

Fieldwork Checklist

1.	Roles and Responsibilities	YES/NO	Details
1.1	<p>Has the Head of School, Faculty, Department or equivalent nominated a Fieldwork Leader who is responsible for ensuring a suitable and sufficient risk assessment is in place and for ensuring that all safety precautions are observed for the duration of the fieldwork?</p> <p>In the case of independent fieldwork this may be the individual travelling and working alone.</p>		NAME (please print):
1.2	<p>Is the Fieldwork Leader competent?</p> <p>Please describe training received/experience and consider if further training is required.</p>		
2	Authorisation Process	YES/NO	Details
2.1	Has the School, Faculty, Department or equivalent approved the trip in principal?		
3	Planning	YES/NO	Details
3.1	<p>Have you completed a suitable and sufficient <u>Risk Assessment</u> for the trip to include all activities?</p> <p>Has it been signed off by the Head of Department, School or Faculty?</p>		
3.2	If the trip involves travelling abroad, please complete the <u>Fieldwork Overseas Travel Risk Assessment</u> and send it to the appropriate Faculty mobility email address.		
3.3	Have all students completed a Medical/Dietary questionnaire? Any special requirements are to be included within the <u>Risk Assessment</u> .		

3.4	<p>Are any potential participants young (under the age of 18) or vulnerable adults (see Safeguarding Policy for definition)?</p> <p>If yes</p> <p>Refer to University <u>Safeguarding Policy</u>.</p> <p>Include considerations within <u>Risk Assessment</u>.</p> <p>Consent needs to be obtained from parents or guardians for administering medication or first aid.</p>		
3.5	Has the staff/student ratio been considered depending upon the nature of the fieldwork, Risk Assessment (e.g. diving trips or rock climbing) and the subject expertise of the fieldwork staff team?		
3.6	Have ethical or environmental risks been considered?		
3.7	Have you prepared an itinerary?		
3.8	Do you have a contingency plan?		
3.9	<p>If hazardous activities proposed, please check with insurancesupport@port.ac.uk to make sure adequate cover is in place.</p> <p>For example, skiing excludes 'off-piste' and diving activities have depth restrictions etc.</p>		
3.10	All participants to get a <u>GHIC card</u> in advance of the trip, if eligible.		
4	Equipment	YES/NO	Details
4.1	<p>Will the total amount of equipment being taken on the fieldwork exceed £10,000?</p> <p>If the answer is yes, please contact the <u>University Insurance Officer</u></p>		

5	Emergency Response Planning	YES/NO	Details
5.1	Do you have a means of summoning help in an emergency? For remote regions it may be necessary to have a satellite phone.		
5.2	Do you know where the nearest local A&E hospital is located for the place that is being visited? If travelling overseas it is important to ensure Healix has been downloaded by all students and staff onto their mobile phones for help in emergency situations.		
5.3	Do you have access to emergency funds out of hours? Deans and the Insurance Officer have University credit cards but limits may need to be increased depending upon risk assessment.		
6	Use of Third Party Providers	YES/NO	Details
6.1	Has an assessment of the competency of third party providers been undertaken?		
6.2	Do you have a copy of the third parties insurance? They should have a minimum of £10m Public and £5m Employers Liability cover. Refer to the University Insurance Officer via insurancesupport@port.ac.uk if third party provider does not have sufficient cover.		
6.3	Do you have a copy of the third party providers Risk Assessment?		
7	Fieldwork / Participant Manifest.	YES/NO	Details
7.1	Has a Fieldwork / Participant Manifest been produced, that includes the following: All staff and participants names		

	Mobile numbers Next of kin details Nominated home contact details Passport numbers NHS numbers Any medical/dietary needs Emergency Response Plan Copy of Briefing Pack, including Insurance Details All Booking Information		
8	Briefing Pack (for supervised fieldwork)	YES/NO	
Whilst effective face-face communication is a critical part of ensuring that those about to engage in the fieldwork fully appreciate the type of experience planned, it is important to ensure that all participants are provided with a briefing pack to include the following:			
8.1	Full itinerary including: Downtime and personal time arrangements. Names and addresses of third party providers. Transport arrangements and any associated contingencies.		
8.2	Explanation of activities to be undertaken including any adjustments based on individual needs following disclosure of relevant medical information.		
8.3	Significant findings of the <u>Risk Assessment</u> .		
8.4	Details of training related to any activities to be undertaken on the fieldwork or required due to environmental or security considerations.		
8.5	Purchase of safety or specialist clothing and equipment.		
8.6	Cultural issues/language training.		

8.7	Relevant reading and website research in relation to the location and fieldwork activities to be undertaken.	
8.8	Passports, visas and other essential travel documentation.	
8.9	In-country orientation training.	
8.10	Communication options for next of kin.	
8.11	Insurance cover including 24 hour emergency helpline number if travelling overseas (Overseas Travel Website)	
8.12	Emergency Response Plan including out of hours contact details for the University, School, Faculty, Department or equivalent.	
8.13	Recommendation to discuss any health requirements with GP (e.g. Inoculations/fitness to travel).	
8.14	Any requirements for additional supplies of prescription medication and where necessary from border control, a letter from GP.	
8.15	Fieldwork leader/ team members contact details for duration of fieldwork.	
8.16	Relevant code of conduct.	