Academic Staff, Research Staff and PhD Students: A fieldwork excursion is to be undertaken. This chart is designed to help you plan and carry out your responsibilities. Information on occupational travel clearance and travel insurance is given at offsite working page.

**FIELDWORK SAFETY MANAGEMENT FLOWCHART**

**MEET** with key trip participants and agree roles: fieldtrip leader (PIC), PI, person undertaking initial FW1 drafting, and learn your responsibilities in the safety management process. [ESE fieldwork safety](#)

**ESTABLISH** person with overall responsibility, Fieldtrip Type and PI
- TAUGHT BSc/MSci or MSc: normally trip leader (PIC) is PI
- INDEPENDENT MAPPING BSc/MSci: Field group supervisor is PI
- RESEARCH MSci, MSc Project: Supervisor is PI
- RESEARCH PhD Project: Supervisor or grant holder is PI
- RESEARCH PDRA/STAFF Project: Grant holder is PI

**CHECK** with DSO that PI is registered as RAFT trained

**PREPARE** FW1 for TAUGHT course, MAPPING
- Iteratively plan teaching itinerary with trip safety considerations.
- Use FW1 template as an *aide-memoire* together with embedded information links.
- Contact relevant administration assistant for help with logistics, student and staff contact details, fitness to undertake fieldwork, Next of Kin, Participant’s First Aid training.
- Complete FW1 using a Risk Assessment Matrix approach to evaluate and mitigate risks effectively.

**PREPARE** FW1 for RESEARCH trip
- Iteratively plan research trip itinerary and safety considerations.
- Use FW1 template as an *aide-memoire* together with embedded links and detailed risk considerations e.g. extreme environments.
- Include student and staff contact details, ensure fitness to undertake fieldwork, Next of Kin, Participant First Aid training status.
- Complete FW1 using a Risk Assessment Matrix approach to evaluate and mitigate risks effectively. Such a matrix can be pasted in to the end of the FW1 form and may be required for approval.
- Care if sharing trip with participants from another organisation.

**FINALISE** FW1 with key participants and OBTAIN Section 9 declaration from PI

**SUBMIT** completed and/or revised FW1 by email to FSO (now Dr J-P Latham) for review 4-6 weeks before travelling

**GO TO** SharePoint site [OSW](#), scroll down and click Add new item by the Green Cross and **COMPLETE** traveller questionnaire and **ATTACH** the approved FW1 file (starts with FW1... and ends with ..._JPL), which is automatically cc’d to FSO, HoD and HoD’s PA.

**REMEMBER.** Take FW1 to field. Report accidents and near misses to [SALUS](#)