

Good practice checklist for departmental fieldwork and travel procedures

Systems /Administration

- ✓ Departmental fieldwork policy, including fieldwork training policy (students & supervisors). Policy is publicised and available (e.g. Intranet, Induction packs) & consistent with University Policies. Policy applies to staff and student fieldworkers.
- ✓ Suitable risk assessment forms (detail proportionate to risk).
- ✓ Encourage take up of University insurance (consider department paying insurance).
- ✓ Formal process for review and approval of risk assessments.
- ✓ Compliance with policy is enforced. Strategies for assisting this can include linking to insurance, CUREC forms, and departmental approval of the research. HoD is visibly supportive and robust.
- ✓ Fieldwork information pack: insurance details, assessment & personal safety tips.
- ✓ Spreadsheet of who is where when.
- ✓ For long term fieldwork, consider departmental check on end dates as they approach to account for extensions (e.g. trips can be extended – this needs to be captured not least for insurance purposes).
- ✓ Mechanism for getting feedback e.g. specify in policy & form the need to report incidents/near misses & have a debrief with supervisors. Consider post fieldwork survey (e.g. use of survey monkey).

Students

- ✓ Awareness sessions arranged by departments and made compulsory where feasible. Sessions can include involvement by one or all of the following: experienced academic, external expert trainers, post research students, DivSO, DSO.
- ✓ Attendance of more comprehensive courses for students proposing medium - high risk research proposals (Safety Office Course or DTC course as appropriate)
- ✓ Monitor training course attendance and discuss in safety meetings

Supervisor engagement

- ✓ Supervisors aware of responsibilities to students (& staff).
 - HoD outlines responsibilities with new supervisors (e.g. as part of 1:1 induction), and reinforces it to existing supervisors on a regular basis
 - Supervisors are encouraged to attend Safety Office course for fieldwork planning and supervisors.
 - Supervisors issued with University Policies and one page summary sheet
 - Encourage discussion in departmental GSC
 - Supervisors involved in follow up correspondence on risk assessments & asked by HoD to clarify/ re-evaluate where information is inadequate to demonstrate significant risks have been reduced to an acceptable level.
- ✓ Supervisors reminded to:
 - Consider safety implications of fieldwork as research ideas are formulated (consider safer alternatives where appropriate).
 - Have formal arrangements for keeping in touch with students while away.
 - Consider appropriate training for students' needs (& encourage attendance)
 - Have a post fieldwork debrief and pass on to department any lessons learnt. Consider emotional impact of research on student.
- ✓ Departments to monitor training and discuss in safety meetings
- ✓ Consider usefulness of a checklist top sheet for supervisors to confirm above elements have been discussed.

Staff fieldwork/ travel

- ✓ Department knows where staff are, when, what they are doing and how to get hold of them.
- ✓ Written risk assessment for medium to high risk travel (detail proportionate to risk).
- ✓ Similar principles of supervision and management apply to staff fieldworkers as for students; appropriate discussions with supervisor and departmental sign off.