



	<p>FLs may often be involved in planning and risk assessing fieldwork but the responsibility for ensuring compliance with the Fieldwork Policy remains with the AS</p> <p>Where groups of people are involved in research fieldwork the appointment of a competent FL should be considered</p>	
FIELDWORK SUPERVISORS (FS)	<p>FS are often required for group taught fieldwork where the main group is split into sub-groups. FS must be competent to supervise these sub-groups under the direction and with the support of the Fieldwork Leader</p>	<p>Academic Supervisors are responsible for ensuring Fieldwork Supervisors are competent and receive the necessary training</p>
FIELD WORKER	<p>Fieldworkers includes those under supervision and those working independently of direct supervision on a field activity</p>	<p>Academic Supervisors must be confident any person working independently has the skills and experience to carry out the fieldwork activity at the location visited, including responding to any emergencies that could arise</p>

## 2. COMPETENCE OF ACADEMIC SUPERVISORS, FIELDWORK LEADERS & SUPERVISORS

Academic Supervisors, Fieldwork Leaders and Fieldwork Supervisors must understand the limits of their own knowledge and experience and seek the advice or assistance of others as necessary.

In order to protect the health and safety of fieldworkers Colleges / Schools may need to arrange additional training and/or information for Academic Supervisors, Fieldwork Leaders and Fieldwork Supervisors. In all cases this should be commensurate to the level of risk and could in some instances





NOTE: It must be made clear when and with whom the information on Participant Forms will be shared. All information must be stored in accordance with the University's Data Protection Policy.

#### 11. MENTAL HEALTH

Being away from familiar surroundings could increase stress factors impacting on mental health. Mental health issues may manifest themselves during fieldwork because of the changing social and physical environment, which may be exacerbated by new experiences or exposures that are difficult to process. As part of fieldwork planning, participants should be encouraged to raise any concerns they have, in confidence so appropriate support and / or adjustments can be made, whilst achieving the learning outcomes of the fieldwork. This includes directing the participant to other University resources for support and guidance e.g Student Services.

#### 12. CHILDREN (under 18) / VULNERABLE PERSON

Colleges must implement the University's relevant child and vulnerable person protection procedures. Further advice can be sought from Governance Services.

#### 13. THIRD PARTY PROVIDERS

Colleges must establish systems to ensure a risk-based assessment of the competency of third party providers is undertaken. If the third party is to provide a service which involves a heightened or greater risk not usually encountered in everyday life, for example outward bound activities, Colleges should undertake a more detailed assessment of the suitability and competency of the third party. This would include a review of their Public Liability Insurance, checking of past Enforcement actions, accreditation to relevant Governing Bodies and the specific management arrangements for their service, including Risk Assessments.

Responsibilities regarding supervision during the activity and the provision of specialist equipment, training etc should also be confirmed pre-trip, with arrangements confirmed in writing.

#### 14. ACCOMMODATION

It is suggested public transport or licensed / approved providers such as a coach company, especially for group travel, are used and inclusive for all participants.

Colleges should be particularly mindful of challenges when driving unfamiliar vehicles, driving in

NOTE: All incidents must be reported on the Accident and Incident Form in accordance with the College and University reporting procedures.

#### 21. AFTER CARE SUPPORT FOLLOWING AN INCIDENT

If an incident were to occur, the University will provide appropriate support and resources to affected individuals. Generally students are supported by their School and Student Services and staff by their School / Service and Human Resources. In addition, an incident investigation will be undertaken, appropriate to the nature of the incident, to identify lessons learned and areas of improvement for future fieldwork and emergency response.

#### 22. REVIEW / MONITORING

Colleges should develop a Student Feedback mechanism to assess if fieldwork is meeting student needs and to identify any concerns.

Fieldwork related accidents; incidents and near misses should also be investigated in accordance with University policies and procedures, with any recommendations / actions or lessons to be learned recorded and tracked to completion.

Colleges should also periodically review fieldwork and associated Risk A