

## SCHOOL OF ARCHAEOLOGY

### CODES OF PRACTICE ON SAFETY IN FIELDWORK AND OVERSEAS TRAVEL

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1. Fieldwork is defined as any practical teaching or research work performed in places not under the control of the University but where the School is responsible for the safety of the worker.
2. The head of each department within the School is responsible for the safety of all employees, students, volunteers and visitors in the field from within their department.
3. Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, volunteers and visitors within their area of responsibility during fieldwork. Supervisors are required to ensure all those they are responsible for are also instructed in safe working practices. The University regularly runs safety training courses in fieldwork, including first aid for fieldworkers, and staff and students are expected to attend. Details may be found at <https://secure.admin.ox.ac.uk/safety/>
4. All fieldworkers should be familiar with safe working practices in accordance with University Policy Statements S5/07 'Safety in Fieldwork' and S3/07 'Overseas Travel', copies of which are available at <http://www.admin.ox.ac.uk/safety/0507.shtml> and [www.admin.ox.ac.uk/safety/0307.shtml](http://www.admin.ox.ac.uk/safety/0307.shtml)
5. Risk assessments must be made for all fieldwork and overseas travel. The nature and complexity of the assessment should reflect the risks involved with the work. In many cases the work itself is not hazardous but it takes place in hazardous surroundings. In these cases the risk assessment should concentrate on the travel-associated risks. For instance, no written risk assessment would be needed for low risk activities such as attending conferences or visiting colleagues in Northern America or the European Union, but similar activities in more dangerous locations would require one. Where a risk assessment is not required, you will only need to submit an application for insurance form with a full itinerary for your trip. The object of any risk assessment procedure is to identify all the hazards associated with the work and then to assess the risk that these hazards present under particular circumstances. Following the exercise it should be possible to identify areas of work that present particular problems and act to reduce the risk to an acceptable level.
6. 'Safety in Fieldwork' forms incorporating a risk assessment are available from the intranet. The completed form and / or itinerary with application for insurance must be returned to the Administrator **at least 4 weeks before departure.**
7. The Head of Department gives final approval for field visits.

8. The Foreign and Commonwealth Office web site (<http://www.fco.gov.uk>) must be consulted as part of the risk assessment. Where the FCO advise against travel to a particular destination but the person still wishes to undertake the trip, a written risk assessment must be submitted to the Head Of Department for all activities, including visiting libraries and conferences. The assessment will be submitted to the University Safety Office for comment before final approval is given by the Head of Department.
9. Travel insurance for all visits for a University activity should normally be via the University's insurers. The insurance is only valid subject to the traveler following the University's rules and regulations. Details of insurance are provided at <http://www.admin.ox.ac.uk/insurance/travel.shtml>.
10. Medical advice on the immunisation requirements for overseas travel for employees and individuals from eligible groups should be sought from the University Occupational Health Service (see <http://www.admin.ox.ac.uk/uohs/services/travel.shtml>). This should be done at least 6 weeks prior to departure to allow immunisation schedules to be completed. For individuals from non-eligible groups, advice should be obtained from general practices and private travel clinics.
11. All accidents, incidents or work-related illnesses must be reported to the Administrator as soon as possible. A report is then made to the University Safety Office.
12. It is recommended that the safety aspects of fieldwork are integrated into any post-fieldwork discussion held with supervisors. This can provide an opportunity to identify possible weaknesses in the planning and conduct of the study with respect to safety and refine the arrangements for future activities. Any significant findings from this discussion can be reported to the Administrator.