



2015-16

Staff Field Course Handbook



Planning

Geography

IDPM

Architecture

Education



Contents

Introduction.....	4
Section 1: Field Course Leader and Leadership Team	5
1.1 Competency	5
1.2 Leadership Structure	5
1.3 Compliance	6
Section 2: Planning.....	7
2.1 Planning	7
2.2 Roles and Responsibilities.....	8
2.3 Destinations.....	9
2.4 Scheduling.....	9
2.5 Budget.....	10
2.6 Monitoring and Review	11
2.7 Absence Forms.....	11
2.8 Contingency Planning.....	12
Section 3: Communication and Information	13
3.1 Information Records.....	13
3.2 Provision of Information to Participants	13
3.3 Communication with the School.....	15
3.4 Marketing and Publications.....	16
Section 4: Health and Safety	17
4.1 Risk Assessment.....	17
4.2 Health and Safety Briefings	20
4.3 Emergency Incident Management.....	20
4.4 Missing Persons	23
4.5 Fitness to Travel	23
4.6 Health Packs.....	23
4.7 First Aid Provision	24
4.8 Student Supervision.....	24
4.9 Personal Time and Down Time.....	26
4.10 Third Party Providers	26
4.11 Attendance by Family of Students.....	28
Section 5: Insurance	29
5.1 Business Travel Insurance.....	29

5.2	European Health Insurance	29
5.3	Employer's Liability Insurance.....	30
5.4	Public Liability Insurance.....	30
5.5	Product Liability Insurance.....	30
Section 6: Travel and Transport.....		31
6.1	Group Travel	31
6.2	Airport / Port Transfers	31
6.3	Equipment	31
6.4	UK Immigration for International Students	31
6.5	In-Country Transport.....	33
6.6	Driving a Minibus	33
6.7	Accommodation	34
6.8	Catering	35
Section 7: Finance and Expenses.....		37
7.1	Budgets.....	37
7.2	Expenses	37
7.3	Travel Advances.....	39
Section 8: Cancellation and Re-Scheduling.....		42
8.1	Withdrawal by Student.....	42
8.2	Flight Delay or Cancellation by Airline	42
8.3	Changes to UK Foreign and Commonwealth Office (FCO) Travel Advice	43
8.4	Acute Health, Safety and Security Incidents.....	43
8.5	Ill-Health of Staff	43
8.6	In the Event of Cancellation.....	44
8.7	Re-Scheduling a Cancelled Field Course	45
Resources		47

Introduction

For the purposes of this handbook, a field course is defined as:

Any work carried out by a group of students of the University for the purpose of learning in places which may be distant from the University, where the University retains responsibility for the safety of its staff and students and others exposed to their activities. The field course may be residential, or take place within one day and may be within the UK or overseas.

The handbook is intended to provide clarification on the roles and responsibilities of Field Course Leaders and participating staff.

The School of Environment, Education and Development is claiming compliance with British Standard 8848: Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom. In order to ensure that we are providing our students with a high quality academic experience and fulfilling our legal and moral obligation to ensure their safety, health and wellbeing during field courses, it is **ESSENTIAL** that all staff involved in planning, organising, participating in and leading field courses comply with the guidance in this handbook.

Clarification on any of the information contained in this handbook can be obtained from the Senior Programmes Administrator (Fieldwork and Special Projects):

Nicholas Ritchie

Email: fieldwork.seed@manchester.ac.uk

T: (0161 27) 50960

Section 1: Field Course Leader and Leadership Team

1.1 Competency

The Field Course Leader and their leadership team should be selected so that they possess the personal qualities, academic qualifications and communications skills relevant to the nature of the field course and assigned the responsibilities of their respective roles within their proven competence.

Competency will be identified through in-house assessment and training and previous field course experience.

Where the participant group includes students less than 18 years of age or vulnerable adults, the Field Course Leader must ensure that the leadership team is selected according to their suitability to work with those participants. The advice of the Head of Discipline and Human Resources should be sought.

1.2 Leadership Structure

The Field Course Leader should identify a deputy Field Course Leader who is able to take control of the field course in the event that the Field Course Leader is unable to fulfil their function.

A chain of command should be agreed, included in the risk assessment for the field course and communicated to the participants.

The Field Course Leader should ensure that, wherever possible, the leadership team includes members of staff of both genders. The gender profile of the leadership team should be included in the risk assessment for the field course.

The use of family and friends as part of the supervisory team must be avoided. They are not covered by the University's Employer Liability, Public Liability or Business Travel Insurance. Members of staff from overseas institutions participating in the field course may act as part of the supervisory team; however, this expectation and the scope of the role should be clarified in writing in advance of the field course.

1.3 Compliance

In order to comply with British Standard 8848, the University is obliged to obtain written confirmation from all members of the leadership team that they have read and will comply with the guidance contained in this handbook and with the University's Child Protection Policy and Guidance (if relevant) and will lead by example in conducting themselves in a manner consistent with the School's Fieldwork Code of Conduct¹.

The Staff Field Course Policies and Procedures Compliance Declaration is included at the end of this handbook and should be detached and returned to the Senior Programmes Administrator (Fieldwork and Special Projects), Nicholas Ritchie, in Arthur Lewis Building 2.020, by the 1st November 2013.

¹ For the Child Protection Policy and Guidance and School Fieldwork Code of Conduct, please see the Resources Section of this handbook.

Section 2: Planning

2.1 Planning

It is vital that all field courses are planned well in advance of the intended departure date to allow the School to consider the proposal and approve it at an appropriate level.

The Field Course Leader and the academic and administrative staff team and the criteria for inclusion of participants and stakeholders, bearing in mind the overall purpose and likely demands of the field course, should be identified at an early stage of the planning process. All known third-party providers and their proposed responsibilities must also be identified at the planning stage.

An outline itinerary should be available at an early stage in order to allow the School and the Field course Leader adequate time to consider the availability of the resources required, including staff and financial provision, and to conduct an appropriate risk assessment.

The profile of the participants should be considered at the earliest opportunity, for example, their level of competence and maturity and the presence in the group of students under the age of 18, vulnerable students, or students with special requirements in terms of disability. Young or vulnerable participants' next of kin or guardians should be considered as stakeholders in the field course.

The following is a list of considerations which should be considered in the initial planning process as a precursor to more detailed planning and risk assessment:

- purpose and scope,
- number of participants²,
- stakeholders,
- needs and capabilities of participants,
- participation by any students under the age of 18³,
- third party providers,

² Part-time students of postgraduate taught programmes including a field course will normally attend in the second year of their studies. Students wishing to participate in their first year must obtain approval from their supervisor and the Field Course Leader and the administrative team must be advised early in the planning process.

³ Written consent must be obtained from the parents or guardians of any participants under the age of 18. Detailed information must be sent to parents and guardians with an invitation to contact for further information if needed. The University's Child Protection Policy and Guidance (see Resources Section) must be considered and followed and the necessary measures included in the risk assessment for the field course.

- academic and administrative staff attending and administering the field course,
- dates and duration,
- destination, including travel, stopovers and bases and any accessibility issues,
- outline itinerary,
- budget,
- risk assessment.

2.2 Roles and Responsibilities

The academic Field Course Leader has ultimate responsibility for the organisation and administration of the field course. The role of the Field Course Leader includes:

- identifying appropriate and relevant dates, duration and destination,
- constructing the academic programme,
- liaising with host organisations and presenters,
- conducting an appropriate risk assessment,
- preparing a written briefing document for distribution to participants,
- ensuring that the field course does not exceed its budget and includes a contingency,
- leading participant briefing meetings prior to departure,
- leading visits and excursions during the field course,
- taking responsibility for their own expenses and advance returns,
- taking responsibility for their own travel health, including fitness to travel,
- where promotional items are required, identifying amount and type,
- supervising students during the field course,
- travelling and residing with the participant group,
- identifying required equipment and ensuring its availability.

Administrative support will be provided by the Teaching and Learning team. The role of the administrative team includes:

- assisting with budget management,
- sourcing quotes for travel, transport and accommodation,
- booking travel, in-country transport, accommodation and excursions,
- administering payments to suppliers,
- collating participant information,
- contracting external staff to assist with the field course, including PGR students,
- assisting with pre-departure briefings,
- administering entry and transit visa applications,

- administering Student Occupational Health appointment schedules,
- administering participant declarations of compliance with health and safety processes,
- communicating administrative information to participants,
- monitoring UK Foreign and Commonwealth Office travel advice,
- if attending the field course, assisting with student supervision,
- if attending the field course, assisting with logistical arrangements (e.g. transport),
- taking responsibility for their own travel health, including fitness to travel,
- taking responsibility for their own expenses and advance returns,
- reporting on participant feedback.

2.3 Destinations

Field courses must not travel to destination countries, or regions of countries, to which the UK Foreign and Commonwealth Office (FCO) advises against travel. Please see the Resources Section at the end of this handbook for details of the FCO's Travel Advice by Country online resource.

The impact of the choice of destination on the field course budget must also be considered. A significant change in destination may result in increased travel, health and safety and / or accommodation costs.

The environment of the fieldwork should also be considered. Some fieldwork will take place in open country. In these circumstances, it is the responsibility of the Field Course Leader to ensure that access to the site is legal and any appropriate permissions obtained.

2.4 Scheduling

Field courses should not be scheduled during the University's official examination periods. Examination dates for 2013-14 are:

Semester 1 Examinations	18 January – 29 January 2016
Semester 2 Examinations	19 May - 08 June 2016
Re-examinations	22 August – 2 September 2016

The University **will not** re-schedule examinations due to the scheduling of field courses. It is the policy of the School that to request that examinations be re-scheduled to accommodate

fieldwork is inappropriate, given the potential impact on students and other Schools with whom our students may be taking units.

However, it is possible to consider scheduling a field course during the examination period if participants are enrolled on programmes which do not have core or optional course units with exams. In this instance, the Field Course Leader is responsible for ensuring that no students are taking external course units which have exams during the examination period. Should the scheduling of a field course impact on a student's ability to take an external course unit, because of an external examination timetable, or have ramifications for the time available to them to meet assessment deadlines, it is the Field Course Leader's responsibility to brief the student and to make any possible accommodations for them.

The Field Course Leader is also responsible for ensuring that students with a disability who may be entitled to additional time in terms of assessment deadlines are not disadvantaged by scheduling field courses immediately after assessment submissions.

The Field Course Leader must consider the available budget when determining the date of the field course. Some destinations are significantly more expensive at specific times of the year.

2.5 Budget

Once the parameters of the field course (i.e. duration, dates, participant numbers, outline itinerary, travel and accommodation requirements, excursions etc.) have been confirmed by the Field Course Leader, the Senior Programmes Administrator (Fieldwork and Special Projects) will provide a draft budget to the Field Course Leader which incorporates a 5% contingency, as required by School policy.

It is the responsibility of the Field Course Leader, in collaboration with the Senior Programmes Administrator (Fieldwork and Special Projects), to ensure that the field course does not exceed the budget. Financial planning and budget setting takes place in the School from January to March of each year. Proposed changes in destination, duration or activities of field courses which will impact on cost must be considered at this point in the annual planning cycle.

2.6 Monitoring and Review

In accordance with requirements to manage, supervise and monitor health and safety and the quality of teaching and learning and to keep policies and risk assessments under review, each field course must incorporate a formal evaluation process.

An appropriate level of monitoring of health and safety arrangements and of learning value must be an ongoing process during the field course and procedures must be adapted and itineraries and risk assessments updated as necessary.

The Field Course Leader should hold a post-field course staff de-brief meeting to capture any recommendations for improvement. Reviews should focus on shortcomings in planning, processes and procedures and the management of the field course and an evaluation of the achievement of the academic objectives of the field course.

Participants should be invited to provide feedback following the field course, which should encompass health and safety as well as academic considerations and aspects such as the quality of accommodation and transport and the performance of any third party providers. This may take the form of an online survey immediately after returning from the field course.

The results of staff and participant feedback should be made available to everyone involved in the planning and organisation of the field course.

2.7 Absence Forms

All members of staff travelling on field courses **are required** to complete an absence approval form.

The form ensures that appropriate approval has been sought for absence from the office and that appropriate provision for covering workload has been made. The form also prompts staff to follow the correct health and safety procedures and therefore ensures that they are covered by the University Business Travel Insurance policy.

Academic staff should complete the form on the School Staff Intranet at:

<http://www.intranet.seed.manchester.ac.uk/staff/admin/hands/AcademicAbsenceAug08.pdf>

and provide it to their line manager or Head of Discipline.

Administrative staff should complete the form on the School Staff Intranet at:

<http://www.intranet.seed.manchester.ac.uk/staff/admin/administrative/AdmintravelAbsenceformSep09.doc> and provide it to their line manager.

2.8 Contingency Planning

The Field Course Leader must prepare a written contingency plan specific to the field course which as a minimum should include a response to:

- illness or injury to participants or members of the leadership team,
- changes to the participant to staff ratio,
- changes of route or activities,
- changes in political or social stability,
- extreme natural events (including deteriorating weather),
- transport delay, breakdown or unacceptable standards,
- theft or loss of money,
- damage to or loss of critical equipment or clothing.

Section 3: Communication and Information

3.1 Information Records

The School must be able to evidence records of the location of all members of staff and students travelling on business, including field courses, when they are due to return, their next of kin contact details and their emergency contact details so that they can be contacted and advised in the event of an incident.

Some countries' border agencies and most airlines require advance passenger information (API) to be provided to them. This means that staff and students will be required to provide personal information such as date of birth and passport data prior to travel. Members of staff's personal information will be collated by the administrative and recorded in a secure area on the University system. Field course staff must also ensure that they communicate any specific dietary requirements to the administrative team during the planning process.

The administrative team is responsible for ensuring that the following information is recorded for each participant:

- name,
- date of birth,
- gender,
- nationality,
- capability to participate in the field course activities,
- previous field course experience (if any),
- disabilities
- behavioural, psychological, cultural or religious needs.

The administrative team are responsible for ensuring that a Field Course To Do List is kept up to date throughout the planning process until the date of departure. This enables administrators to locate transport and itinerary information quickly during the field course in the event of an incident. Academic staff can ask for an updated copy of the Field Course To Do List at any point should they need an update on the preparations for the trip.

3.2 Provision of Information to Participants

A great deal of information can be provided to participants by the administrative team and the Field Course Leader via email, the electronic notice boards and Blackboard.

Written information should also be provided to participants by the field course staff, specific to the particular field course. This should include the following information:

- the destination of the field course,
- the timing and duration of the field course,
- the aims and objectives of the field course,
- the itinerary and activities included in the field course,
- the criteria for inclusion of participants:
 - accessibility issues pertaining to accommodation, transport & activities,
 - the level of fitness required,
- cultural issues and social mores of the destination,
- local laws, e.g. drinking, age of consent, possession of drugs,
- the physical environment of the field course,
- permitted work areas and practices,
- entry requirement information, i.e. passports and visas,
- personal or specialist equipment or clothing requirements,
- personal time provision and arrangements,
- means of transport to be used and departure and return times,
- accommodation location and type,
- catering arrangements and type and the number of meals provided,
- details of any visits or excursions included in the cost of the field course,
- details of any costs not included in the field course contribution,
- where appropriate, clarification of the assessment requirements,
- health and safety advice and information, **including a full summary of the outcomes of the risk assessment**, as required by British Standard 8848,
- availability of medical services at the destination,
- any training or induction activities required prior to or during the field course, including in-country orientation training,
- the level of physical fitness required by the field course,
- the methods of communication with the UK and their next of kin available to participants,
- the emergency contact details for:
 - the staff leadership team,
 - the University in the UK

- local country contacts, including British diplomatic missions, emergency services and airlines,
- emergency assistance from the insurance provider.

This written information constitutes a contract with the student participant. Where information cannot be included at the point at which the contract is issued, the contract must state when and how the information will be communicated. If any of the information changes, the students must be notified in writing. If the new information relates to an increase or change in nature of health and safety risks, the students must be given the opportunity to withdraw.

However, it is important that this information is also shared with participants via a face-to-face briefing, both to reinforce important information and to provide participants with the opportunity to share any concerns and to ask questions.

The information provided should be regularly reviewed and final information provided again immediately before departure.

3.3 Communication with the School

The necessary frequency of communication between field course staff and the School should be determined as part of the risk assessment process by the Field Course Leader and should be commensurate with the risk. The communication plan appropriate for the field course, including agreed times for contact should be documented and adhered to.

Field course staff must ensure that they have access to a mobile telephone which works at the location of the field course and that they have noted the 24 hour emergency School contact information. School-owned mobile telephones for use on a field course can be booked through the administrative team. This should be done in as far advance as possible of the field course.

Any changes in the itinerary which occur during the field course should be communicated to the School at the earliest opportunity.

All incidents, accidents and / or near-misses should be communicated to the School at the earliest opportunity. Staff should assess the urgency of communicating with the School and call the School contact within office hours or using the 24 hour emergency contact method as appropriate.

3.4 Marketing and Publications

Photographic and / or videographic material taken during the field course may be used by the School of Environment, Education and Development for promotional purposes. This may include (but may not be limited to) the School of Environment, Education and Development external website, newsletters such as the alumni magazine Newslink, prospectuses etc. Students will not be remunerated financially or otherwise for the use of this material. Students will be asked to provide a declaration providing the School with permission to use this material and will also be given the opportunity to opt out.

The School may also wish to feature articles written by participants regarding the field course. It would be helpful if staff the Field Course Leader would invite students during the field course to provide articles for publication.

Section 4: Health and Safety

4.1 Risk Assessment

The Field Course Leader is responsible for conducting a risk assessment for the field course. The School of Environment, Education and Development has prepared a generic risk assessment for off campus work in the UK, available to view on the School staff intranet at: <http://www.seed.manchester.ac.uk/staffintranet/healthandsafety/riskassessment/>.

The generic risk assessment is suitable **ONLY** for day field courses and a full risk assessment must be conducted for all residential field courses. With respect to day field courses, staff should consider the generic risk assessments carefully and determine whether the field course is covered. The generic risk assessments are **not** sufficient in the following circumstances:

- visiting recognised hazardous areas:
 - factories,
 - quarries,
 - mountains & cliffs,
 - caves & mines,
 - high crime neighbourhoods,
 - large rivers, lakes or the sea
- working with chemical, biological or allergenic hazards,
- research with children, animals, illegal substances or illegal activities or where there are ethical considerations.

If the field course is not covered by a generic risk assessment, the Field Course Leader must complete a full risk assessment. A full risk assessment pro-forma is available on the School Staff Intranet at: <http://www.seed.manchester.ac.uk/staffintranet/healthandsafety/riskassessment/>.

Field course risk assessments should not take the form of advice to participants and should not be circulated to participants as a substitute for health and safety briefing documents.

The following steps should be taken when preparing a full risk assessment:

1. identify all reasonably foreseeable hazards, even those where you think the risk is low. Make sure all areas and activities are included and record findings on the full risk assessment form,
2. ensure that the risk assessment includes risks posed to both those participating in the fieldwork and to other persons who may be affected,
3. for each hazard firstly consider whether it can be removed completely or replaced by a less hazardous alternative,
4. if not, write down any existing controls which you know are in place already,
5. assess the risk with the existing controls in place. i.e. how likely it is that harm will occur and how severe the outcome will be,
6. you should then be able to answer the question – are the existing controls adequate to prevent the harm occurring or is it reduced to an acceptable level, bearing in mind the risk, the legal obligations and standards of good practice?
7. sign and date the risk assessment. If additional work is required, write an action plan and specify who is responsible for carrying out the actions listed and a timescale for their completion,
8. ensure the risk assessment is copied to the administrative team.

When completing a full risk assessment, the following items should be included:

- travel from home location to fieldwork location,
- travelling in the destination country (e.g. public transport, domestic flights),
- terrorism threat level,
- personal security risk & threat of crime,
- defect or failure of equipment,
- transport of equipment to the fieldwork site, e.g. manual handling of loads,
- any use of equipment in a manner other than stated in the manufacturer's instructions,
- need for personal protective equipment and training for participants in its use,
- safety and quality of accommodation,
- weather conditions (e.g. adverse conditions, extremes of temperature),
- environment (e.g. rough terrain, altitude, sea or water courses),
- urban environment (e.g. traffic conditions),
- distance from medical facilities,
- hazardous activities (e.g. diving, snorkelling, swimming, caving, climbing),
- communication difficulties (e.g. mobile 'phone reception, language barriers),
- hygiene levels,

- emergency communication (e.g. contact with University, Embassy),
- prevalent disease or health concerns (e.g. malaria, dengue, HIV, rabies),
- vaccinations and / or prophylactic medication (e.g. anti-malarials),
- pre-trip medical and dental screening,
- cultural sensitivities (e.g. dress, speech, sexual conduct),
- laws (e.g. drinking, age of consent, possession of drugs),
- cultural, religious, behavioural and psychological needs of participants,
- participant disabilities,
- gender profile of participants and the leadership team,
- previous fieldwork experience of participants and the leadership team,
- level of supervision required by the nature of the fieldwork and participants,
- emergency and incident management and evacuation procedures,
- the impact of the field course on local individuals and the environment,
- the impact of actions of participants on local individuals and the environment,
- any training and induction requirements for field course staff and / or participants prior to or during the field course (for example environmental acclimatisation),

This list is **NOT** exhaustive but should be considered as a minimum.

Guidance on known risks associated with specific destinations can be sourced from the UK Foreign and Commonwealth Office (FCO)'s online resource⁴. For less stable destinations or areas of political unrest, more sources of information should be consulted, for example the United Nations, the BBC, the World Health Organisation (WHO), in-country contacts etc.

Staff should review the University Health and Safety Services' Guidance on Risk Assessment and Health and Safety in Fieldwork Guidance Note.⁵

The University offers the following training courses and staff are encouraged to attend:

- Principles of Risk Assessment
- Risk Assessment Workshop – for Non Lab-Based Staff
- Safety on Field Trips

Further information on these courses is available from the Staff Training and Development Unit's web pages on StaffNet.⁶

⁴ See the Resources Section of this handbook

⁵ See the Resources Section of this handbook

Risk assessments should be carefully reviewed immediately prior to departure and as a continuous process during the field course. The findings of dynamic risk assessments must be communicated and understood throughout the leadership team and the participant group.

4.2 Health and Safety Briefings

Health and Safety briefings should be delivered to participants both in a face-to-face meeting and provided as a written document, as detailed in section 3.2. Information must include staff emergency contact information to be used by participants during the field course. Students should be encouraged to add this information to their mobile telephone contacts during the briefing meeting. There should also be reference to the scope of the fieldwork, including the times, locations and types of work that *can* and those that *cannot* be undertaken without direct supervision.

Staff giving health and safety briefings should never assume that any information is obvious. For example, we should not take it as understood that all participants are aware that the direction of traffic may be different overseas. If someone is genuinely unaware of this, as simple an action as crossing the road becomes a danger.

4.3 Emergency Incident Management

The most comprehensive risk assessment and contingency planning cannot eliminate the possibility of an accident, incident or emergency occurring during a field course. An emergency incident is defined as:

- an accident leading to a fatality or serious injury,
- serious illness,
- missing person,
- civil unrest, natural disaster or extreme weather posing serious risk to participants,
- personal assault of a staff member or student participant,
- any situation with media involvement.

The following procedure is intended as a guide to allow staff to follow a course of action covering the main priorities at times of stress. All staff leading or assisting with a field course need to be familiar with emergency procedures to be followed in the event of an emergency incident.

⁶ See the Resources Section of this handbook

The Field Course Leader and other members of staff must have the following emergency contact information to hand at all times:

- emergency contact telephone numbers for SEED,
- emergency contact telephone numbers for University Security,
- list of all participants,
- copy of the risk assessment,
- complete details of the itinerary,
- copy of the University Accident Report Form,
- copy of the University Incident / Near-Miss Report Form.

The Accident Report Form and Incident / Near-Miss Report Form are available on the School Staff Intranet at: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10018>.

In the event of an emergency incident, the Field Course Leader or other supervisory member of staff should:

- assess the situation,
- protect the group from further injury or danger,
- give first aid and / or call emergency rescue services and / or Police as appropriate,
- give the following information to the emergency services:
 - name of staff member in charge of the incident,
 - telephone number of the staff member in charge of the incident,
 - location of the incident,
 - nature of the incident,
 - name(s) of the individual(s) involved,
 - condition of the individual(s) involved,
- telephone the School emergency contact as soon as possible. They will provide instructions on how to proceed,
- remove the rest of the group to a secure location and place under the care of a member of staff who can protect them from the attention of the media, if necessary requesting the Police to assist,
- calm and comfort the participants,
- not make any statements to the media nor allow anyone else to make statements other than expressions of sympathy but refer the media to the Media Relations Office at the University,

- not allow group members to contact home directly until they have received authorisation from the School. This is intended to ensure that relatives of those involved are contacted either by the University or the appropriate authority,
- retain all equipment involved in an unaltered condition,
- not allow anyone external to see a group member without an independent witness being present and remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them,
- contact the University's emergency assistance provider FirstAssist, who will require information as detailed in the University's Business Travel Insurance Leaflet,⁷
- complete a copy of the appropriate Report Form. The form must be handed to the Head of School Administration on return to the University. The section provided for the description of the accident or incident should contain the following information:
 - details of the event,
 - each action taken, by whom and at what exact time,
 - details of everyone present,
 - details of any interaction from authorities such as Police.
- seek confirmation from the School on whether the field course should be curtailed,
- monitor the participants for any delayed reaction following an incident or emergency for the remainder of the field course.

The Field Course Leader should consider whether it is appropriate to curtail the field course or whether any member(s) of the group should return to the UK immediately. The decision to continue or to curtail the field course or for any members of the group to return to the UK must be approved by the Head of School or the Head of School Administration.

The Field Course Leader and administrative team are responsible for ensuring that there is an in-country representative identified who can support the group in the event of an incident.

The School will ensure that staff and students are supported for the duration of the field course and on their return to the University, following an incident or emergency through the mitigating circumstances process and liaison where appropriate with the University Counselling Service.

Any actions taken must at all times be in compliance with the University's Emergency Management Plan.⁸

⁷ See the Resources Section of this Handbook

The Field Course Leader should agree with the School a time limit within which the School should be able to contact the group in the event of an emergency in the UK.

4.4 Missing Persons

The leadership team should be able to account for the whereabouts of the participants at all times, including during personal time. Where members of staff are unable to locate a participant, they are to be considered missing. Staff must immediately make every effort to establish their whereabouts by questioning participants, using recorded contact information for the participant and allocating staff to search.

Where a participant has been missing for 24 hours, the Police must be contacted and the Emergency Incident Plan implemented.

4.5 Fitness to Travel

Staff are strongly advised to contact Staff Occupational Health for a travel health appointment before departure on international field courses. Occupational Health can provide travel health advice for the field course destination and deliver vaccinations and / or medication such as anti-malarials free of charge to staff. They will also provide advice on managing any existing health conditions while in-country.

Staff Occupational Health can be contacted as follows:

North Campus, The Mill, Sackville Street

Telephone: (0161 30) 65806

The administrative team will liaise with Student Occupational Health to ensure that students receive appropriate travel health advice and that all participants are fit to travel. There may be some circumstances where Student Occupational Health instruct the School to exclude persons with specific health conditions or disabilities from the field course in the interests of their own health and safety or that of other participants. This decision cannot be appealed. Written confirmation of the decision and the reasoning behind it can be provided to the student on request. The Field Course Leader must arrange to provide an alternative means of assessment, where appropriate.

4.6 Health Packs

⁸ See the Resources Section of this handbook

The administrative team will, if appropriate, supply health packs to be carried during the field course. These packs contain basic supplies such as analgesics, wound pads, anti-histamines, insect repellent, anti-diarrhoea medication etc. Students will be asked to ensure that they bring adequate supplies with them; however, should they fail to do so, they can ask a fellow student or staff member who is carrying the pack for access to the supplies. Field course staff should **NEVER** recommend or suggest that a student take any medication, or use the content of the pack on another person unless they have appropriate first aid training.

4.7 First Aid Provision

The University provides two first aid training courses, which are approved by the Health and Safety Executive (HSE):

- First Aid at Work Certificate, 3 day course, certificate valid for 3 years
- Emergency First Aid at Work, 1 day course, certificate valid for 3 years

The School requires that as a minimum, one member of staff travelling with the field course holds a valid Emergency First Aid at Work certificate. Colleagues who perform the role of Field Course Leader on an ongoing and regular basis are encouraged to obtain the certificate in First Aid at Work.

It should be communicated to participants which members of field course staff have first-aid qualifications.

Any medical treatment or support required by a member of staff or student during the field course must be documented by the Field Course Leader. A copy should be provided to the student in order that they may provide it to their GP on their return to Manchester.

4.8 Student Supervision

The Fieldwork Leader has ultimate responsibility for student supervision during the field course. They must allocate:

- specific supervisory duties to colleagues,
- a competent leader to each sub-group where groups are divided during fieldwork,
- explicit responsibility to each leader to:
 - know the total number and identities of the students for whom they are responsible,
 - know where participants are at all times,

- enforce risk control measures,
- observe behavioural changes in the participants

It is important that there is a clear command structure within the staff group. Whilst this can be obvious on most field courses, there is a need to communicate to staff and students any transfer of command from the Field Course Leader to, for example, a Boat Skipper or Diving Organiser. Where command has been transferred, the ultimate responsibility to ensure the safety of staff and students remains with the Field Course Leader.

It is the responsibility of the Field Course Leader to ensure that the level of supervision is adequate for any given situation and to make any necessary adjustments to itineraries in the interests of safety, including cessation of an activity where necessary.

Supervision requirements will vary; for example an inexperienced group of first-year undergraduate students will require a higher level of supervision than postgraduate taught students. Factors to consider include:

- nature of the fieldwork,
- environment and conditions in which the fieldwork takes place,
- previous supervisory experience of the staff in supervisory roles,
- previous experience of the participants,
- any special needs of the participants,
- external requirements such as those required by National Governing Bodies.

Two levels of supervision can be identified:

- direct supervision, where a member of staff is in charge of participants at all times and is able to intervene in person immediately if necessary. This is appropriate for high risk activities or environments and for less experienced participants,
- indirect supervision, where a member of staff manages the fieldwork but would be unable to intervene in person immediately, for example where participants are working in self-led group activities. In this case, a schedule of communication should be agreed between supervisory staff and the participants.

Where supervision is to be indirect, the Field Course Leader must ensure that:

- participants are sufficiently trained and assessed as competent for the level of activity to be undertaken, including safe conduct, first aid provision and emergency procedures,

- clear boundaries and rules are communicated to participants,
- there are clear lines of communication between participants and the leadership team,
- a member of the leadership team monitors the group's progress,
- there is a recognised point at which the activity is terminated,
- there are clear arrangements to terminate the activity if it cannot be completed safely.

Participants should be briefed on the nature and level of supervision which they can expect. The authority and the responsibilities of the Field Course Leader and supervisory staff should be clearly defined and understood by all members of the group. Participants unable to accept this authority should be excluded from the activity.

The Field Course Leader is responsible for ensuring that all safety measures are observed for the duration of the field course, including:

- checking that the personal clothing and equipment of all participants is suitable,
- checking the suitability and maintenance records of any hired equipment at the point of hire,
- recording compliance in high risk areas such as quarries, mines, cliffs or on water.

4.9 Personal Time and Down Time

Personal time can be defined as time when programmed field course activities are not taking place but participants remain under the jurisdiction of the University, for example sightseeing or social activities in the evening. It is unlikely that participants will be directly supervised during these periods.

Any personal time should be effectively planned, communicated and managed, taking into account the age and any special needs of the participants, including sanctions in the event that participants do not comply with the parameters and instructions given, for example, communicating their whereabouts, returning to the group by a specific time, minimum group sizes etc.

Down Time is defined as time outside the jurisdiction of the University, i.e. outside the duration of the field course. **The School will not arrange travel or accommodation for students wishing to extend their stay beyond the duration of the field course, without exception.**

4.10 Third Party Providers

A third party provider is any provider of one or more contracted services to the field course, for example, an in-country guide, transport providers, accommodation providers, higher education institutions hosting events or lectures, tour guides etc.

“Word of mouth” recommendations are not sufficient justification for the contracting of a third party provider. The University may be exposed to criticism and / or legal action in the event of an incident unless formal checks are made prior to the field course and records kept, particularly if the third party has a safety-critical or supervisory role.

The expected role and responsibilities of the third-party should be agreed in writing, particularly where responsibility for the safety or conduct of the participants is to be shared with or is to pass to the third-party. The need for formal contract arrangements will vary according to the risk involved and the level of control expected of the third-party.

Field Course Leaders should ensure that third-party providers comply with the requirements of British Standard 8848 Specification for the provision of visits, fieldwork, expeditions and adventurous activities outside the United Kingdom. This standard is available to view via the John Rylands University Library online resources facility.⁹ The third-party provider must also be covered by the appropriate liability insurances¹⁰.

Particular consideration should be given where appropriate to:

- risks to the field course of financial insolvency of the third-party,
- the third-party’s risk analysis and management system,
- the third-party’s incident and emergency planning arrangements.

The selection of a third-party provider should be on the basis of either:

- an assessment undertaken by the Field Course Leader or
- a claim of partial conformance with BS 8848 by the third-party in accordance with the guidance in BS 8848.

The Field Course Leader and leadership team will be responsible for carrying out checks on the third-party provider during the field course, prior to the use of the service they are contracted to provide as per the requirements in sections 6.5 and 6.7 of this handbook. The

⁹ See the Resources Section of this handbook

¹⁰ In countries where it is not possible for the third-party to provide public liability insurance, the Field Course Leader should check that the University’s business travel insurance provision will cover the activity.

Field Course Leader and administrative team will agree in advance of the field course the checks which should be conducted.

4.11 Attendance by Family of Students

A field course participant may request that family members, including children, accompany the field course. Permission for family members to travel with the participant is at the discretion of the Field course Leader. However, the University will not administer, nor cover the cost of, transport, nor accommodation for the family member(s). This includes use by the family members of University-provided UK airport transfers. Family members must not be permitted to participate in any of the field course's activities or visits. Participants must be made aware that their family members are not insured by the University and therefore separate travel insurance arrangements must be made.

The impact of family members accompanying the field course must be listed in the risk assessment, for example, where a family group elects to stay in separate accommodation to the field course group.

Section 5: Insurance

5.1 Business Travel Insurance

Worldwide travel insurance is automatically in place for anyone travelling on University business. This includes staff and students travelling on field courses.

A summary of the insurance policy and emergency contact information is available on the University's Insurance Office web pages.¹¹

The following exceptions to the cover apply:

- anyone working for University contractors or self-employed (including external consultants), whether based on University premises or not,
- anyone over 75 years of age,
- anyone whilst acting as pilot or crew of an aircraft or other aerial device,
- anyone travelling against medical advice.

The insurance includes cover for Kidnap and Ransom, for travel to some potentially dangerous parts of the world and also covers hazardous activities. This must not be taken to mean that the University condones the undertaking of unnecessary risks.

There is no explicit coverage for costs associated with a decision to terminate the field course and return to Manchester earlier than planned, in the absence of instructions from the UK Foreign and Commonwealth Office (FCO) to evacuate the destination. An example of a situation in which this might be considered would be a field course taking place in Mexico at the time of the swine 'flu outbreak. Field Course Leaders must discuss the practical, financial and health and safety implications of similar situations with the School before taking any action.

Field course staff should ensure that they carry a copy of the policy summary and emergency contact information with them at all times during the field course.

5.2 European Health Insurance

Where staff are travelling in the European Economic Area (EEA) or Switzerland, they should ensure that they have a valid European Health Insurance Card (EHIC). The EHIC can be

¹¹ See the Resources Section of this handbook

obtained by applying on-line, or for non-EEA nationals resident in the UK, by post.¹²

If an EHIC is not carried, staff members will be personally responsible for the cost of medical care and treatment, which may be considerable, and may then claim the cost against the University's business travel insurance. Please note that some countries will require costs are paid up-front even where an EHIC is produced.

5.3 Employer's Liability Insurance

The University has Employers' Liability insurance as required by law. This provides protection in respect of the University's legal liability for bodily injury or disease, and the loss of, or damage to, property arising out of the acts or omissions of the University. Cover extends to anyone working for the University (unless working for an external contractor or self-employed) not just employees, and covers academic visitors, people on work experience placements, voluntary workers, etc. To view the University's Certificate of Employer's Liability Insurance and for further details, staff should visit the University's Insurance web pages.¹³

5.4 Public Liability Insurance

The University has Public Liability Insurance, providing protection in respect of the University's legal liability for bodily injury or disease and the loss of, or damage to, property arising out of the acts or omissions of the University. Cover extends to third parties generally including the University's students. To view the University's Certificate of Public Liability Insurance and for further details, staff should visit the University's Insurance web pages.¹⁴

5.5 Product Liability Insurance

The University's Product Liability Insurance provides protection in respect of the University's legal liability for bodily injury or disease and the loss of, or damage to, property arising out of the acts or omissions of the University relating to products developed or supplied by the University. For confirmation of the University's cover, staff should visit the University's Insurance web pages.¹⁵

¹² See the Resources Section of this handbook

¹³ See the Resources Section of this handbook

¹⁴ See the Resources Section of this handbook

¹⁵ See the Resources Section of this handbook

Section 6: Travel and Transport

6.1 Group Travel

An appropriate staff to student ratio must be maintained during group travel. The Field Course Leader must determine the appropriate ratio based on the age and any special needs of the participants, the method of transport, number of changes etc.

It should be noted when budgeting for group travel that group travel rates will differ significantly from individual rates advertised online.

6.2 Airport / Port Transfers

In general, UK airport or port transfers should be arranged where the departure airport or port is outside Greater Manchester or where the departure time means it is difficult for participants to use public transport. The decision to provide UK transfers should be reached by the Field Course Leader.

Transfers in-country can be pre-arranged by coach or Field Course Leaders may elect to use public transport. In the latter case, group size and the characteristics of the public transport should be carefully considered and the issue included in the risk assessment.

6.3 Equipment

Some field courses may need to transport specialist equipment to the field course site. It is important to remember that most taxi firms will not permit the transport of equipment and that it may be necessary to make an arrangement with a logistics company to transport equipment to the airport or departure port. Most airlines will require advance notice and payment for transport of equipment as excess baggage.

The Field Course Leader is responsible for ensuring that the administrative team is informed of the need for transport of specialist equipment early in the planning stages of the field course.

6.4 UK Immigration for International Students

Where participants of an international field course include international students (that is, residents of countries outside the European Union), a designated member of field course staff who is a salaried employee of the University must carry the following documentation:

- staff identification card,
- copy of all travel and accommodation booking confirmations,
- letter confirming party is travelling on University business,
- list of all student participants, including:
 - full names,
 - nationalities,
 - passport numbers,
 - UK visa numbers,
 - degree programmes,
 - term-time addresses,
- contact information for:
 - Teaching and Learning Administrator,
 - Head of School,
 - Head of School Administration,
 - Programme Directors,
 - Senior Programmes Administrator (Fieldwork and Special Projects),
 - International Office.

This member of staff must ensure that they are the last individual to pass through UK immigration on returning to the UK.

If an international student is detained by the UK Border Agency or by the Police on behalf of the UK Border Agency, it is important that staff do not make any representations on behalf of the student to the Police, immigration authorities or the Home Office. This is legally construed as providing an immigration service to the student and according to Part V of the Immigration and Asylum Act 1999, staff will be committing a criminal offence unless they are appropriately authorised under the Act. Staff should, however, comply with any requests for information from the authorities.

As soon as it is reasonably possible, staff should contact the International Student Advice Team in the Student Services Centre on 0161 275 5000. The International Student Advice Team is appropriately authorised under the Act. Outside normal business hours, staff should contact the emergency School contact.

6.5 In-Country Transport

All available modes of transport should be assessed by the Field Course Leader for their suitability, including available public transport options.

The competence of independently chartered third-party transport providers should be evaluated by the Field Course Leader to ensure that appropriate precautions and safeguards are in place. The safety record of the transport provider should be considered, particularly in developing countries. In countries where it is not possible to secure public liability insurance, the Field Course Leader should ensure that the University's business travel insurance will cover the mode of transport.

The Field Course Leader must ensure that the transport provided is:

- insured, by the University in the absence of appropriate cover by the provider,
- well-maintained and in good condition,
- fitted with seat-belts,
- driven by an employee with the appropriate driving permissions and training.

Participants should be briefed on any residual risk associated with transport safety or accessibility issued which may affect them. Risks can be greatly reduced by ensuring that travel is not undertaken after dark.

Contingency arrangements should be planned in the event that the transport arrangements fail or are assessed as unsuitable.

6.6 Driving a Minibus

The terms used in this section are defined as follows:

A **minibus** is a vehicle constructed or adapted to carry more than 8 but less than 17 passengers in addition to the driver.

Existing drivers are those who have held an ordinary driving licence since before the 1st January 1997, with entitlement to drive cars (shown as B, B+E, C1, C1+E, D1 restrictions 1 and 101 and D1+E).

New drivers are those who passed their first test from the 1st January 1997 onwards. On any new licence only B entitlement will appear.

Existing drivers will continue to be able to drive minibuses *until their licence expires* without a further test whether paid or unpaid, providing that all permit conditions are met and the driver is aged 21 or over and holds a full (not provisional) licence.

Existing drivers will not automatically retain their existing D1 (minibus) entitlement when their licence expires. This will usually be at aged 70, but can occur earlier for people with certain medical conditions. Retention of D1 is indicated by a 120 code restriction on the licence and this will only be issued if the driver makes a special application, which involves meeting higher medical standards.

New drivers will need to have passed a second test for category D1 unless all of the following conditions are met on any one use of the vehicle:

- the driver has held a *full* category B licence for an aggregate of at least 2 years,
- the driver receives no payment other than out-of-pocket expenses,
- the minibus weighs no more than 3500kg,
- there is no trailer of any weight attached,
- the driver is aged 21 or over but under 70.

This exemption for voluntary drivers¹⁶ is known as a derogation from the requirements of the EC directive *and applies in the UK only*.

Drivers, both existing and new, may only drive a minibus outside the UK if they are in possession of full, unrestricted D1 entitlement. This can only be obtained by taking a medical and passing the theory, hazard perception and practical driving test in a minibus.

6.7 Accommodation

The type of accommodation used will vary considerably according to the requirements of the field course, the needs of the participants and the availability of accommodation near the fieldwork site.

¹⁶ In April 2006, the Department for Transport and the Department for Education and Skills issued guidelines for teachers who undertake incidental minibus driving and have passed their B entitlement on or after 1 January 1997. The basis of the guidance is that where teachers do not have any driving duties in their job description or contract they cannot be compelled to drive. This then allows them to drive the Section 19 minibus as a volunteer, only receiving out-of-pocket expenses, provided they meet all of the criteria set out for new drivers shown above. This guidance is not a ruling on the law and has not been tested in court but has been accepted by some local authorities.

Accommodation should be checked by a member of the field course staff comprehensively on arrival. Checks must include:

- suitability for the needs and objectives of the field course,
- fire safety (means of being made aware of a fire, means of escape and means of fighting fire),
- personal security,
- safety of structure and facilities, e.g. pool, lifts, balconies, electrics and gas heaters,
- basic food and drink hygiene,
- environment around the accommodation,
- cover by third party liability insurance,
- management and staff competence and reputation.

It is good practice to book all accommodation through a travel agent who can guarantee that the health and safety standards in the accommodation have been checked. Where this is not possible, checks should be conducted pre-booking. A suggested checklist is available on the School staff intranet at: <http://www.seed.manchester.ac.uk/studentintranet/> .

This checklist should be provided to any participants or staff who, for whatever reason, are arranging their own accommodation.

Details of the accommodation should be provided to all participants in a face-to-face briefing prior to departure.

6.8 Catering

The level of catering provided should meet the needs of all participants, paying particular attention to those with special dietary needs, information on which should be sought prior to departure.

Where appropriate, a process must be in place for field course staff to check the suitability of the catering. It is not expected that checks would be made of an outlet visited once. However, hotel accommodation checks should include basic food hygiene considerations. Field course staff should ensure that participants are able to wash their hands prior to eating.

Any self-catered field courses should be arranged by competent person who is able to provide supervision to ensure control measures such as personal hygiene facilities and temperature control are effective. Guidance should be provided to participants.

Where packed lunches are provided, field course staff must ensure that they are appropriately stored between departure and meal-times.

Emergency incident planning should consider the possibility of an outbreak of food poisoning or a food-borne infection.

Details of the catering to be provided should be given to all participants in a face-to-face briefing prior to departure.

Section 7: Finance and Expenses

7.1 Budgets

The School of Environment, Education and Development begins the planning process for the following year's financial activity early in the academic year and each field course is allocated a finite budget. It is the responsibility of the Field Course Leader, in conjunction with the Senior Programmes Administrator (Fieldwork and Special Projects) to ensure that field course expenditure does not exceed the budget.

7.2 Expenses

Rules and Regulations

Costs associated with miscellaneous items such as books, stationery, components etc. can only be claimed if the items **COULD NOT** be purchased via the University's e-procurement system or a School purchasing card.

Original receipts are required for **ALL** expenses claimed. Credit card statements, credit card receipt slips, booking, registration or application forms, cheque stubs, photocopied receipts etc. do not qualify as receipts.

Expense claims submitted more than three months after travel may not be paid.

The full University "Guidelines for Claiming Reimbursement of Expenses Incurred Whilst Carrying Out University Business" are available on the University Finance Directorate web pages.¹⁷

Entertainment and Hospitality

Staff may also claim the cost of providing hospitality or entertainment to guests. The University allows members of staff to entertain external 'customers', where the 'customer' is an external adviser, outside student, sponsor, or colleague from an external organisation involved in collaborative work, and where the prime object of the 'entertainment' is to foster new business or to continue existing business contacts. Staff should, however, note carefully that the University's procedures and regulations are made to reflect the requirements of HM Revenue and Customs.

¹⁷ See Resources Sections of this handbook

Where staff lunch or dine together during fieldwork, the Field Course Leader or senior administrator present may pay for the meal and claim the cost, either as part of their advance return, or as an expenses claim.

Where four or less staff members are eating together, each staff member must pay for their meal separately. If the restaurant cannot provide an original receipt for each individual, the field course leader or senior administrator is responsible for photocopying the receipt before the end of the field course and providing a copy to each staff member. On the advance return form, or expenses form, each staff member must clearly indicate that they are submitting a photocopy for this reason, and indicate the name of the staff member who is submitting the original receipt.

A group of staff members can be said to include PGR students contracted as supervisors for the duration of the field course. As an example, a group comprising four staff members and four PGR students, each of the latter with a field course contract, constitutes a group of eight and therefore the field course leader or senior administrator present can claim for the group.

Any claim which includes payment for subsistence for any individual other than the claimant, including staff and students of the University, **MUST** be accompanied by a PR1B Entertainment and Working Meals Form.

Mileage

A mileage allowance will be paid if staff use their own vehicle for business journeys. For longer journeys, staff should first consider whether using car hire would be cheaper. Where a mileage allowance is claimed, staff may only claim mileage that is over and above their normal home to work journey. Mileage from home to the permanent place of work is not normally reimbursable. If a claim is to be made for multiple trips and not simply one round trip, form PR2 Staff Multiple Mileage Claim Form must be completed.

The current standard mileage rate of **40p per mile** is linked to the maximum allowed by HM Revenue and Customs and can be claimed for the first 150 miles of each return trip. This allowance covers the cost of fuel and provides a contribution towards the other costs of running a car. There is a HM Revenue and Customs limit of 10,000 miles a year for tax-free reimbursement at this rate. For the purpose of calculating mileage allowances a round trip is defined as the total distance from home or base and back again, regardless of whether the return is the same day or a later date.

Any mileage beyond 150 miles for each round trip will be paid at a reduced rate of **20p per mile**. This rate is intended to cover fuel costs. For journeys by motorcycle, all mileage will be reimbursed at half the rate for a car, but the 150 mile restriction does not apply.

If staff are using their own car, they must ensure that their insurance policy covers business use.

Medical Expenses

Staff should not claim medical expenses, such as doctor's fees or medication costs. These costs should be subject to a claim under the University's Business Travel Insurance.

Gratuities

Staff can claim for service charges included in a receipt. Voluntary gratuities will be reimbursed tax-free at a maximum limit of 10% of the total bill.

Gifts

Staff cannot claim for the cost of items purchased as gifts for individuals who make presentations to field course participants or organisations visited or as prizes for students, unless the items qualify as University merchandise. These items should be purchased through the University's procurement system prior to the field course.

Procedure for Claiming

Expenses should be claimed by completing form PR1A Staff General Expenses Claim Form along with a spreadsheet (where there are five items or more) itemising the expenses and original receipts and submitting them to the Teaching and Learning administrative team only.

Staff SHOULD NOT send claim forms direct to Faculty or Central Finance or pass them to Heads of Discipline.

7.3 Travel Advances

Requesting an Advance

Salaried members of staff can request an advance to fund expenses incurred during field courses. This can include personal expenses and group expenses such as group meals, public transport costs etc. Advances can be requested by completing either claim form PR4A Advance Claim – Sterling Payment, whereby the amount is paid directly into the staff

member's bank account or PR3A Foreign Currency and Traveller's Cheques. Both forms can be used where both a sterling payment and foreign currency or traveller's cheques are needed.

Request forms must be submitted as an original copy; they cannot be faxed or emailed and must be submitted no later than three calendar weeks prior to the date of departure. The minimum amount which can be requested is £200.

Returning an Advance

On returning from the field course, staff must complete the return portion of the form(s), PR3B and PR4B **within fourteen days of their date of return**. If the 'B' part of the form is returned late, Payroll reserves the right to reclaim the advance in full from the staff member's next salary payment. A late advance return can also affect the available budget for the field course in the following academic year.

Staff are responsible for ensuring that their expenditure of a travel advance complies with the University's Finance Regulations with regard to expenses and should note that if they violate these regulations, the University has the right to withhold reimbursement.

Return forms, a spreadsheet (where there are five items or more) itemising the expenses and original receipts should be submitted to the Teaching and Learning administrative team only. **Staff SHOULD NOT send claim forms direct to Faculty or Central Finance or pass them to Heads of Discipline.**

Where the advance that has been taken is in excess of expenditure, the amount must be returned to the University in the form of a cheque made payable to "The University of Manchester". The cheque should be attached to the return form. Where a foreign currency advance has been taken and there is surplus foreign currency, the currency should be paid into the member of staff's bank account and a cheque provided. Alternatively, the member of staff may indicate to Teaching and Learning that they wish to return the currency direct to the University. In this instance, the return forms will be returned to the member of staff after they have been authorised, coded and recorded by Teaching and Learning and the member of staff must then take the forms, receipts and cash to the Payroll Team in the John Owens Building. Teaching and Learning is not insured to store large sums of money on behalf of members of staff.

Where the advance taken is in foreign currency, the claim form and the return form must both be completed in the sterling amount. Expenditure must be converted into sterling for the purposes of completing the return form. The correct exchange rate can be calculated on the basis of the sterling amount requested and the amount of currency provided.

Staff can only hold one advance at any given time. If they have not submitted the 'B' portion of the advance form and returned any unused portion of the advance, they will not be permitted to take another for a subsequent business trip or field course.

Staff should note that they will be **either** completing an advance return form **or** claiming expenses on a claim form. Staff should never submit an expenses claim where they have taken an advance.

The request and return forms are available on the University Finance Directorate web pages.¹⁸ A check-list is provided at the end of this handbook to assist staff members in ensuring they are following the correct process for returning a travel advance. **Staff should note that failure to follow this process can result in long delays in reimbursement of expenses and / or recovery of outstanding monies from the staff member's salary.**

¹⁸ See Resources Sections of this handbook

Section 8: Cancellation and Re-Scheduling

8.1 Withdrawal by Student

Should a student withdraw from the field course for any reason, there will be no refund of any financial contribution they may have made, whether this contribution was made as a component part of tuition fees or as a separate payment.

Where a student's financial contribution is still outstanding and the School is unable to cancel their booking without financial penalty, the student will continue to be liable for payment.

Where the student withdraws due to ill-health or medical reasons, they should provide written evidence from their doctor to confirm their inability to travel. The School will submit a business travel insurance claim. The student's financial contribution may be refunded in whole or in part if the insurance claim is successful.

8.2 Flight Delay or Cancellation by Airline

The Field Course Leader should conduct a threat analysis, considering the following points:

- is the re-scheduled date or time for the flights known?
- is it academically and logistically viable to go ahead with the field course based on late arrival in-country, maintaining the original return date?
- have the airline guaranteed availability on connecting flights?
- do all students in the group have the necessary immigration status to enter a transit country if onward flights are not available?
- will the School incur any cost as a result of the requirement for accommodation in the event that onward flights are not available and is there reasonable expectation of a successful insurance claim?
- will the School incur any cost as a result of withdrawing from the booking and if so, is the field course budget able to sustain the cost and is there reasonable expectation of a successful insurance claim?

The Field Course Leader should decide on the basis of the threat analysis whether or not the field course should proceed. The decision to proceed with or cancel the field course must be then be approved by the Head of School or the Head of School Administration.

The Field Course Leader must obtain confirmation of the flight cancellation or delay in writing from the airline before leaving the airport.

8.3 Changes to UK Foreign and Commonwealth Office (FCO) Travel Advice

The travel advice issued by the FCO will be monitored on a regular basis by the Senior Programmes Administrator (Fieldwork and Special Projects), up to the date of departure. Should the FCO advice change to advise against travel to a destination country, the field course must be cancelled.

If the FCO advice changes to advise against travel to a specific area of the destination country and the field course itinerary includes a visit to this area, the Field Course Leader should consider whether or not it is academically and logistically viable to go ahead with the field course.

The decision to proceed with or cancel the field course in these circumstances must be approved by the Head of School or the Head of School Administration.

8.4 Acute Health, Safety and Security Incidents

Acute health, safety and security incidents may include the following:

- act of terrorism,
- political instability,
- natural disaster,
- endemic or epidemic disease.

Should an acute incident occur within seven days of the date of departure, approval to proceed with the field course must be obtained by the Field Course Leader from either the Head of School or the Head of School Administration.

8.5 Ill-Health of Staff

The definition of “staff” in this context includes University employees and any individuals contracted by the University to support the field course, including contracted PGR students, PGR student Graduate Teaching Assistants (GTAs) and tour operator staff specifically contracted to escort group during all visits.

Should the ill-health of a staff member immediately prior to departure result in the staff to student ratio falling below 1:10, the Field Course Leader should conduct a threat analysis, considering the following points:

- the nature of the activities to be undertaken and the risk factor they have been allocated in the risk assessment for the field course,
- the environment and conditions in which the fieldwork takes place,
- the experience of members of staff in supervisory roles on fieldwork,
- the needs of the participants, for example age, level of maturity, experience & any individual special needs,
- whether there will still be both male and female members of staff travelling,
- whether the itinerary require any amendments to accommodate the absent staff member and whether this is logistically viable.

The Field Course Leader should decide on the basis of the threat analysis whether or not the field course should proceed. The decision to proceed with or cancel fieldwork in these circumstances must be approved by the Head of School or the Head of School Administration.

8.6 In the Event of Cancellation

Students should be assured that the decision has been taken in the best interests of their programme and their personal health and safety.

Students should be assured that the School will make every effort to re-schedule the field course but it should be made absolutely clear that this is dependent on logistical and financial considerations.

Where the field course includes an assessed component, students should be advised that they will not be academically disadvantaged by the cancellation and that in the event that the field course cannot be re-scheduled, the School will communicate alternative arrangements for assessment to students at the earliest opportunity.

Students should be advised that no decision will be made on any refund of their financial contribution until such time as the School has determined whether or not it is viable to re-schedule the field course.

The Field Course Leader is responsible for ensuring that the Senior Programmes Administrator (Fieldwork and Special Projects) is aware of the cancellation at the earliest opportunity. In their absence, the Teaching and Learning Administrator should be contacted.

The Field Course Leader must ensure that the students are able to reach their homes or the University campus safely if a decision to cancel is made after students have already assembled on campus or at the departure airport. One of the University's approved coach suppliers may be contacted, or students advised to bring taxi, train or bus receipts to the Student Information Desk in order to make an expenses claim. The Field Course Leader should make every effort to ensure that the most economical transport method is used and that the field course budget can sustain the cost.

Subsistence expenses claims will not be entertained from students unless there was an expectation of full-board provision during the field course and the group has been held at the airport or on campus for longer than three hours.

8.7 Re-Scheduling a Cancelled Field Course

No commitment can be made to re-schedule a field course until a full financial and academic impact analysis has been conducted by the Senior Programmes Administrator (Fieldwork and Special Projects). Final approval to re-schedule must be given by the Head of School.

External staff, for example PGR students, contracted to support the field course will be offered the opportunity either to attend the field course on its re-scheduled dates and receive payment after the field course has taken place or to accept cancellation of their contract without payment.

Dates for re-scheduled field courses must be approved by the Head of Discipline and Teaching and Learning Administrator. Field Course Leaders should consider:

- the impact of re-scheduled field course dates on the availability of staff for teaching and therefore the impact on students not attending fieldwork,
- the impact on students attending fieldwork of missing teaching which cannot be re-scheduled by the School,
- the need not to schedule fieldwork during the examination period,
- the impact on students of fieldwork taking place prior to a submission deadline or immediately before the examination period.

Students will be expected to attend re-scheduled dates for field courses where they take place during the teaching calendar. Where a student is unable to attend, their circumstances will be considered on an individual basis.

The Field Course Leader and Senior Programmes Administrator (Fieldwork and Special Projects) are responsible for ensuring that students receive regular communications regarding the situation and the School's decision.

Resources

University Guidance and Policies	
Health and Safety Services: Health and Safety in Fieldwork	http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/fieldwork/
Health and Safety Services: Guidance on Risk Assessment	http://www.healthandsafety.manchester.ac.uk/toolkits/ra/
Staff Training and Development Unit: Health and Safety Courses	http://www.staffnet.manchester.ac.uk/employment/training/courses/bytopic/index.htm?topic=Health
Health and Safety Services: First Aid	http://www.occhealth.manchester.ac.uk/first-aid/
The University of Manchester Emergency Management Plan	http://www.staffnet.manchester.ac.uk/services/compliance-and-risk/emergency-management-plan/
The Insurance Office: Business Travel Insurance	http://www.staffnet.manchester.ac.uk/services/insurance/travel/business-travel-insurance/
Human Resources: Policy on Attendance at Work During Severe Weather and Disruptions to Public Transport / Air Travel	http://www.staffnet.manchester.ac.uk/employment/policies-procedures/
The Finance Office: Expenses Guidance & Claim Forms	http://www.staffnet.manchester.ac.uk/employment/expenses/
SEED: Response plan for major incidents during fieldtrips	http://documents.manchester.ac.uk/display.aspx?DocID=25626
The University of Manchester Child Protection Policy and Guidance	http://www.staffnet.manchester.ac.uk/services/compliance-and-risk/child-protection/

Legislation and Guidance	
Universities Safety and Health Association: Guidance on Health and Safety in Fieldwork	http://usha.org.uk/images/stories/files/UCEA/guidance_on_health_and_safety_in_fieldwork.pdf
British Standard BS8848 British Standards Online	https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/0000000000030270872
UK Foreign and Commonwealth Office: Travel Advice by Country	http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/
World Health Organization (WHO): Health Advice by Country	http://www.who.int/countries/en/
European Health Insurance Card	https://www.ehic.org.uk/Internet/home.do

Travel Advance Checklist

Claiming a Travel Advance

1. You are submitting the form more than three weeks prior to departure. ☐
2. You have used the correct form for the type of advance required. ☐
3. You have completed all the information required by the form. ☐
4. You have signed the form. ☐
5. You are submitting the form to a member of the Teaching and Learning administrative team. ☐

Accepting a Foreign Currency Cash Travel Advance

1. You have made a note of the amount of foreign currency you have received and therefore the exchange rate that has been used. ☐

Returning a Travel Advance

1. You are returning the advance within two weeks of your return. ☐
2. You have used the correct form for the type of advance you received. ☐
3. You have completed all the information required on the form. ☐
4. You have signed the form. ☐
5. You have provided a spreadsheet itemising your receipts. ☐
6. You have converted your expenditure into the sterling equivalent. ☐
7. You are submitting the form to a member of the Teaching and Learning administrative team. ☐
8. You have informed the administrative team that you need the form to be returned to you where you are returning cash foreign currency. ☐

Staff Field Course Policies and Procedures Declaration Form

1. I confirm that I have read, understood and will comply with the guidance contained in the Staff Field Course Handbook 2015-16.
2. I confirm that I will comply, where relevant, with the University's Child Protection Policy and Guidance.
3. I confirm that I will comply with the standard of conduct detailed in the School Fieldwork Code of Conduct.

Name:

Date:

Field Course Destination: