QMUL Fieldwork Safety Checklist

Key Things to do before you leave...

☐ Read the information provided by your Fieldwork Leader and relevant risk assessments. They will give you an indication of the potential hazards you may be faced with and what control measures will help you to stay safe in spite of them. Refer to QMUL Policy and Guidance at http://hsd.qmul.ac.uk/A-Z/Fieldwork%20and%20off_site/index.html

☐ Define roles and responsibilities including Fieldwork Leaders / Supervisors, first aiders and emergency contacts

☐ Ensure any specific immunisations are arranged in due course before departure. If individuals have any personal requirements they should be brought to the attention of the Fieldwork Supervisor. Further guidance is available from Occupational Health, Geography Building, Mile End Campus http://www.hr.qmul.ac.uk/Occupational%20Health/about-us/index.html.

☐ Ensure any relevant training has been completed, taking into account the mental and physical ability of fieldworkers.

☐ Consider travel arrangements and insurance by visiting http://qm-web.finance.qmul.ac.uk/departments/financialmanagement/insurance/travel/index.html

☐ Consider what equipment is required, including what kind of clothing will be appropriate and will stave off the effects of wind, rain or the sun. Consider how equipment will be transported to and from the fieldwork site.

☐ Research any third party providers being used during fieldwork to ensure they have adequate safety standards.

Key Things to do while you are there...

☐ An induction should be provided to fieldworkers regarding issues such as meeting points, communication arrangements, how to report incidents / accidents and how to respond in an emergency.

☐ Any protective clothing or equipment should be worn and used and all individuals are clear on how to use it.

☐ Upon arrival to the fieldwork site, review the risk assessment to ensure it is still suitable and sufficient.

☐ Any accidents, incidents, dangerous occurrences, and near misses should be reported to the Fieldwork Supervisor including any equipment, environment or task that may be unsafe.
Ensure individuals don’t do anything, which is beyond their experience or capability, such as using any plant or equipment for which they have not received any specific training.

**Key Things to do once you have returned...**

- Don’t immediately disregard the risks to your health upon return. For example, some courses of anti-malarial medication should be taken up to four weeks after returning from a malarial area.

- Request feedback from fieldworkers on what went well and what should be changed. Use this information to measure performance and communicate lessons learned.

- Record and investigate any incidents