foreign-travel-advice>) for your destination. If you need emergency help when you are away, you should contact the nearest British Embassy, Consulate or High Commission. If you are a non-UK resident you must also check your country of origin's advice.
- **Intellectual property rights in your work.**
It is important that you retain the intellectual property rights in the results of your research in order to be sure that you are able to use that work to complete your thesis. This applies to the copyright in your work and any other IP rights which may apply in specific cases. Institutions will generally have an IPR policy relating to students' work and you should check the terms which might apply to you before committing to your study leave if you will be based in another institution.

You must update your postal address, telephone number and email address if appropriate on Portico for the period of your absence. You must also ensure your next of kin/emergency contact details are up-to-date. You must check your email regularly while you are away.

Ordinarily, you may not be absent during the first and final three months of your degree. If you feel it would be especially useful to take study leave early on in your degree, then you and your supervisors should make this case in writing to the Departmental Graduate Tutor in the first instance.

Appendix 7 (continued): Study Leave for Research Students – Application form

You will be liable for fees during the time you spend away from UCL, but at a reduced rate. It is important that you apply in advance for study leave. If your application is late, approval will only be granted from the date of signature by your supervisor and will affect the calculation of the reduced fee. It is normally possible for your period of absence to be extended but your supervisor must send a letter of support to Student and Registry Services **before** the approved stretch expires.

Under University regulations you will be expected to keep in regular contact with your supervisor during your absence. It is expected that you will be available in the UK for your Upgrade. If you wish to have a period of extended study leave in your second year (if full-time, or equivalent if part-time) you must return to London for your upgrade to PhD.

Appendix 8: Risk Assessment form

RISK ASSESSMENT FORM



ASSESSOR DATE

ASSESSMENT TITLE

ASSESSMENT OUTLINE

AREA RESPONSIBLE FOR MANAGING RISKS

FACULTY

DEPARTMENT

GROUP / UNIT

LOCATION OF RISKS

BUILDING

FLOOR

ROOM NUMBER

DISTRIBUTION LIST

PEOPLE AT RISK (from activities covered by risk assessment)

Employees	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Women of Child-bearing Age	<input type="checkbox"/>
Post-graduates	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Young Persons	<input type="checkbox"/>
Undergraduates	<input type="checkbox"/>	Disabled Persons	<input type="checkbox"/>	Other Vulnerable Persons	<input type="checkbox"/>
Contractors	<input type="checkbox"/>	Inexperienced Workers / Trainees	<input type="checkbox"/>	Other	<input type="checkbox"/>

HAZARDS

December 2014

Appendix 8 (continued): Risk Assessment form

RISKS

CONTROL MEASURES

RISK LEVEL

GUIDANCE FOR NON-SPECIALIST RISK ASSESSMENTS

SEVERITY

- Minor Injury
- Lost time injury, temporary disability or illness
- Permanent disability or major injury
- Fatality, multiple serious injuries/illnesses
- Multiple fatalities

LIKELIHOOD

	Remote	Unlikely	Possible	Likely	Certain
A	A	B	B	C	C
B	B	C	C	D	E
C	C	C	D	E	E
D	C	D	E	E	E

RISK LEVEL

- A: Very Low / Trivial
- B: Low / Tolerable
- C: Medium / Moderate
- D: High / Substantial
- E: Very High / Intolerable

RISK LEVEL WITH EXISTING CONTROLS

APPROVER

REVIEW DATE

Web Links

British Government (Foreign Office) travel advice
 → <https://www.gov.uk/foreign-travel-advice>

Code of Conduct for Students
 → <https://www.ucl.ac.uk/academic-manual/chapters/chapter-6-student-casework-framework/section-1-code-conduct-students>

Departmental arrangements for risk assessment
 → <https://www.ucl.ac.uk/safety-services/a-z/risk-assessment/table-assessment-arrangements>

Departmental Safety Roles:
 → <https://www.ucl.ac.uk/safety-services/responsibilities/osw-co-ordinator.pdf>

Head of Department – Safety Responsibilities
 → <http://www.ucl.ac.uk/safety-services/governance/responsibilities-hod>

Off-site Working
 → <https://www.ucl.ac.uk/safety-services/a-z/off-site-working>

Off-site Working Itinerary
 → <https://www.ucl.ac.uk/safety-services/a-z/off-site-working/itinerary.docx>

Research exempt from ethical approval
 → <https://ethics.grad.ucl.ac.uk/exemptions.php>

RiskNet (log on required)
 → <https://www.ucl.ac.uk/safety-services/risknet>

Students and Visitors Safety Responsibilities
 → <https://www.ucl.ac.uk/safety-services/governance/responsibilities-student>

Training Courses (Safety)
 → <https://www.ucl.ac.uk/safety-services/learning/scheduled>

UCL Human Resources advice on travel vaccines
 → https://www.ucl.ac.uk/hr/occ_health/what_do_we_do/vaccine_preventable.php#cholera

UCL Research Ethics Committee approval
 → <https://ethics.grad.ucl.ac.uk/research-conducted-overseas.php>

UCL Safety Services A-Z
 → <https://www.ucl.ac.uk/safety-services/a-z>

UCL Standards (Safety)
 → <https://www.ucl.ac.uk/safety-services/governance/standards>

UK Passport specimen
 → http://www.securitydocumentworld.com/creo_files/upload/default/ukbiopage.jpg



**‘The course has
been even better
than I hoped, and
the experience
as a whole has
been amazing...’**

Freya – MSc Urban Regeneration