

[www.facebook.com/foreignoffice](http://www.facebook.com/foreignoffice))

For advice on vaccinations and malaria prophylaxis check <http://www.fitfortravel.nhs.uk>. If vaccinations or prophylaxis are recommended, arrange an appointment with the College Occupational Health Service

***Do I need a documented risk assessment for the work activity?***

Yes – fieldwork involves exposure to a variety of risks and a risk assessment must be carried out and documented (you can use the College FW1 template). The assessment should consider risks associated with transport, accommodation, the location of the work and the work activity itself and include emergency procedures. If the FCO advises against travel to a particular country or region and you still intend to go ahead, your justification and contingency plans should be recorded on an FW2 form and signed off by the Head of Department.

***Do I need to leave emergency contact information?***

Yes – under all circumstances. You will also need to complete an Off Site Work Emergency Response Procedure (OWERP) if the activity is high risk (as defined in the FW1 risk assessment form), your local Faculty procedures require it or when the Person in Charge has determined that it is required.

***Do I need to report accidents or illness?***

Yes – all accidents or near misses must be reported. You should also report any illness that is serious enough to require medical attention. Reporting should be via the normal College system using the standard accident report form. Serious incidents should be notified to the department by the quickest possible means (usually telephone).

*For more detailed guidance and the College Policy on Off Site Working visit:*

*<http://www3.imperial.ac.uk/safety/guidanceandadvice/offsiteworking1>*

Imperial College Safety Department  
<http://www3.imperial.ac.uk/safety>

Occupational Health Service  
<http://www3.imperial.ac.uk/occhealth>

Imperial College  
London

Off Site Working

# ***FIELDWORK***



*Questions & Answers*

## Engaging in Fieldwork

### .....within the UK

#### **Do I need health clearance?**

You require health clearance if your work will involve engaging in activities that present a high risk in the event of sudden illness or incapacity e.g. climbing, abseiling, caving, diving etc.

#### **Do I need to obtain insurance cover?**

The College has Employer's and Public Liability Insurance. This policy indemnifies the College in the event that it is held legally liable for personal injury or property damage caused to staff or third parties. In circumstances where there is a host institution, they should also have Employer's Liability Insurance (or equivalent) to apply in the event that the host institution is held liable.

The College motor insurance policy covers cars hired from commercial car hire companies within the UK for College business purposes (up to 14 days) but does not cover private vehicles owned by staff or students. If you are using your own vehicle for College business, you must ensure that your own motor insurance policy specifically covers you for this. The Expenses Policy mileage allowance includes provision for additional insurance costs. The Expenses Policy is available at: <http://www3.imperial.ac.uk/finance/informationandservices1/financialinformationnotes>

Personal effects such as mobile phones, wallets etc. are not covered by College insurance policies and there is a £10,000 excess on College owned equipment or personal equipment sanctioned for use on College business (there would therefore be no grounds to claim for a lost or stolen laptop for example). Losses of less than £10,000 will be expected to be covered by the relevant department or Faculty.

#### **What specific travel advice do I need?**

None in particular for work within the UK.

#### **Do I need a documented risk assessment for the**

#### **work activity?**

Yes – fieldwork involves exposure to a variety of risks and a risk assessment must be carried out and documented (you can use the College FW1 template). The assessment should consider risks associated with transport, accommodation, the location of the work and the work activity itself and include emergency procedures.

#### **Do I need to leave emergency contact information?**

Yes – there is a section on the FW1 form for recording this information. A copy of the completed risk assessment must be retained by the department to ensure that this information is readily accessible.

#### **Do I need to report accidents or illness?**

Yes – all accidents or near misses must be reported. You should also report any illness that is serious enough to require medical attention. Reporting should be via the normal College system using *Salus* online reporting: <http://www3.imperial.ac.uk/safety>. Serious incidents should be notified to the department by the quickest possible means (usually telephone).

### .....outside the UK

#### **Do I need health clearance?**

Yes – you will require health clearance if any of the following are relevant:

- You are travelling to a tropical country.
- You will be abroad for more than three months.
- Your work will involve engaging in activities that present a high risk in the event of sudden illness or incapacity e.g. climbing, abseiling, caving, diving etc.
- You will be working in a remote area more than 24 hours from a medical facility.

#### **Do I need vaccinations?**

Vaccinations are recommended for fieldwork in countries outside of northern Europe, North America or Australasia. You can find recommendations at <http://www.fitfortravel.nhs.uk>.

#### **Do I need to obtain insurance cover?**

College staff and students will be automatically covered by the College Travel Insurance Policy when travelling overseas for College business / research. From 1 August 2014, individual trips must be registered with the College Insurance Office: <http://www3.imperial.ac.uk/finance/sections/insurance/overseastravelinsurance/travelregistration>.

A copy of the current insurance certificate bearing the policy number should be printed off and taken on the trip along with details of the insurers emergency help line: <http://www3.imperial.ac.uk/finance/sections/insurance/overseastravelinsurance>

**NOTE:** You should familiarise yourself with the policy terms, conditions and exclusions. The College Travel Insurance may not cover you for travel to 'disturbed' areas (see below) or to certain off-shore facilities such as oil platforms. In such cases, the College Insurance Manager should be consulted.

The College motor insurance policy does not cover hire vehicles outside the UK and separate arrangements will therefore need to be made.

If any College equipment between the value of £10,000 and £100,000 is to be taken outside the UK, then the College Insurance Manager should be consulted.

#### **What specific travel advice do I need?**

Check the Foreign and Commonwealth Office website for the country or region that you are visiting. Keep track of the latest information right up to the day of travel – the situation can change quickly in some circumstances. If the FCO advise against travel and you still intend to engage in your visit, you will need to justify this and gain written approval from your Head of Department. Ensure that you take all necessary documents e.g. passport, visas, driving license, European health card (if travelling to European destinations). See: <http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/About.aspx>. Travellers can subscribe to the free FCO e-mail alert service (<https://www.gov.uk/foreign-travel-advice>) or follow the FCO on Twitter (<https://twitter.com/foreignoffice>) or Facebook (<https://www.facebook.com/foreignoffice>)