

Directive for FGSE members on safety and protective measures for field work, as a guideline for an autonomous and personal risk assessment

Organization of the guideline and its annexes Pages

- Text of the GSE Fieldwork Directive and list of external resources (documents and sites) and flow chart pp. 1-4
- Appendix 1 Risk assessment matrix and guidance for use
- Appendix 2A Evaluation forms to be completed by category (Bachelor, Master and PhD students)
- Appendix 2 B Evaluation forms to be completed by category (teachers, researchers and/or TAPs)
- Appendix 3 Tools for teachers, students, organizers and chaperones of field trips, field camps (risk assessment and risk reduction chart, defensive driving tips)

Text of the directive

1. Philosophy. Each FGSE member involved in independent fieldwork on or off campus or in charge of a group on a field trip, fieldwork is responsible for conducting a risk assessment for himself/herself and the group he/she is leading prior to an activity, using a variety of sources, and must:

- a) identify and explain the risks associated with the proposed activity;
- b) identify the measures to be implemented to mitigate these risks; and c) assess the potential risk and acceptability of any or all parts of the activity.

Risk assessment and vigilance must then be maintained throughout the activity.

2. The process. The main thing is the assessment process itself, to be carried out before and during each excursion; the directive and its appendices are there to guide you through this process, to crystallize it and, in some cases, to keep a record of it; the documents to be filled in, if any, are specified according to the situation in Table 8 at the end of the directive. It is also important to ensure that all the basic information needed (contacts, etc.) is left with the unit secretariat and an identified person.

3. Diffusion of official security documents. This directive is distributed by the Dean's Office to all FGSE members twice a year, at the beginning of the semester. It is visible on the FGSE website. **In addition, teachers and organizers of camps, excursions and fieldwork are required to regularly remind students and staff under their responsibility of the existence of this directive and its requirements when planning camps, excursions or fieldwork. In addition to the risk aspect, they will draw students' attention to section 7 of this directive.**

This directive complements the FGSE directive on off-campus activities, the so-called "FGSE Directive on Research Abroad". Part 3 of the latter directive provides a summary of the different types of risks and gives advice on how to organize an excursion in Switzerland.

4. Assistance in risk assessment. Depending on status and experience, a direct and primary source will be the teacher/supervisor in charge, a colleague, or any expert person depending on the activity being considered. The resources in Appendix 1 provide advice and expertise for identifying and preventing general or specific risks (mountain, snow, desert, wetlands, etc.).

An assessment matrix is provided in Appendix 1. It is recommended that it be used to assess each of these categories in terms of risk acceptability: Environment, Material, Implementation/Action, Social and Political Environment.

5. Form (Appendix 2A or 2B depending on category of person and Appendix 3).

The form can be used by everyone spontaneously as a support for the assessment process, without being filed, and as a safety roadmap for a field activity. The use of Form 2A or 2B is mandatory in situations where it is explicitly required (see table in point 8 below) and each field must then be filled in. Supervisors may ask students participating in a field trip to complete the form before or during a field activity. The more detailed form in Appendix 3 can be used to supplement Form 2A or 2B as needed.

6. Insurance. It is the responsibility of each person going out in the field, individually or in a group, to find out about insurance and, if necessary, to take out additional personal or group insurance. The organizer of an activity must also be able to provide appropriate guidance to students and staff on this subject. The Human Resources Department (SRH) and the UNIL Social Affairs and Student Mobility Service (SASME) can provide information on and updated information. As the insurance policies taken out by UNIL may change, it is strongly recommended to update your own information regularly with these services.

7. Students. a) A student may be refused access to an activity, excursion or camp by the teacher/person in charge in case of inadequate personal equipment (e.g. shoes not adapted to the field). In the event of failure to respect basic safety rules, risky behavior (e.g. excessive alcohol consumption) or endangering in any way the lives of others participants, the student may also be excluded during the activity or even completely expelled from the activity by the supervisor/person in charge. **Be aware that exclusion from an activity or expulsion is considered as an unjustified absence which has consequences in terms of validation of the activity concerned in the curriculum.**

b) Request for an alternative to a risky situation: a student or collaborator has the possibility of making a duly motivated request to his/her teacher or direct supervisor to be offered a reasonable alternative to an activity or research field that he/she deems problematic after a relevant evaluation of the risks, without damage to his/her results or professional situation. A student who would be affected by 7(a) above may not assert 7(b) for the same camp or activity.

8. Summary - steps to take depending on your situation

Situation	Risk assessment type	Documents /persons to consult	Documents to fulfill	Legal basis
Student (BSc, Master, PhD)	Assessment on the basis of the form may be requested by your teacher as part of an upcoming field activity or field risk awareness process	As recommended by your supervisor; the two internal guidelines (field, off-campus travel) and their appendices; relevant external websites	According to the teacher's/supervisor's requirements	General Study Regulations of UNIL, Règlement FGSE (more specifically, unjustified absences)
As a teacher or researcher and/or PAT , if organizer of an excursion with a group of students or doctoral students related to the UNIL curriculum or work	Full assessment for the group and for yourself, for the entire period of travel and activity. Information or training must be given to the participants before each excursion and a written record must be kept (at least five years)	Internal guidelines and other documents at the discretion of the organizer	Participants must receive a document informing them of the risks usually incurred in the type of activity concerned and of the safety measures they must follow An assessment must be carried out for each outing but no form is required. The form (appendix 2B + 3) must be completed once every six years. For teachers, this form must be attached to the activity report as part of the regular evaluation. For PATs, it is attached every six years as part of the appraisal interview. Important: documents proving that the teacher in charge has provided training/awareness to the participants of an activity must be produced (e.g. check-list, document distributed on safety measures, information email or invitation to a specific session or course, attendance list for the training/information session on this subject, ...)	LPers du Canton de Vaud : Art. 50 (Engagements et devoirs du collaborateur) Art. 40 (Responsabilité civile) Art. 37 (Formation des collaborateurs) Art. 89, 90, 91 (Responsabilités civiles et pénales) du Règlement d'application de la LPers du 12 nov. 2001 (RLPers-VD) Art. 124, 125 (Devoirs du collaborateur) idem RLPers-VD
Teacher or researcher and/or PAT in the context of your own research work , isolated excursion or with third parties (colleague from UNIL or another organization), without a defined responsible person	Perform a risk assessment for the part of the activities that concerns you	At your own discretion	At your own discretion	Idem, LPers, RLPers-VD

Resources

Preliminary remark

Many many accidents are related to vehicle transportation; depending on the region, the risk of being injured or killed in a road accident abroad can be up to 100 times higher than in Switzerland.

In any case, drive appropriately, defensively and highly anticipating, especially if you are carrying passengers; for example:

<https://www.tcs.ch/fr/tests-conseils/conseils/regles-de-circulation/routes-de-montagne.php>

<https://www.tcs.ch/fr/tests-conseils/conseils/regles-de-circulation/nouvelles-reglementations.php>

<http://www.inrs.fr/media.html?refINRS=ED%20986>

The different types of risks abroad (statistics and medical advice):

<https://www.revmed.ch/RMS/2014/RMS-N-429/Mort-des-voyageurs-risques-reels-risques-virtuels>

Be aware that the links mentioned here may change, be corrupted or bring a 404 error code; they are given as an indication; they obviously do not exempt you from looking for more information on the original site or on other sites if necessary. Risk assessment remains a personal process and responsibility.

Other resources (for example)

Club Alpin Suisse (CAS) : <http://www.sac-cas.ch/fr/>

Specifically : <https://www.sac-cas.ch/en/training-and-safety/safety/>

Suisse Rando: <http://www.randonner.ch/>

(see <https://www.randonner.ch/fr/randonnee/marcher-en-toute-securite->)

WSL/SLF: <https://www.slf.ch/en.html> <https://www.slf.ch/en/natural-hazards.html> <https://www.whiterisk.ch/en/>

Swiss Polar Institute (SPI) Health and Safety Resources, incl. wilderness first aid courses, provision of a customized field medical kit, access to telemedicine etc.: <https://swisspolar.ch/health-and-safety/>

Other universities or institutions outside Switzerland

NB: these sites refer to distinct institutional contexts and legal frameworks; their interest is mainly to detail the dangers inherent to certain environments and to list by type of activity the relevant security measures to be implemented to restrict and manage the risks.

Natural Environment Research Council (UK):

<http://www.nerc.ac.uk/about/policy/safety/procedures/guidance-fieldwork/>

Lancaster University: Guidance in safety in fieldwork

<http://www.lancaster.ac.uk/depts/safety/files/fieldguidance.pdf>

Texas University: <http://www.utexas.edu/>

Safety Guidelines for Field Researchers

<https://ehs.utexas.edu/programs/labsafety/documents/FieldResearchers-SafetyGuidelines.pdf>

Testimonials

Testimonials from researchers who have practiced abroad or in the field

<http://www.ssi.ens.fr/SI10.pdf>

French website: Bossons futé (working smart)

<http://www.bossons->

[fute.fr/index.php?option=com_content&view=article&id=801:fiche0326&catid=2&Itemid=3](http://www.bossons-fute.fr/index.php?option=com_content&view=article&id=801:fiche0326&catid=2&Itemid=3)

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Flow chart for field security and/or international travel

Main philosophy: I take my responsibilities, I evaluate the risk(s) without minimizing them and I inform the right person according to the following procedure

