



HEALTH AND SAFETY MATTERS

Fieldwork Safety Guideline

Related Field Work Documents

S218ST Fieldwork Safety Standard
S218FM Fieldwork H&S Plan
S218FM Participant Declaration & Profile
S218 GL Fieldwork Safety Guidelines
S218TP Overseas Fieldwork Information Pack
S2218FM List of Participants Personal Details.

1. Purpose:

This guide is intended to be used to provide further guidance and advice on how to manage and plan fieldwork in support of the Fieldwork Safety Standard.

2. Introduction

- Fieldwork is fundamental to Massey as a leading teaching and research university. Student and staff participation in fieldwork in NZ and throughout the world offers experiences to develop and enhance practical skills and extend theoretical understanding in live learning and research environments.
- Fieldwork and offsite activities can cover a diverse range of activities from low risk activities in predictable environments such as a visit to a local museum, through to very high risk activities such as research in post disaster countries.
- High and medium risk fieldwork must follow the Fieldwork Safety Standard and ensure completion of a health and safety plan.

3 Definitions

Dynamic risk assessment. The continuous assessment of risk in unforeseen and/or changing circumstances possibly requiring the implementation of new control measures.

Fieldwork. Any academic work carried out by staff or students for the purposes of teaching, research or other related activities while representing the Massey University off-site". (based on the USHA Guidance on Health and Safety in Fieldwork 2011)

Fieldwork Leader - has responsibility for operational responsibility for the planning and supervising fieldwork to ensure it is managed safely.

Fieldwork Approver – The Head of Department (HoD) or designate who has overall responsibility to ensure the health, safety and wellbeing of participants involved in fieldwork.

Participant. An individual who is undertaking fieldwork either as part of a group, or working alone, includes staff or students.

Independent fieldworker

An individual who is undertaking fieldwork on their own without direct supervision.

Personal time. Personal time can be defined as time when programmed fieldwork activities are not taking place but fieldworkers remain under the general jurisdiction of the University. Personal time is normally included in most fieldwork, including night time socialising. Staff are expected to supervise such activities, although this supervision is not necessarily direct supervision. A communication plan between all parties and knowing generally what people are doing is essential for quick and efficient communication should an emergency arise. Plans need to be in place if someone fails to return from a social outing, and boundaries should be clearly communicated.

Low Risk- activities such as; attending conferences, public events, visiting local institutions, or touring facilities as observers while supervised, will not require completion of a field work health and safety plan.

Medium Risk activities such as; overseas travel outside NZ and Australia, other than to MFAT Safe Travel extreme or high risk destinations, and /or activities, workplaces, or destinations posing medium risk such as: manufacturing/industrial, working in proximity to high risk factors (but not directly with them) some high hazards in otherwise low risk workplaces.

High Risk travel to countries listed as high risk destinations by MFAT Safe Travel and/or where fieldwork activities pose a high risk. such as: unaccompanied or in an isolated environment, significant, prolonged or difficult travel to reach destination, work with toxic/hazardous materials, social research with high risk clients, large or dangerous animals, Zoological parks, outdoor pursuits, working in or near water, unstable environments such as volcanoes, inoculations required, political or civil unrest, personal security risks.

Home contact

The person in the University – usually in the School/Department who is involved in, (or has knowledge of) organising the fieldwork – nominated and contactable in an emergency, and for general support (ideally linked into University arrangements). The level of knowledge and involvement will be dependent on the level of risk arising from the fieldwork.

Local contact

The local person or organisation who acts in support of the fieldwork in the location of the fieldwork.

Managed risk. The level of assessed risk remaining after reasonably practicable controls have been implemented, taking account of the level of impact of the hazard or threat, the likelihood of its realisation and the robustness of control measures. Managed risk in high risk activities would need to be accepted or rejected by Massey University. This is sometimes referred to as residual risk.

Supervised fieldwork means participants are under direct supervision by Massey workers on site with them, such as taught undergraduate or post-graduate courses.

Indirect Supervision means Massey workers are not physically with the fieldwork participants.

4 Responsibilities

4.1 Heads of Department

The **Head of Department (HoD)** is the person with overall responsibility for the health, safety and welfare of all participants involved in fieldwork organised by their School/Institute. They may delegate this responsibility to another person (**Fieldwork Approver**) within the School or Institute to oversee and approve Fieldwork H&S Plans.

The **HoD** must ensure:

- There are suitable and sufficient local arrangements for planning and organising fieldwork;
 - A competent **Fieldwork Leader** is appointed for each fieldwork venture having taken full account of their experience and qualifications relevant to the fieldwork proposed;
 - The conduct and role of participants are clearly understood;
 - An appropriate level of supervision by staff with relevant experience and training is provided for work in the field;
 - Authorisation is withheld until the planning and risk assessment process is complete;
 - Adequate financial resources are available to **Fieldwork Leaders** to enable procurement of training, equipment (including personal protective equipment) and provision of additional staffing to support the fieldwork; and
 - **Fieldwork Leader** are empowered to act in the interest of safety, to change itineraries or abort the fieldwork if necessary.
- The **HoD or Fieldwork Approver** must be satisfied that the **Fieldwork Leader** has the personal capability and competence to lead, especially under possible adverse conditions, and has sufficient awareness of their obligations to those under supervision.
 - The **HoD or Fieldwork Approver** must include funding requirements for fieldwork training to ensure the health and safety plans of the fieldwork can be met.
 - The **HoD or Fieldwork Approver** must explicitly empower the **Fieldwork Leader** to discharge their responsibilities and to implement emergency or contingency plans if necessary.

4.2 Fieldwork Leader

The **Fieldwork Leader** has operational responsibility for planning and supervising fieldwork to ensure it is managed safely.

Before the fieldwork, the Fieldwork Leader shall:

- Ensure that fieldwork is properly and thoroughly planned;
- Complete a fieldwork risk assessment as part of the Fieldwork H&S Plan;
- Ensure emergency plans are in place;
- Ensure all equipment has been checked, is suitable, sufficient and fit for purpose;
- Allocate specific supervisory duties to participants and assistant leaders;
- Obtain guidance and advice from a **Health and Safety Advisor** in planning new fieldwork as required;
- Obtain medical declarations and personal information from all participants and in way that protects the individual's privacy
- Confirm the participant's ability to safely perform the activities requested;
- Allocate a competent person to lead each sub-group where necessary;
- Delegate explicit responsibility to the leader of each sub-group to know the total number and identities of the participants they are responsible for supervising;
- Ensure a *Fieldwork H&S Plan* is completed;
- Ensure participants have a copy of the *S218FM Fieldwork H&S Plan*; and
- Ensure that participants are made aware of the hazards of the trip and the risk management strategies to be put in place.

During the fieldwork:

- Ensure that all health and safety precautions are observed for the duration of the fieldwork and that dynamic risk assessments are carried out if necessary;
- Ensure control measures identified in risk assessments are implemented in practice;
- Ensure instructions issued to participants are clear and understood;
- Ensure that the level of supervision is adequate for any given situation;
- Make necessary adjustments to itineraries in the interests of health and safety, including, where necessary, cessation of an activity; and
- Report all injuries, illness or incidents.

Fieldwork Leaders or supervisors must be able to demonstrate the following competencies:

- knowledge and technical skill above the level to be taught to students,
- applied knowledge of hazard and risk management,
- first aid skills appropriate to the setting, activities, and students,
- correct and safe use of any equipment used,
- interpersonal skills, personal organisation and initiative as evidenced by previous leadership responsibility in field trips,
- suitable group skills including management, teaching, problem solving, crisis intervention and planning,
- level of fitness and condition appropriate for the expected activities and in an emergency response situation,
- communication skills appropriate to peers, students and outside agencies, including members of the public,
- the ability to fulfil the programme's administrative and support requirements,
- the ability to support the philosophy, goals and objectives of the programme,
- specific recognition of the unique needs of students.

4.3 Fieldwork Participants

- Participants participating in medium or high risk fieldworks must complete a personal profile and disclose any medical condition, in confidence to the **Fieldwork Leader**, which could have a bearing upon their own safety or that of others on the fieldwork.
- Participants must take reasonable care of their own health and safety and ensure that any acts or omissions by them does adversely affect the health and safety of others.
- All participants must undertake to follow any instruction given to them by the leader or supervisor and raise any concerns or uncontrolled hazards to the attention of the Fieldwork Leader.
- Participants are not permitted to bring children or dependents with them on fieldwork and/or offsite activities without permission by the **HoD**.
- Participants must behave appropriately for the entire duration of the fieldwork, including during personal time.

4.4 Independent or Lone Working Fieldworkers

- Independent fieldworkers undertaking self-managed fieldwork, and or remote work can pose a higher risk due to isolation from others who can provide potential assistance. They have responsibility to take reasonable care for their own health and safety. In practice they will assume many of the duties of the Fieldwork Leader and therefore some of their responsibilities, which should be agreed in advance with the HoS/HoD or other appropriately qualified member of staff.
- The working after hours and lone working procedure must also be applied.

4.5 Assistance of Staff from Other Institutions

- Instructors, tutors or guides may be used from other institutions. If they play a pivotal supervisory role the **Fieldwork Leader** must clarify their responsibilities and ensure competence in relation to University of Massey students, in writing, as part of the planning of the fieldwork. This does not include incidental contact such as local guest lecturers or translators.

4.6 Student Leaders

- Fieldwork programmes may also create the opportunity for student leaders to participate or be student lead in the field without staff being present. While student leaders may have the necessary skills they may not always have the required risk management experience. The Head of Department (HOD or their delegate) who approve student-only trips must ensure that the capability of the students is commensurate with the risks of the trip.

4.7 Third Party Contractors

- All third party providers such as outdoor pursuit activity providers, instructors, trainers, boat skippers, land transport drivers etc should be checked that they are reputable and competent providers.
- Contractors should be able to produce certification, health and safety risk hazard management plans, training competency and any other relevant documentation to ensure they meet all legal requirements.
- If you are using New Zealand outdoor activity pursuit contractors you must (where relevant) use registered providers as required under the *Health and Safety at Work (Adventure Activity) Regulations 2016*.
- It is a requirement that Massey consult, coordinate and cooperate over health and safety with other organisations that may be involved in the Fieldwork.. Third party contractors must be briefed, as appropriate, on their role in the safety and supervision requirements of students. They must also be provided with relevant information on abilities or health issues of individual students with the consent of the student. The third party provider must comply with all Privacy Act requirements in relation to health and other personal information of students.

4.8 Volunteers

- Some fieldwork may include volunteers including more senior students, parents, alumni, friends or others who expect no payment.
- Only volunteers with relevant skills for the job required of them should be appointed. If specialist skills are required then volunteers must have the correct qualifications, certifications etc.
- Massey volunteers should be given a job description, outline of expectations, an induction which will include hazards and risks and familiarisation of fieldwork guidelines.

5 Training, Supervision and Competency of fieldwork team

- A high standard of supervision is required for all field trip activities. Inexperienced leaders can start by leading lower risk fieldwork having first being supervised by an experienced leader. During supervised fieldwork ensure a robust system is in place to assess and train participants before allowing any indirectly supervised fieldwork.
- Proper understanding and an ability to operate incident and emergency protocols should be in place. At least one person should be first aid trained. The type of first aid training will depend on the how far away the group would be from medical assistance.

- Review training needs for fieldworkers regularly. This can be achieved as part of the annual staff performance and development assessment.
- Encourage staff to maintain a reflective log of their fieldwork experience which may be used towards evidence of competence.
- Research diving and boating requires certification under Diving Regulations. Adventure activities being undertaken by students as part of the fieldwork must be led by suitably trained and competent members of staff. Massey leaders must have up to date and NZ relevant qualifications or equivalent. If staff do not have **these** qualifications then the School needs to contract in people with the appropriate qualifications and expertise.

6 Planning

- All fieldwork is unique and there will be variables that need to be considered for each instance of fieldwork. For example the varying competence of the group; participants' individual special needs; changes to or at the field site; and the introduction of new activities or methods.
- Particular attention should be paid to Fieldwork Leaders becoming complacent with conducting well established but high risk activities and/or undertaking routine work in unfamiliar or higher risk surroundings.
- **Fieldwork Leaders** should consider the following during planning stages:
 - Clearly establish the purpose of the fieldwork and the value of expected outcomes.
 - Identify the proposed fieldwork team and as many of the participants and stakeholders as possible at an early stage of planning.
 - Identify potential participants including young (under the age of 18) and participants with particular needs.
 - Identify all permissions required in advance and ensure they are obtained.
 - Identify any relevant legislation of the country where the fieldwork is taking place.
 - Develop a procurement plan if specialist equipment or services will be needed.
 - Review process.
- For supervised fieldwork, where reasonably practicable, a preparatory visit should be made to the field site and an evaluation made of local facilities and services with particular regard to the needs of known or likely participants.

7 Staff/Student Ratios and Composition

- Fieldwork involving mixed gender students should consider that each fieldwork activity has at least one male and one female staff member. If this proves impractical, then suitable post graduate students may be used to ensure that genders are represented. In the event that it proves impossible to provide mixed gender staffing then this fact should be clearly communicated to fieldwork participants.
- Staff-Student ratios will depend upon the leaders' risk assessment for a specific fieldwork. Flexibility should be built in to allow activities to continue, suitably supervised, should a member of staff become temporarily indisposed due to illness, accident, or having to deal with a situation that requires extended one on one supervision during the fieldwork. If supervision levels are seriously compromised undertake a dynamic risk assessment and be prepared to stop the fieldwork.

8 Health Information and Privacy

- **Fieldwork Leaders** are responsible for making reasonable checks that all participants are capable of fulfilling the physical and mental requirements of the fieldwork. Fieldwork Leaders must ensure that participants (staff and students) are made aware of the requirements to disclose any medical condition which could have a bearing upon their own safety or that of others on the fieldwork.
- **Fieldwork Leaders** must ensure any personal information is gathered from participants and staff engaged in fieldwork is captured on *S218FM3 Participant Declaration and Profile Form*.
- Any matters which are identified by this process which may affect the individual's capability to undertake the fieldwork in a safe manner must be discussed with **HoD** and seek advice from Health and Safety staff or Student Health staff for advice.
- Any personal or health information collected from the student should only be relevant to ensure health and safety during the fieldwork and must be treated confidentially and stored securely. It may also be necessary to disclose personal factors to a third party. Consent to such disclosures will be a condition of approval to participate in the fieldwork.
 - Participant Declaration and profile forms must be treated with the highest confidentiality.
 - Personal details must be destroyed after the conclusion and review of the fieldwork.
 - Ensure personal information is stored securely e.g. use password protected hard drives, locked files. Do not leave paperwork in cars, on desks or photocopiers or accessible to others.
- Any information collected, stored and used must at all times comply with the obligations of the Privacy Act 1993 and the Health Information Privacy Code 1994. Refer to Massey University Privacy Policy and procedures or contact the Risk and Assurance office if you need further assistance.

9 Risk Management

Risk management principles provide a framework for the general guidance and control measures that are appropriate for managing the diversity of fieldwork activity hazards. A hazard is the potential to cause harm, while risk is the likelihood or uncertainty of harm occurring and the likely consequences when exposed to a hazard.

- The **Fieldwork Leader** is responsible for undertaking a hazard risk assessment for all medium to high risk profile fieldwork. The purpose of this is to ensure that basic considerations are in place for the health and safety of the participants and so that support can be provided in case of an emergency.
- For multiple trips on one project, every fieldwork trip requires a current *Fieldwork H&S Plan*.
- Consider all the hazards that may harm people on your trip including the interaction of people, equipment and the environment. Each hazard or risk factor which could cause loss should be assessed for seriousness, such as likely severity, probability of occurrence. The management strategies to be applied to reduce the risk to an acceptable level need to be listed. Further information on hazard management is available on the Massey University health and safety web site.
- Assistance can be sought from people with expertise in the area (i.e., College Health and Safety Officer, students, staff, health and safety office or contractors with specialist expertise).
- In some cases, after having undertaken a risk assessment, residual risks associated with fieldwork may still be significant and a college management decision will need to be made ideally in conjunction with the relevant Senior Management Team member in order to determine whether the University is willing to accept these risks.

- In all such cases there must be very clear written and verbal communication with the fieldwork participants to make sure they understand the nature of the risk and control measures they will undertake. Advice is available from Health and Safety Advisors who will assist in making the decision whether or not a residual risk has been controlled to an acceptable level; this advice should be sought at an early stage.
- For travel to high risk countries a threat analysis must also be undertaken to consider security and political threat levels, significant natural hazards and health risks and whether a destination is appropriate to undertake fieldwork and this information must be kept under review at all stages both prior to departure, and during the fieldwork. Advice must be sought from the Director of Risk and Assurance and any advice provided should be included in the fieldwork approval requests and escalations.

10 Emergency Response Planning

Dealing with an emergency is a possibility for all fieldwork. The level and depth of emergency planning required for each fieldwork event will relate directly to the level of risk associated with the fieldwork and the availability and standard of medical support available.

- The emergency plan should be in place before the fieldwork begins. The emergency plan should, where relevant, cover the matters listed below, including funding arrangements, local support, and competency of the field work team:
 - Adverse weather
 - Transport/travel disruption
 - Available local support
 - Missing or misplaced persons
 - Methods for contacting next of kin
 - Civil unrest, natural disasters
 - Medical emergencies (minor to those requiring repatriation)
 - Financial plan for emergencies
 - College crisis communication plan and structure
- Where external stakeholders, including partner institutions or third party providers, have roles or responsibilities in the emergency plan, it is vital that the arrangements are established before the field work so both parties understand their role.
- There should be a means of summoning help in an emergency. For remote locations, it may be necessary to have a personal location beacon or satellite phone.
- The Fieldwork Leader should obtain information on local health care facilities including their capacity, adequacy, and location. If additional emergency assistance provision is relied upon, the plan needs to identify which facilities are to be used including contact and implementation details.
- Provide first aiders, information and specialist training for Fieldwork Leaders as necessary where it is known that participants have particular health needs. For example, if a participant is known to be vulnerable to anaphylactic shock, instruction and authority will be needed in relation to suitable treatment.
- Ensure the reporting of any event of injury, illness or incident to a member of staff, visitor or a student participant to Massey University.
- All Fieldwork Leaders and supervisors must be aware of the College's and Massey's procedures in the event of a major emergency or crisis which is beyond the scope of the immediate fieldwork teams ability to deal with. Your College must have an emergency communication crisis plan in place so that Massey senior leadership team can be notified as soon as possible. Massey will manage public communications, legal issues, and arrange support, counselling, and provide any other assistance applicable. Fieldwork participants

must not speak to the media who should be referred to Massey External Communications team.

11 Communication with University Home Contact

- Heads of Department is responsible for ensuring that there is a system in place whereby off campus staff and students can contact suitable staff (Home contact) for advice and support. The home contact must be contactable 24 hours a day throughout the duration of the fieldwork. The home contact must be able to receive contact queries regarding the fieldwork, provide information if known and how to action an emergency response plan if needed.

11.2 Local in-Country Contacts for Overseas Visits

- Fieldwork Leaders are responsible for ensuring that there is a local in-country contact established for all overseas field fieldworks. These details should be included in the risk assessment documentation. More usually, local tour operators and third party providers can be used in this capacity. As a minimum, international visits outside of Australia should be registered on [MFAT Safe travel website](#).

12 Travel and Transport

- Travel should be booked through the Massey University Designated Management Travel Company. (TMC) All Travel should comply with the Massey Travel Policy.
- **Fieldwork Leaders** are responsible for ensuring the risks associated with transport arrangements are considered in the planning phase of the fieldwork and that the Massey University Safe Driving Procedures are followed.
- Ideally, for large groups, hired buses should be used to transport students and staff by road. Alternatively, public transport may be an option. For smaller numbers, staff driven people carriers are preferable to minibuses, due to the fact that they are easier to handle and do not require any special authorisation on the drivers licence. However, the choice of vehicle should also take account of the ability for the drivers to take suitable breaks and the capacity to store luggage and equipment.
- The provision of transport will also vary from public transport to third party providers and the possibility of fieldworkers using their own vehicles.
- Providing safe transport for fieldwork can be a challenging aspect, particularly in developing countries. If the risk or complexity of the travel dictates, it may be necessary to actively manage transport arrangements to ensure that all fieldworkers arrive safely at a particular location.
- **Fieldwork Leaders** will need to make sure that transport arrangements with external providers overseas are suitable and fit for purpose. Consideration should be given to the safety record of transport providers when selecting the mode of transport for the fieldwork (e.g. ferries and airlines in developing countries).

13 Insurance

13.1 Fieldwork in NZ

- Massey University has General Liability Insurance which provides cover staff against third party property damage and personal injury. It covers students under the direction and control of Massey on fieldworks.
- If a staff member or student has an accident then ACC covers injuries to NZ citizens. Overseas students or non resident citizens are also covered with some restrictions. For further information visit the health and safety web page.
- If students are driving motor vehicles ensure that the student has insurance.

13.2 Overseas Insurance for students ordinarily resident in NZ

- Staff Massey Business travel insurance covers accidents overseas if you are working. Cover can be obtained through Massey University's TMC when you are booking your travel.
- Students can obtain cover by either:
 - Massey University's TMC when booking travel, or
 - Students arrange their own working insurance
- Students who arrange their own travel insurance will need to be sure that it covers the activities of the field work.
- All policies **not** taken out via Massey should be checked by the Massey Procurement Office to confirm whether they provide adequate coverage.
- If you are injured overseas ACC may be able to help you if you return home with an injury that happened while you were overseas. The ACC cover applies whether you have been travelling on business, or on leave or for personal reasons. To qualify, for ACC cover you must be an ordinarily resident in New Zealand at the date of the injury.
- Travel insurance is still needed because ACC doesn't cover you for illness or things such as overseas treatment costs, disrupted travel plans, third party liability, and statutory processes in the country you are visiting, assisted travel or emergency travel.
- There may be some locations where insurance cannot be obtained. Fieldwork should not occur in these locations.

14 Accommodation

- **Fieldwork Leaders** are responsible for ensuring that all accommodation is booked with Massey University TMC who can guarantee that safety standards in the establishment have been vetted. If this is not possible the responsibility for assessing the safety of the accommodation falls to the **Fieldwork Leader**.
- Where a pre-visit is not practicable, the **Fieldwork Leader** must take steps to assess the standard of accommodation as far as possible prior to the work. The level of due diligence checks required will depend upon the circumstances of the fieldwork and the accommodation provider.
- All members of staff in a supervisory role should be provided with suitable guidance from the **Fieldwork Leader** to enable them to make an informed decision on whether or not the accommodation arrangements are suitable on arrival. This will be based on the provision of basic safety precautions.

- Checks may include:
 - Fire Safety
 - Personal Security
 - General Safety of the structure and facilities, for example pool, lifts, balconies, electrics and gas safety
 - Environment surrounding the accommodation
- As a minimum, familiarisation with accommodation emergency escape routes will be required to be undertaken by the Fieldwork Leader and supervisory team.
- **Fieldwork Leaders** should change accommodation booked if it does not meet basic safety requirements.
- Students and staff should where ever possible stay in the same accommodation. If students wish to stay in cheaper accommodation it should be very close by and contingencies will need to be put in place to ensure contact can be made in an emergency.

15 Catering

- The **Fieldwork Leader** must ensure that the level of catering meets the needs of all members of the group, paying particular attention to participants who have special dietary requirements. Information on participant dietary requirements should be sought prior to the fieldwork commencing.
- For supervised fieldwork, inform participants in advance which meals will be provided for them and if they will be required to pay for them.

16 Equipment

- **Fieldwork Leaders** are responsible for ensuring that all equipment, including personal protective equipment, necessary for the fieldwork has been identified and specified at the planning stage, including any equipment or clothing expected to be provided by fieldworkers well in advance. Identify and follow requirements/and or manufacturers instructions for the thorough examination, maintenance and inspection of equipment.

17 Student Communication

Fieldwork Leaders are responsible for ensuring that there are face to face meetings between all participants before departure. This meeting(s) should be used to carry out the following functions:

- Promote the educational and personal benefits of the fieldwork, often once in a lifetime experiences.
- Explain any inherent residual risks associated with the venture which have not been adequately controlled.
- Act as a deadline for completion of student personal details forms.
- Allow some familiarisation with students who may be less known to the Fieldwork Leaders.
- Allow expectations of students, differences in standards of accommodation, cultural differences and behavioural and security requirements to be re-enforced.
- Give timely information on vaccination requirements.
- Provide detailed student information packs with kit lists and general advice for the fieldwork, this may include identification of hazardous specimens.
- Ensure it is clear that the fieldwork is an educational visit. If students are planning to extend their stay there should be a very clear distinction between the time the fieldwork finishes and independent travel begins. A mixture of the two is not permitted.
- Explain the circumstances in which a student may be asked to leave the fieldwork, and return home at their own cost, and the likely consequences of disciplinary action.

18 Fieldworkers with Disabilities

- Massey University aims to be inclusive, therefore students or staff with disabilities should not be put at a substantial disadvantage compared with non-disabled fieldworkers. In order to do this, institutions have a duty to make reasonable adjustments to enable those with disabilities to participate in the fieldwork if, without such adjustments they would be excluded.
- The only exception to this would be if the decision not to make adjustments is based on evidence that it is a proportionate means of meeting a legitimate aim. For example, the costs of the adjustments might prevent the fieldwork from taking place, thereby disadvantaging all participants or the research outcomes. Similarly it might be justifiable to restrict the activities of a disabled participant in whole or part if their safety or the safety of others would be compromised.
- On disclosure of a disability, Fieldwork Leaders must put control measures in place that supports the fieldworker and the fieldwork team. The Fieldwork Leader should liaise with specialists to obtain guidance, advice and support to facilitate adjustments and offer participation where this is reasonably possible. Ensure suitable specialist equipment, as appropriate, is provided for the use of fieldworkers with disabilities.
- Advice can be sought from the Inclusive Education Advisors (Disability), Health and Safety staff, Student Health Services when deciding upon adjustments.

19 Student Information

- **Fieldwork Leaders** must ensure that there is a student information pack produced for each fieldwork activity. (where relevant)
- The student information pack should contain all the information the student needs to know about the fieldwork in a user friendly format. The health and safety elements mentioned below are just one part of the overall information likely to be included with this pack.
- Issues covered in the pack should include the following (non-exhaustive) list:
 - Price
 - Leadership team composition and competency
 - Travel plans, timings and duration
 - Currency
 - Contact Cards
 - Working protocol
 - Project risk assessment
 - Kit lists, including medical and vaccination
 - Distance to medical facilities (in time)
 - Special requirements, including competence requirements of participants
 - Resume of culture including any security issues and host country legislation which they may fall foul of(e.g. offences around same gender sex)
 - Likely hazards to be encountered (spiders, sharks, excessive heat etc)
 - Tips on extra items needed
 - Skills required for particular activities, including fitness requirements
 - Draft or final itinerary
 - Climate
 - Food and eating information
 - Awareness of environmental conditions e.g. Security, hot weather, dehydration, insects and advice on dealing with these.
 - Awareness of Cultural considerations.
 - Clear information on any element of the venture which presents a high level of residual risk and what the implications of this might be.
 - Things they might not expect, being homesick, not having home comforts, sharing, lack of privacy, what to do if they experience problems.

20 Additional Information for International Field Trips.

- Expert advice on the areas below can be found on Ministry Foreign Affairs and Trade (MFAT) Safe Travel Website or through [Oracle Healix in-country guides or app](#).
- For all overseas fieldwork activities, participants must be provided with a relevant pack of information. This may be done using the Oracle Healix country reports or using *S218TP2 Overseas Fieldwork Information Pack* as a template as appropriate.

20.2 Environment

- The climate of the fieldwork location may be quite different to what is usually experienced by the field trip participants at home. Time should be allowed for participants to adjust to the new climate and tasks should be planned taking into account the constraints of the climate for workers who are not fully acclimatised. For example, in tropical climates, allowance should be made for increased water consumption to prevent dehydration. Suitable clothing can also be an issue, as what is considered comfortable for the climate may not be appropriate for health and safety reasons e.g. long sleeves may be advisable in tropical areas to protect against insects and UV radiation.

20.3 Hygiene, Food and Water

- Hygiene standards may differ, leading to increased risk of diarrhoeal diseases including cholera, so field trip participants may require advice on safe food and water. In many regions it is best to avoid eating salads, uncooked foods, fruits that aren't peeled, ice confectionary and food from roadside stalls. Water, including reticulated supplies, is unsafe to use in many parts of the world. Boiling water for 15 minutes or using water purification tablets may be needed to render water safe for drinking, cooking with, and for other uses such as cleaning teeth. Tea and coffee made with boiling water, and canned or bottled beverages are generally safe to drink. Milk and ice may not be safe.
- Bodies of fresh water, such as rivers, ponds and lakes can harbour organisms and other contaminants that make paddling, swimming or other forms of contact risky.
- High personal hygiene standards may be required to counteract poor sanitation standards. Attention to thorough hand washing after using toilets and before food preparation and consumption is important. Personal hygiene requirements may differ due to different climate, such as the need to shower and change clothes regularly in tropical climates in order to avoid skin infections and tinea. Note that there may be a lack of suitable ablution facilities.
- These aspects should be investigated in the planning stages so that participants can be properly briefed on the precautions they need to take.

20.4 Cultural, Social and Religious Constraints

- Information should be obtained about any social and/or religious constraints that could impact on the personal security, health or safety of field trip participants. These may include issues such as appropriate dress, appropriate behaviour in public, same sex relationships, relationships between unmarried partners, consumption of alcohol and the like. Many foreign cultures have more conservative expectations around dress and in particular women's dress and behaviour than in New Zealand. Information can be obtained from sources such as reputable travel guide books, local contacts in the destination country, participants on previous field trips to that location, and staff or students with knowledge of that culture.

20.5 Crime

- Field trip participants should take precautions to avoid becoming victims of crime during their trips. Due to economic disparities and for other reasons, normal personal safety precautions taken in New Zealand may be insufficient. Lack of local knowledge, such as what areas to

avoid after dark, may make foreigners more vulnerable to crime. In addition, criminals sometimes target foreigners. Field trip participants should try to remain unobtrusive as far as possible.

20.6 Political Climate

- Field trips should be avoided in areas where the political climate is unstable, where future instability is being predicted (e.g. during election periods) or where there is, or has been a recent history of, civil unrest, terrorism, kidnapping of foreigners or civil war. The political climate can deteriorate quickly, and it is essential to check periodically with the MFAT Safe travel to ensure travel is still safe. Contingency plans should be made in case of deterioration in the political climate.

20.7 Disease

- There are many diseases overseas that do not generally occur in New Zealand. Some of these infectious diseases include malaria, typhoid, cholera, dengue fever, filariasis, rabies, plague, schistosomiasis, meningitis, yellow fever, Japanese encephalitis, trypanosomiasis, tetanus, diphtheria, poliomyelitis, Hepatitis A/B/C/D/E, and HIV, and the Zika virus.
- Disease risks vary with the area to be visited, the duration of the stay, the living and sanitary conditions and types of work to be performed at least 3 months before departure.
- Vaccinations may be required for exotic diseases as well as to update routine immunisations. Vaccines are not available to prevent all diseases, so other types of precautions may be needed. For example, to prevent malaria the appropriate type of anti-malarial medication and advice on how to avoid mosquito bites would be needed.

20.8 Natural Disasters

- Work in some parts of the world may pose risks due to the propensity for natural disasters to occur. Seasonal and geological factors should be taken into account when planning field trips in order to minimise the risks of working in areas prone to flooding, severe storm, avalanche, volcanic eruption, earthquake and tsunami, etc. Participants should ensure they have information about what to do in the event of such an emergency. Travel information and contact details of students must be kept by Departments, Institutes and Schools.

20.9 Bio Security Arrangements

- Staff and students who participate in fieldwork overseas should ensure appropriate Bio security and Hazardous Substances and New Organism approvals are obtained before attempting to import various materials into New Zealand. See University policies for new organisms, hazardous substances and genetically modified material. As well as approval, staff and students need to ascertain that approved containment facilities are available at the University if these may be required. Note that sometimes articles that are not themselves restricted may be contaminated with a material that requires approval.

21 Review of Field Work

- **Fieldwork Leaders** must ensure that fieldwork planning activities and the fieldwork risk assessment are reviewed and revised where necessary.

22 References

University of Brighton: A Health And Safety Guide To Planning And Managing Fieldwork Or Off-Site Activities. University of Brighton 2015

Guidance on Health and Safety in Fieldwork USHA – including offsite visits and travel in the UK and overseas. Universities Safety and Health Association UK 2011

23 Related Fieldwork Documents

S218 ST Fieldwork Health and Safety Standard
S218FM Fieldwork H&S Plan
S218FM Participant Declaration & Profile
S218FM List of Participants Personal Details
S218TP Overseas Fieldwork Information Pack

24. Relevant Legislation:

Health and Safety at Work Act 2015 and associated Regulations

25. Related Massey Procedures:

[Risk Management Framework](#)

[Massey Privacy Policy](#)

[Student Placement Guidelines](#)

[Travel Policy and Procedures](#)

[Safe Driving Procedure](#)

[Incident Reporting](#)

[Working alone or after hours procedure](#)