

ADVICE TO STUDENTS ON FIELDWORK BEHAVIOUR AND SAFETY

For the purposes of this document, 'fieldwork' is defined as any activity undertaken by students as part of their academic commitments which takes place outside the normal confines of the Department. Fieldwork for day and residential field trips forming part of Undergraduate or Masters' courses will normally be planned, but not necessarily supervised, by a member of the academic staff. Fieldwork for final year dissertations (Undergraduate) will be planned by the student in consultation with his/her Director of Studies, and for Masters' and Ph.D. dissertations and in consultation with the Supervisor.

CONTENTS

I	General considerations	2
II	Safety considerations in particular environments	6
III	Extra guidelines to students undertaking independent fieldwork	12
	APPENDICES (Forms, information sources)	14

I GENERAL CONSIDERATIONS

The following general considerations relate mainly to fieldwork which is led by a member of staff; Section III provides some additional guidelines for students undertaking independent fieldwork.

1. GENERAL BEHAVIOUR

All students taking part in fieldwork should observe sensible standards of behaviour, conduct themselves with good manners and consideration for others (particularly in hotels or other accommodation), and not damage property, e.g. by climbing over walls, leaving gates open, trampling crops or disturbing animals.

- Always obtain permission when working on private property.
- Do not disturb the environment more than is absolutely necessary.
- Do not collect specimens unless strictly required for serious study.
- Do not leave litter.

2. GENERAL SAFETY

Fieldwork safety is largely a matter of basic common sense, and the recommendations and rules below do not attempt to cover every possible risk or injury which may be encountered. However, they are a guide to safe procedures and will, it is hoped, lead those taking part towards an awareness of safety in all activities undertaken away from the Department.

2.1 Insurance

Students on overseas residential field courses will automatically be insured for personal accident, health and property by the Department. For all other fieldwork, students are advised to arrange their own insurance. When working in the UK, consider taking out a personal accident insurance policy. When working outside the UK, consider taking out a personal accident, health and property insurance policy and, if appropriate, arrange for emergency rescue cover.

2.2 Personal responsibility and liability

Fieldwork often involves special risks resulting from location and/or weather. Leaders will follow safety precautions and take every reasonable care to ensure the safety of members of their parties. However, the potential dangers make it imperative that you should co-operate by behaving responsibly in order to reduce the risk of accidents to yourself and others. You are personally responsible for observance of safety provisions and may be held liable if accidents arise through failure to observe these.

2.3 Obeying instructions

Obey all safety instructions given by party leaders. Anyone not conforming to the standards required will be dismissed from the field course. Stay with the party, except by clear arrangement with the leaders. Assemble, where told, to receive specific instructions regarding likely hazards. Observe instructions for reporting after completion of work.

2.4 *Fitness and Accidents*

Before a residential field trip, you must fill in a questionnaire informing the leader if you have a medical condition that could give rise to problems. Questionnaires are available from the Undergraduate School Office (see Appendix 1). You should take all medicines etc. that may be needed to deal with such conditions. You should ensure that you are immunised against tetanus and any other disease you may be at risk from. Consult your GP well in advance of departure. Courses of inoculations may be required well in advance of the date of departure. If you intend to spend long periods in isolated areas, arrange to have a dental check up before departure.

Painkilling drugs may NOT be dispensed by party leaders. If you think you may require aspirin, paracetamol, etc., bring your own supply. Recognise your own physical limitations and work within them. Do not be afraid to tell the leader if you have difficulty in keeping up with the party. If you begin to feel ill or have an accident during the trip, inform the leader at once. Failure to do so could jeopardise an insurance claim. Remember that medical complications which may arise from illness or an accident are often delayed.

2.5 *Avoiding Risks*

Always act with caution, especially if the environment is one with which you are not personally familiar.

- Never touch machinery or equipment which does not belong to you, or if you have not been instructed in its use.
- When using machinery or equipment, familiarise yourself with, and adhere to, any special safety regulations that apply.
- Beware of traffic; keep off railway land and motorways unless you have been given specific permission to work there.
- Do not work alone; pairs are preferable.
- Know your location on the map and the nearest route to safety.
- Avoid confrontations with dogs, livestock and wild animals, especially overseas.
- Do not consume water from dubious sources.

3. **PROPER CLOTHING AND FOOTWEAR**

Wear adequate clothing and footwear for the type of weather and terrain likely to be encountered. Clothing and footwear should anticipate the worst potential weather and terrain. Clothing must also be in good condition: damaged wellingtons or waders could lead to infection of existing abrasions through exposure to contaminated water, for example. Carry extra clothing and footwear in a small rucksack if necessary. The essential requirements are:

- protection against the elements (sun, wind, cold, rain and snow);
 - adaptability to meet a wide variety of climatic conditions which may be encountered in a single day;
 - lightness and durability;
- visibility.

It is generally sensible to buy the best clothing and footwear you can afford - it may save your life. If any items are damaged, replace them rather than 'making do'.

3.1 *Clothes for temperate climates*

A typical checklist is:

- long-sleeved vest and long-johns/tights, warm sweaters, thick socks (preferably wool - cotton or pure nylon are useless), gloves (woollen inner with canvas waterproof outer are best - leather is useless);
- loose-fitting trousers (not skirts). Jeans should be avoided as they can cause exposure when wet and subjected to a cold wind;
- waterproof anorak or cagoule with hood and waterproof overtrousers for wet weather;
- appropriate footwear (e.g. leather or Gortex boots with Commando or Vibram sole for mountains, quarries, caves, cliffs, rocky coasts, etc.; plimsolls/trainers for river, estuary, or sandy/muddy coasts **in warm weather only**; wellington boots for shallow wading; thigh boots for deeper wading);
- appropriate headgear (a hat for hot sunny weather, and a balaclava helmet and/or waterproof hat for cold wet conditions).

3.2 *Clothes for Tropical Climates*

A typical checklist is:

- lightweight cotton loose fitting clothes;
- light coloured clothes to reduce heat absorption;
- long sleeved shirts and trousers to reduce risk of skin cancer, insect bites and scratches;
- broad rimmed floppy hat to protect forehead and neck;
- detergent to wash your clothing daily;
- in some tropical humid environments, leech socks may be useful.

Leaders may refuse to allow incorrectly dressed students on their field courses, because they have a responsibility to see that students observe the provisions regarding personal safety.

4. SAFETY EQUIPMENT FOR FIELDWORK

The essential requirements are:

- to enable you to navigate safely;
- to provide first aid to others in distress;
- to summon help in case of an accident.

A typical checklist is:

- accurate, waterproof watch;
- maps and/or charts on a large scale (>1:50,000) of the area you are working in;
- compass
- tide tables corrected for local time, place and conditions;
- whistle;
- torch and spare bulb and batteries;
- heliograph (mirror) and/or flares;
- aneroid barometer for determining altitude (this must be correctly set at the start of each day);
- sunglasses;
- personal first aid kit;
- sun cream;

- sleeping bag;
- survival bag or large polythene bag;
- heavy duty penknife;
- food and drink (planned and emergency rations). Food and drink with a high sugar content is important for emergencies.

Know how to navigate with a compass and map. Know the International Distress Signal

Safety wear (e.g. safety helmets, protective eye goggles/shields) are required in some circumstances. If safety wear is necessary you will be specifically instructed by the field course leader.

5. TRANSPORT

5.1 *General*

Any vehicles, boats, or other forms of transport that are needed will be provided, and may be operated only by authorised persons experienced in their use.

- In road vehicles the safety belts provided must always be used.
- Do not exceed the maximum seating capacity of the vehicle.
- When travelling in a minibus, keep the rear door unlocked and the central aisle free of bags and equipment.
- External loads must only be carried if securely fixed to approved racks, and overloading must be avoided. Take the vehicle to a public weighbridge to ensure this.

5.2 *Boats*

Do not operate a boat unless you have all the necessary training. Pay careful attention to instructions from your leader, as special safety regulations apply. Always wear a life jacket and know how to use it. When using boats at sea or on large bodies of water, inform the Coastguard of the work to be undertaken and ensure that the boat is equipped with:

- maps and charts of the area (try to obtain local information, pencilled on to the chart, of tidal conditions, races, rocks, wrecks and other potential hazards);
- other navigational aids, including compass;
- fire extinguisher;
- anchor;
- baler;
- oars or paddles;
- torch and spare batteries;
- engine and boat spare parts (e.g. spark plugs, contact breakers, gaskets, cables, shear pins and a set of tools);
- bellows or inflator for inflatables;
- emergency flares or radio;
- emergency food and water.

II SAFETY CONSIDERATIONS IN PARTICULAR ENVIRONMENTS

The following sections provide guidelines for undertaking fieldwork in particular environments; however, you should read all the sections, as in most cases fieldwork will take you to a range of environments.

1. AGRICULTURAL LAND

- 1.1 Always wear suitable clothing and footwear (see paragraph 3 in Section I).
- 1.2 Always obtain prior permission from the farmer.
- 1.3 Beware of barbed wire and electric fences.
- 1.4 Beware of excavations and trenches, which could collapse on you without warning. (See Paragraph 4 below.)
- 1.5 Do not climb trees without the explicit permission of the leader.
- 1.6 Do not examine railway or motorway cuttings unless special permission has been obtained from the appropriate authorities.
- 1.7 Beware of slurry in old chalk pits etc. - floating and dry vegetation may conceal deep liquid.
- 1.8 Avoid crop dusting and spraying operations.
- 1.9 Keep a sharp look out for moving vehicles or machinery. Do not touch machinery or equipment.
- 1.10 Be aware of the hazards of entering fields containing livestock.
- 1.11 Do not smoke or undertake any other operation that might cause fire when working among or near dry vegetation, hay, straw stacks or barns. Do not leave anything which may start a fire (e.g. glass).
- 1.12 Avoid biological hazards. e.g. Leptospirosis (Weil's disease) which may be contracted from water infected with rats' urine; diseases which may be contracted from soil-borne pathogens (e.g. Clostridium spp.); or from the spores of micro-organisms present in mouldy hay. Wear thick gloves if handling live animals and rubber or neoprene gloves when handling dead animals or droppings. Wash after working with animal matter. Wear a fencing mask or visor if approaching birds of prey. East Anglia is a high risk area for tetanus and you are urged to see your doctor about inoculation which involves only an injection and periodic boosters.

2. FORESTS AND WOODS

Special problems exist, mainly because of restricted visibility and difficulty of movement. It is easier to become lost, more difficult to find a missing person and takes longer to get people out than in other terrestrial localities.

- 2.1 Always wear suitable clothing and footwear (see paragraph 3 in Section I). Footwear with a Commando or Vibram sole which has an adequate tread is best.
- 2.2 Always carry suitable safety equipment (see paragraph 4 in Section I). This should include a first-aid kit, map, compass and whistle (know how to use them) and a torch with spare batteries.
- 2.3 Obtain permission from the landowner, warden, gamekeeper or forester beforehand.
- 2.4 Keep position and direction constantly in mind as it is very easy to get lost in woods and forests. If you get lost, backtrack rather than go on in the hope of finding a landmark.
- 2.5 Avoid areas where growth is dense or the ground is obscured and avoid walking on moss which can be slippery when wet.
- 2.6 While walking in a line, avoid whiplash of branches.
- 2.7 Avoid using vegetation for support on steep slopes - it may be less firmly fixed than it appears.
- 2.8 Do not climb forest observation towers without permission, and only when accompanied.
- 2.9 Do not smoke or undertake any other operation that might cause fire, or leave anything which may start a fire (e.g. glass).

3. RAILWAYS, MOTORWAYS OR MAIN ROADS

Special permission is required for any work conducted on or beside railways, motorways and motorway verges.

- 3.1 Always wear high visibility clothing.
- 3.2 Always position an orange flashing hazard indicator or warning triangle on the road at least 100m up traffic from you. Use cones around where you are working if possible.
- 3.3 Try to have at least one person posted as a look-out.

4. QUARRIES, TRENCHES, MINES AND CAVES

- 4.1 Always wear suitable clothing and footwear (see paragraph 3 in Section I). Remember that you can suffer from exposure underground. Always wear footwear with a Commando or Vibram sole which has an adequate tread.
- 4.2 Always wear a safety helmet, eye protection and boots with protected toe-caps if instructed to do so. Observers of people hammering must also wear eye protection.

- 4.3 Always carry suitable safety equipment (see paragraph 4 in section1). For underground work, this must include a survival bag, first-aid kit, map, compass and whistle (know how to use them), a torch with spare batteries and emergency food and drink.
- 4.4 Obtain permission from the land owner or site manager beforehand.
- 4.5 Do not climb on quarry faces or enter trenches without prior permission. Never enter a trench over 1m deep without securing the sides with shuttering, and without a companion to assist you out of the excavation in the event of a collapse. Avoid the edges of quarry faces or trenches where possible, particularly in strong winds. Ensure that rocks/sediments above are safe before going below. Never work under an overhang. Avoid loosening rock/sediment on steep slopes. Do not work above another person. Do not roll rocks/sediments downslope for amusement. Do not run down steep slopes. Beware of landslides and mudflows on clay slopes.
- 4.6 Keep a sharp look out for moving vehicles or machinery. Do not touch machinery or equipment.
- 4.7 Never pick up explosives or detonators, and if found, inform the party leader immediately.
- 4.8 Comply with blast warnings.
- 4.9 Beware of sludge lagoons.
- 4.10 Do not enter old mine workings unless it has been approved as an essential part of the work. Do not enter an old mine without prior testing for potential gas hazards (e.g. carbon monoxide, methane, etc.).
- 4.11 Never enter mines or caves during or after heavy rain or snowmelt, or if they are predicted within 24 hours.
- 4.12 Never enter a quarry, trench, mine or cave alone, and always have one person as a look-out. A party for underground work should never be less than 4 persons - one to stay with the victim in the event of an accident and two to go for help.
- 4.13 Use coloured string for retracing routes in complex mine and cave systems.

5. FRESHWATER AND ESTUARIES

- 5.1 Wear suitable clothing and footwear (see paragraph 3 in Section I). Minimal clothing may be suitable in warm weather, but beware of sunburn. Always wear footwear with an adequate tread. Plimsolls may be suitable in warm weather, but usually boots, wellingtons or thigh waders should be worn. Only wear chest waders when necessary, and never when working alone. A wet or dry suit is preferable to waders. In cold conditions, thick rubber gloves or wet suit gloves can prevent excessive heat loss and reduce the risk of chapping or chilblains.

- 5.2 Always carry suitable safety equipment (see paragraph 4 in Section I).
- 5.3 Freshwater may be a source of pollution (biological and chemical). Dress any cuts or wounds with antiseptic immediately. Avoid carcasses of drowned animals.
- 5.4 Be aware of the dangers of blue green algae. For further information contact the National Rivers Authority at Kingfisher House, Goldhay Way, Orton Goldhay, Peterborough PE2 0ZR.
- 5.5 Always take note of the current and act accordingly. Also bear in mind that the stillest waters are often the deepest, and have the softest substrate. Take extreme care when placing feet; expect pot-holes and underwater obstacles and tread with these hazards in mind. When climbing in or out, choose a shelving area if possible, and take extreme care if a steep bank has to be used.
- 5.6 When working in lakes, take extra care around reed beds and if the lake is frozen over.

6. MOUNTAINS AND MOORLANDS

- 6.1 Always wear suitable clothing and footwear (see paragraph 3 in Section I). Always wear footwear with a Commando or Vibram sole which has an adequate tread.
- 6.2 Always carry suitable safety equipment (see paragraph 4 in Section I). This must include a survival bag, first-aid kit, map, compass and whistle (know how to use them). On longer trips, carry a sleeping bag and a torch with spare batteries.
- 6.3 A substantial breakfast and evening meal are essential, and if conditions permit, these should be hot. A nutritious lunch should be carried and eaten. In addition, emergency rations consisting of high calorific value foods (e.g. chocolate) should be carried - these are for emergency, not a welcome addition to the diet.
- 6.4 Ensure that adequate liquid intake is possible. Fluid loss is increased during exercise, at altitude, at elevated temperatures and in wind. Mountain walking in the summer under a clear sky with a strong wind could require a water intake above one litre per hour. Alcohol increases dehydration by raising urinary water loss. Salt intake must balance sweat loss.
- 6.5 Weather conditions can change quickly in all seasons, but the severity of the changes is greatest in winter. A blizzard can rapidly obliterate even well trodden tracks and mist can be a formidable hazard. Pay attention to weather forecasts. Know the general orientation of major valleys and ridges. In the event of sudden very inclement weather, assemble on a marked path or at a point on the predetermined route and return either to base or to a lower altitude.
- 6.6 Do not walk or climb in mountainous areas if electrical storms are predicted. Lightning tends to strike the highest point, which on a mountain top or flat surface is often a standing person. If you become engulfed in an electrical storm, reduce the hazard of electrocution by:
- staying off or moving away from peaks and ridges;
 - avoiding trees, large boulders and overhangs;
 - moving to hollows and/or lying flat on the ground until the storm passes.

- 6.7 In clear atmospheres, particularly over snow and ice and at altitude, increased ultra-violet light exposure will occur. Exposed skin should be suitably protected until it is established that burning will not occur. Eye protection may be needed: if so, ensure that any goggles or sunglasses are actually UV filters and not just cosmetic.
- 6.8 Altitude sickness may be contracted by ascending to altitude too quickly. Symptoms begin with a headache and nausea, possibly leading to collapse. Symptoms soon disappear when descending to lower altitudes. Take care when ascending to altitudes greater than 2500m.
- 6.9 Special regulations apply for snow and ice travel, river crossings, rock climbing and camping. Do not participate in such activities unless you have received detailed instructions from the leader, and have the appropriate equipment.

7. COASTS

Rocky shores are hazardous because of their uneven surfaces, slippery weed cover and fissures. Exposed headlands liable to violent wave action are dangerous. Muddy shores are often hazardous because surfaces are slippery, especially where algae growth occurs on the surface. Sandy and muddy shores can be hazardous because of rapid tidal fill, and because of sinking in thixotropic sediments.

- 7.1 Always wear suitable clothing and footwear (see paragraph 3 in Section I). Minimal clothing may be suitable in warm weather, but beware of sunburn. Always wear footwear with an adequate tread. On rocky shores or cliffs, wear boots with a Commando or Vibram sole. On muddy or sandy shores, plimsolls may be OK in warm weather, but usually boots, wellingtons or thigh waders should be worn. Only wear chest waders when necessary and never when working alone. A wet or dry suit is preferable to waders. In cold conditions, thick rubber gloves or wet suit gloves can prevent excessive heat loss and reduce the risk of chapping or chilblains.
- 7.2 Always carry suitable safety equipment (see paragraph 4 in Section I).
- 7.3 Always carry a set of local tide tables. Make sure you know the time that the tide will begin to flood, the time of high tide, and what places will be above high tide level.
- 7.4 Do not climb cliffs, rock faces or crags, unless this has been approved by the party leader. Avoid the edges of cliffs where possible, particularly in strong winds. If working on cliffs, wear a protective helmet. Ensure that rocks/sediments above are safe before going below. Never work under an overhang. Avoid loosening rock/sediment on steep slopes. Do not work above another person. Do not roll rocks/sediments downslope for amusement. Do not run down steep slopes. Beware of landslides and mudflows on clay slopes.
- 7.5 Wear an adequate flotation garment when working near water and avoid deliberate or accidental immersion. Sudden immersion will normally be accompanied by some degree of shock. Immersion in water below about 22°C will cause rapid heat loss from the body. This will be increased if accompanied by physical effort. Vigorous physical effort after immersion in cold water can lead to immediate death from cardio-respiratory shock. After accidental immersion, get out of the water as soon as possible. Wet clothing should be wrung out or replaced with dry clothing. A blanket or survival bag should be used to reduce cooling due to wet clothing.

- 7.6 On steeply shelving beaches and/or beaches liable to unpredictable wave action, anyone needing to enter the water should be roped to someone on shore.
- 7.7 Avoid quicksand. If someone sinks into quicksand:
- summon additional help if necessary;
 - encourage the victim to shuffle out - **do not lift feet**;
 - if this fails, encourage the victim to lie down, spread out and make swimming movements;
 - try to rescue the victim using a rope, pole, clothing tied together, etc.
- 7.8 If you see an object which may be a cartridge, shell, mortar, mine or chemical canister, do not touch it but report it immediately to the Police or Coastguard.

8. INTERVIEWING AND PARTICIPANT OBSERVATION

- 8.1 Interviewing and participant observation can both be hazardous. Exercise common sense, discretion and due caution in deciding whom you should approach in relation to such activities.
- 8.2 If the survey requires visiting neighbourhoods where there could be an element of danger, notify the local police station in advance. Tell respondents that the police know of your project.
- 8.3 Do not enter the homes of respondents - conduct interviews on the door step.
- 8.4 Try to conduct your surveys in daylight.

III EXTRA GUIDELINES TO STUDENTS UNDERTAKING INDEPENDENT FIELDWORK

On residential field trips and for your dissertations, it may be necessary to undertake some independent fieldwork. What follows are extra guidelines only. You should also read the earlier parts of this document.

1. Avoid working alone at any time unless absolutely necessary. Never work alone when there is a high risk of danger.
2. When working alone, you are responsible, by law, for observance of safety provisions.
3. Before embarking on fieldwork for independent projects during residential field trips, you must discuss possible safety problems and risks with the leader.
4. Before embarking on fieldwork for your dissertation, you must discuss possible safety problems and risks with your Director of Studies (Undergraduates) or Supervisor (Graduates). You must submit a "**Risk Assessment Form**" to him/her prior to departure and ensure that a safe system of work has been devised and agreed. Forms may be obtained from the Undergraduate School Office (see Appendix 2). The completion of such a form is intended to assist in the identification of risks in advance so that they can be minimised or avoided. It should not be assumed that completion of the form absolves one of the responsibility to remain vigilant about risks.
5. Plan your work carefully, bearing in mind your experience and training, the nature of the terrain and weather. Be careful not to overestimate what can be achieved.
6. Always wear suitable clothing and footwear (see paragraph 3 in Section I) and carry suitable safety equipment (see paragraph 4 in Section I). When working in remote areas, this should include a first aid kit, emergency food and water, survival bag, torch and spare batteries, whistle, map and compass (and know how to use them).
7. Consult all appropriate safety codes for the area in which you are working. (See Appendix 3 for further references.)
8. Always carry emergency contact addresses and telephone numbers with you.
9. Always leave a route card before going into the field. Show expected location and time of return, and preferably a map. Ensure someone knows you have gone and expects you back. Never carelessly break arrangements to report your return. See Appendix 4 for an example of a route card).
10. Always obtain permission before entering private property. Abide by the regulations imposed by the landowner.
11. Do not engage in specialist activities (e.g. rock climbing, caving, small boat handling, underwater swimming, etc.) unless you have experience or have received appropriate training.
12. If camping, camp near habitation if possible.

13. Check weather forecasts. Keep a constant look-out for changes and do not hesitate to turn back if weather deteriorates.
14. Know what to do in an emergency. See Appendix 5 for emergency procedures. In the event of an accident during independent work on a residential field trip, the leader is responsible for notifying the Head of Department and/or Departmental Safety Officer and for submitting an accident report form and self-supporting factual report to the Departmental Safety Officer. The Accident Report Form included as Appendix 7 will be used by the Departmental Safety Officer as the basis for the report which must be submitted to the University Safety Office.
15. Additional specialised sources of information on fieldwork safety may be obtained from the literature listed in Appendix 3.

APPENDIX 1:
CONFIDENTIAL MEDICAL QUESTIONNAIRE FOR USE BY STUDENTS
PARTICIPATING IN DEPARTMENTAL FIELD COURSES
Please complete in Capital Letters

Name of Field Course:.....
 Dates of Field Course: from..... to.....
 Full Name: (Block Capitals).....
 Date of Birth..... Course Year.....
 Current Home Address.....

Next of kin (to be contacted only in an emergency)

Name(s)
 Address.....
 Telephone No.....
 Your NHS No. (if known).....

Are you suffering from any of the following: Tick if YES

Allergies to any known drugs	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>
Other allergies (e.g. food or materials)	<input type="checkbox"/>	Pregnancy	<input type="checkbox"/>
Angina	<input type="checkbox"/>	Severe headaches	<input type="checkbox"/>
Any injury/break	<input type="checkbox"/>	Travel sickness	<input type="checkbox"/>
Asthma or bronchitis	<input type="checkbox"/>	Unusual blood group	<input type="checkbox"/>
Back, knee or other joint problems	<input type="checkbox"/>	Vertigo	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Infectious diseases	<input type="checkbox"/>
Fits, fainting or blackouts	<input type="checkbox"/>	Other (please specify)	<input style="width: 150px;" type="text"/>

If the answer to any of these questions is YES, please give details here:

.....

Is your tetanus vaccination valid?

If NO you are strongly recommended to be vaccinated in time for your fieldtrip. If your health is not covered in this way the Department cannot take responsibility for any illness which may result.

Are you receiving medical or surgical treatment of any kind from either your Doctor or Hospital? If the answer is YES, please give details here.

.....

Have you been given specific medical advice to follow in emergencies? If the answer is YES, please give details here (including dosage of any medicines/tablets).

.....

Will you have the necessary medication with you on the field trip for any conditions identified above?

Signed:..... Date

APPENDIX 2:

STUDENT FIELDWORK RISK ASSESSMENT FORM

It is a condition of the granting of permission to participate in such work that this form be completed by all students engaged in any fieldwork activity, of whatever duration, which is independent of *group activities organised by leaders as part of a Departmental field class*. This includes independently executed fieldwork carried out during such a field class, as well as short or long-term fieldwork associated with preparation of a dissertation (undergraduate, M.Phil. or Ph.D.) The form should not be completed until the publication 'Advice to Students on Fieldwork Behaviour & Safety', to section of which it refers, has been read.

DEPARTMENT OF ARCHAEOLOGY UNIVERSITY OF CAMBRIDGE	HEALTH AND SAFETY RISK ASSESSMENT FORM (Management of Health and Safety at Work Regulations, 1992)
<p>1. NAME:..... 2. COLLEGE:</p> <p>3. COURSE COMPONENT:.....</p> <p>4. BRIEF DESCRIPTION OF ACTIVITY:.....</p> <p>5. DESTINATION(S):.....</p> <p>6. DATE(S) AND TIME(S) OF EXERCISE(S):.....</p> <p>7. LEADER/SUPERVISOR/DIRECTOR OF STUDIES:.....</p>	

8. Specify nature of individual hazards likely to be encountered; extent of risk associated with these; and the risk control measures to be put in place to minimise the risk associated with these hazards Continue on a separate sheet if necessary:

Hazard	Extent of Risk	Risk control measures
1.		
2.		
3.		
4.		

9. Should any authorities/landowners be notified, or asked for permission, prior to your visit(s)?

If yes, give details of contacts made:.....

10. With reference to section 2.1, have appropriate insurance arrangements been made? Give details:

.....

11. With reference to section 2.4, have you planned appropriate medical measures? Give details:

.....

12. Are weather or tidal conditions central to your planning:

If yes, from where will information be obtained?

13. Will there be a need to alert coastguard/mountain rescue services?

If yes, give details of contacts made:

14. Give an assessment of risks likely to be incurred by yourself, by others with whom you may be working, and by members of the public, as a consequence of the following:

- Movement to/from field sites:.....
- Adverse weather conditios/tides:.....
- Contractor’s plant/operations:.....
- Passing traffic:.....
- Other factors (please specify):.....

15. With reference to section 3, indicate main items of clothing to be worn for this exercise:

.....

16. With reference to section 4, indicate whether any of the following will be used:

• Hard Hats: YES/NO	• Field boots: YES/NO	• Goggles: YES/NO
• Reflective waistcosts: YES/NO	• Gloves (disposable): YES/NO	
• Mask: YES/NO	• Waterproofs: YES/NO	• Waders: YES/NO
• Other (specify):		

17. Is any instruction/training necessary in use of equipment or in establishing safe working limits prior to your visit?

If yes, indicate measures taken to secure this:.....

18. In the event of accident or serious injury, indicate contact numbers below:

- For local emergency/rescue services:.....
- For next of kin:.....

19. In event of accident or emergency, indicate where you would expect any casualties to be taken:

.....

You are now required to sign this form and to request the signature of an assessor - normally, field course leader, Director of Studies or supervisor - as confirmation that, to the best of the assessor’s knowledge, you have endeavoured to anticipate likely risks and to seek to minimise them. This signature does NOT absolve you of the responsibility to act in a safe and responsible fashion at all time; nor can it be taken as an admission of liability in any respect by the assessor in the event of your negligence.

Signature of student:	Date:
Signature of Assessor:	Date:

APPENDIX 3:

REFERENCES TO SPECIALISED CODES OF CONDUCT

Further advice on safety is given in the following booklets, which are available in the Departmental Library:

Code of Practice for Safety in Fieldwork, CVCP

Health & Safety in Field Archaeology, SCAUM

Safety in Outdoor Pursuits, Department of Education Safety Series No. 1, HMSO

Safety in Outdoor Activity Centres, House of Commons Education Committee, HMSO

Mountain Safety: Basic Precautions, British Mountaineering Council, Crawford House, Precinct Centre, Booth Street East, Manchester M13 9RZ

Water Safety Code: On the Water, In the Water, Royal Society for the Prevention of Accidents, 52 Grosvenor Gardens, London SW1.

APPENDIX 4: EXAMPLE OF ROUTE CARD TO BE USED WHEN UNDERTAKING INDEPENDENT FIELD WORK

Route Card Objectives:

- (1) To inform the party leader/landlord/hotelier of your route
- (2) To provide a baseline for emergency
- (3) Aid rescue if overdue

NB These cards are only useful if you **DO NOT DIGRESS FROM THE ROUTE GIVEN**

Additionally, you should show your route on a map extract with a 2B pencil. Indicate your field research areas with a circle not longer than 1 km centred on the main research site. This should be left behind you with your landlord/warden/local police.

<p>Names & Addresses of Party</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>Route (give OS Grid Ref & times)</p> <p>e.g., ST073475 8.00am ST291475 10.00am Return base 6.00pm</p> <p>Total distance : Total height : Time :</p>
<p>Time & date of departure</p> <p>Estimated time of return</p> <p>Place of departure and registration of vehicle</p> <p>Bad weather alternative destination</p>	
<p>Equipment carried (please tick)</p> <p>1. Emergency Food</p> <p>2. Waterproof clothing (colour)</p> <p>3. Winter clothing</p> <p>4. Torch</p> <p>5. Whistle</p> <p>6. Compass</p> <p>7. Map Scale</p> <p>8. Polybag</p> <p>9. First Aid Kit</p> <p>10. Rope</p> <p>11. Tide tables</p> <p>12. Other (specify)</p>	<p>Mode of travel</p> <p>Walking</p> <p>Cycling</p> <p>Public Transport</p> <p>Private Vehicle</p> <p>Other (specify)</p> <p>Indicate whether any members of the party are Qualified First Aiders</p>
<p>COURSE LEADER (if applicable):</p>	

APPENDIX 5: WHAT TO DO IN THE EVENT OF A SERIOUS ACCIDENT OR INCIDENT

- 1 Don't panic. Assess the situation without endangering your own life or that of others. Don't move the victim. Identify the conditions which might cause immediate death (breathing stopped, heart stopped) or danger (severe internal bleeding, head, spinal or chest injury, severe shock, unconsciousness). If first aid qualified, give immediate, appropriate and adequate treatment. Never leave the victim unattended. Withdraw remaining members of the group to a safe location. If first aid is not available, use the international distress signal .

- 2 Send for help (send 2 people if a party of 3 or more). Have the following information when going for help (write it down):
 - location of accident (grid reference if possible)
 - whether in open or on cliffs, gullies, etc..
 - time of accident
 - number injured
 - name(s) and sex of victim(s)
 - whether victims are conscious or unconscious
 - whether victim has specific problems (e.g. diabetes)
 - first aid action taken

- 3 Take steps to warn other persons of any dangers that may remain, until help arrives.

- 4 Where accidents involve spillage of blood, use disposable gloves when treating wounds.

- 5 Do not discuss the matter except with authorised personnel (e.g. emergency services). Do not give opinions, even if competent to do so, and limit any discussion to a factual report. Ensure that no public statement is made by you or any member of the party. All statements must be agreed and released by the Head of Department.

- 6 In case of a very serious accident or incident, notify the Head of Department on Cambridge (01223) or the Departmental Safety Officer on . If a message has to be left, ensure that it includes a telephone or fax number at which you can be reached.

- 7 As soon as practicable after the incident, submit an accident report form (see overleaf) together with a self-supporting factual report to the Departmental Safety Officer.

**APPENDIX 6:
ACCIDENT REPORT FORM**

**DEPARTMENT OF
ARCHAEOLOGY
UNIVERSITY OF
CAMBRIDGE**

**HEALTH
——&——
SAFETY**

FIELDWORK ACCIDENT REPORT FORM

(Reporting of Injuries and Dangerous Occurrences during Fieldwork)

Date accident occurred **Time**

Location of accident

Name of person injured

Status (i.e. Staff/Student/College Visitor)

Normal base site of injured person

Details of accident

1. How did the accident happen?

.....
.....
.....

2. What was the nature of the injury?

.....

3. Was the injured person hospitalised (give details)?

.....

4. Any further information about accident/injury:

.....

5. Action taken:

.....

6. Person in

charge:

.....

Witnessed by

(Name & status)..... **Daytime contact No:**

Accident reported by

(Name & status)..... **Daytime contact No:**

Date:

NOTE: WHEN COMPLETED, RETURN TO DEPARTMENTAL SAFETY OFFICER