



UNIVERSITY OF AMSTERDAM

Regulations governing teaching and research activities conducted outside UvA buildings and grounds (fieldwork)

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1. General

The purpose of the regulations governing research and teaching activities outside the buildings and the grounds of the University of Amsterdam is to ensure adequate preparation and healthy, safe fieldwork. Fieldwork includes all practical research and teaching activities that take place outside the buildings and grounds of the UvA and under the authority of the UvA. These activities include work duties,¹ work placements and excursions within and outside the Netherlands. Students, employees and volunteers who perform fieldwork do so under the responsibility of the UvA.

The regulations are intended for supervisors, students, employees and volunteers as well for as thesis supervisors, work placement supervisors and programme coordinators.

1.1 Responsibility

The Dutch Civil Code mandates a duty of care for employers with regard to their employees. With regard to working conditions (health, safety and psychosocial workload), this duty of care has been elaborated in the Working Conditions Act (*Arbeidsomstandighedenwet*) and the Working Conditions Decree (*Arbeidsomstandighedenbesluit*), which was derived therefrom. This act is also applicable to students to the extent that they perform duties similar to those conducted in professional practice. For fieldwork, this is generally the case. Based on its legal and moral duty of care, the faculty is responsible for all of its students, employees and anyone who performs fieldwork under the faculty's authority. For students, the faculty appoints thesis supervisors, work placement supervisors and/or programme coordinators. Responsibility for employees and volunteers is borne by their supervisors.

Outside the Netherlands

In the event of duties performed outside the Netherlands, the laws in the host country apply. It is the responsibility of students, employees and volunteers to enquire about legislation and cultural customs in the host country.

The supervisor or the person responsible appointed by the faculty will facilitate the provision of information.

Responsibilities with respect to students, employees and volunteers

Responsibility for healthy and safe duties is borne by the supervisor or the person responsible appointed by the faculty. Although the UvA's legal responsibility under Dutch law only extends to research and teaching activities, we also have a moral responsibility – particularly with regard to students abroad – to devote attention to any risks applicable outside these research and teaching activities.

Responsibilities borne by students, employees and volunteers

In order to protect the health and safety of both themselves and others, students, employees and volunteers must comply with all safety regulations issued and make use of all prescribed personal protective equipment during the performance of activities. During fieldwork, students, employees and volunteers must not endanger themselves or anyone else. Research must not be continued in the event that a risk is present of injury or serious injury to students, employees or volunteers. It is vital that all parties realise that the faculty's official duty of care is limited to activities conducted within the scope of research and teaching.

1.2 Agreements prior to a trip

In the event that students, employees or volunteers are going to perform work duties and research outside the Netherlands on behalf of the faculty, employees must inform their supervisor of this in advance. Students must be granted permission by the person responsible appointed by the faculty.

1.2.1 Agreements regarding occupational health and safety

The supervisor or person responsible appointed by the faculty will make agreements regarding occupational health and safety in their employment contract or curriculum assignment. The content of the agreements depends on the nature and severity of the risks. These documents must be signed by the student, employee or volunteer in question.*

¹ This also includes visits to conferences, research institutes or other international universities. The regulations not only apply to the risks of the duties but also to the period staying in the country in question.

*** Please note:**

responsibility for employees with regard to matters pertaining to working conditions cannot be 'contracted out'. In other words, it is prohibited to use a contract to transfer legal responsibilities to the excursion participant or the individual performing fieldwork.

1.2.2 Provision of information in advance and aftercare

The supervisor or the person responsible appointed by the faculty is responsible for providing information in advance to their students, employees or volunteers who are going to work abroad. This information concerns issues such as:

- health and safety risks comparable to those in professional practice;
- personal protective equipment (e.g. dust masks, safety boots, etc.);
- vaccinations and prophylaxis;
- reporting incidents and emergency numbers;
- reporting underlying medical conditions;
- insurance;
- risks in the host country;
- dealing with emotional situations or shocking events;²
- contact details of next of kin;
- travelling alone.

The Occupational Health and Safety Service can be contacted in the event any aftercare is required.

1.2.3 Travel Smart app

The UvA facilitates usage of the Travel Smart app. With the user's permission, the app tracks where the user is at any given moment. This is particularly useful in countries in which European safety standards are not observed.

In the event of an emergency in the country in question, the app offers the following options:

- The Travel Smart app issues alerts, such as advice to leave or remain in a certain location. When abroad, the app gives the address of the nearest embassy (not necessarily the Dutch embassy).
- In case of emergency, the user can call for assistance from the police or ambulance services via the 'Assistance' button.
- It also provides information on illnesses: what to do, medicines and descriptions (including in the local language), etc.

In the event of certain emergencies, the Corporate Risk and Insurance Manager is solely authorised to view the details in order to enable adequate action to be taken. **Students, employees and volunteers can arrange access to the app via the Corporate Risk and Insurance Manager.** Due to privacy legislation, people cannot be obligated to install this app.

1.3 Travel documents

1.3.1 Passport

Students, employees and volunteers are responsible for ensuring they are in possession of a valid passport. In some countries, your passport must be valid for six months following the date of arrival.

1.3.2 Visas

Students and employees are responsible for obtaining visas.

Before departure for destinations abroad for which a visa is required, you must often indicate whether you wish to travel on a tourist visa, a research visa or a work visa. We do not advise travelling on a tourist visa. People often prefer to travel on a tourist visa, as this avoids the need to answer difficult questions. This is inadvisable, as it can result in you being arrested or even prosecuted for performing illegal activities. If desired, you can consult the UvA's country specialist for the country in question prior to applying for your visa.

² Feeling unsafe, fear, loneliness, culture shock, etc.

1.4 Medical issues

1.4.1 Reporting an underlying condition

To prevent emergency situations from arising in which the necessary course of action may not be clear, students must notify the supervisor responsible for the fieldwork of any underlying medical conditions they may have. In the event of medical conditions (such as allergies, diabetes, epilepsy or other conditions that could require interventions), we advise students, employees and volunteers to contact the occupational physician at the occupational health and safety service (tel.: 020 525 5545) in advance to ask whether notification of the condition is necessary. In such situations, UvA students can also consult the UvA occupational physician. All employees, volunteers and students participating in trips abroad must obtain adequate (and, if necessary, supplementary) health insurance that will remain valid for the duration of their stay in the country in question.

1.4.2 Vaccinations and prophylaxis

In certain countries, vaccinations or prophylaxis are mandatory or desirable. Students, employees and volunteers can obtain information from the occupational nurse at the Occupational Health and Safety Service (tel.: 020 525 5545). Vaccinations must be obtained no later than six weeks before the date of departure.

Vaccinations and prophylaxis must be paid for by the student or employee via the Occupational Health and Safety Service, and they can claim this back from health insurance. In the event that employees are unable to claim back part or all of the expenses from their health insurance, they can claim the non-reimbursed amount back from the department.

First aid resources, clean needles, etc. cannot be obtained from the Occupational Health and Safety Service. However, information on such resources can be obtained there.

1.5 Insurance

The UvA has collective liability insurance as well as collective travel and accident insurance. Health insurance must be taken out individually by the students/employees in question and is therefore not covered by these policies.

UvA employees (including PhD students)

Employees are automatically covered by the UvA's insurance; they therefore do not need to register in advance. The International Office (IO) will also carry out the test on the website of the Ministry of Foreign Affairs in order to check that the region in question is safe for travel. Definition of the colour codes on the Travel App (*Reisapp*) of the Ministry of Foreign Affairs:

- green: no safety risks;
- yellow: caution, possible safety risks;
- orange: only travel if necessary;
- red: do not travel.

The insurance policies are only valid in safe (green or yellow) areas. In principle, employees are always covered by the UvA's insurance, although in the event of an orange or red travel alert for the country in question, they require explicit permission from the dean or director (of the UvA), with the Corporate Risk and Insurance Manager added in the CC field. In such cases, the need for the trip to this particular location must be clearly specified.

The employee must submit an assessment to the director/scientific director in advance, who must approve it. Subsequently, the employee must attend an intake interview with the Corporate Risk and Insurance Manager. Once these steps are complete, an individually tailored travel insurance policy will be taken out.

If employees are staying or conducting research or fieldwork in a foreign country, but there is no link between the work/trip and the UvA, they will not be covered by the UvA insurance policies. In such cases, employees must take out their own insurance policies.

UvA students

UvA students must register in advance via the International Office (IO) or the secretariat of their degree programme. Travel to a country with an orange or red travel code is not permitted. The insurance policies for

students are not applicable in the event that the work performed by the student in the foreign country has no link to the curriculum. For example, students must arrange their own travel insurance for private trips or holidays abroad.

Trainees

If a work placement contract has been agreed with a trainee, then this is classified as a working relationship and the trainee will be covered by the regular insurance policies.

Volunteers

Volunteers will be informed of the extent to which they are covered by each insurance policy. Further information on this matter can be found below.

1.5.1 Liability insurance

UvA employees (including PhD students) and UvA students

All activities performed within the scope of fieldwork are covered by the UvA's liability insurance policy. Activities not classified as being within the scope of fieldwork, such as private activities in the evening or other trips, are not covered by the UvA's insurance policy. Employees and students are personally responsible for taking out supplementary insurance for such activities. The maximum coverage is €10,000,000 (anywhere in the world for activities performed upon the instructions of the faculty of the UvA).

Volunteers

If the faculty has agreed a volunteer contract and the volunteer in question is registered in SAP with a zero-hour contract that involves some form of reimbursement, then the volunteer is covered by the liability insurance. If they are not registered in SAP, then the visitors' regulations apply to them (see the section on 'Participants who do not have a study or employment relationship with the UvA').

Participants who do not have a study or employment relationship with the UvA

If no study or employment relationship exists with a participant, then the visitors' regulations apply to them. In this case, they are entitled to liability insurance, although it has a lower maximum payout (€500,000).

1.5.2 Travel insurance

UvA employees (including PhD students), UvA students and trainees

The UvA travel insurance applies exclusively to trips conducted on the instructions of or on behalf of the faculty and that stem from the employment contract or a curriculum assignment. Conference visits and the like are covered by the insurance policy.

In the event that a visit is extended upon request by the employee/student/trainee in question, then they become personally responsible for taking out supplementary travel insurance.

Volunteers and other participants are not covered by the UvA travel insurance. They must take out travel insurance themselves.

1.5.3 Accident insurance

UvA employees (including PhD students) and UvA students

The accident insurance is valid during the entire period of the research/work placement in the Netherlands or abroad, including the journey. It is expected that the journey between the participant's home address and the work address will be as short as possible. In the event of an extension of the trip in a private capacity, the employee/student in question will be responsible for taking out accident insurance.

Volunteers and other participants *must take out accident insurance themselves*.

2. Assessment of risks

2.1 Working in areas subject to negative travel advice

The website of the Ministry of Foreign Affairs indicates whether particular countries are safe to travel to. The UvA's insurance policies are only valid in safe (green or yellow) areas. If students travel to an unsafe country for

the purposes of a work placement or research, they will not receive any credits for this. Information on this matter can be requested from the Corporate Risk and Insurance Manager. For more information, see Section 1.5.

2.2 Hazard identification and risk assessment

The faculty or department in question is responsible for performing a Hazard Identification and Risk Assessment (HIRA) into the nature of the work, risks relating to working conditions, risks relating to culture in the host country, the possibility of violence or natural disasters and risks relating to transport or the environment. Agreements regarding safe **working practices are an integral part of the curriculum, the research assignment or the employment contract**. The employees, students and volunteers will be provided with information on the risks as well as measures to mitigate these risks. The following are examples of risks relating to working condition that could occur during fieldwork:

- machine safety;
- diving;
- working at altitude;
- hazardous substances;
- working alone;
- working in adverse weather conditions;
- risky social environments;
- psychosocial workload.

When conducting a HIRA, the faculty can request support from the occupational health and safety coordinator.

3. Reporting incidents

3.1 Reporting the incident

If an incident does occur, the student, employee or volunteer must immediately get in touch with the contact person at the faculty (e.g. the programme secretariat or the IO) in order to handle the situation.

In the event of an incident that results in medical assistance/expenses, the programme secretariat or the IO will notify the Corporate Risk and Insurance Manager.

3.2 Reporting the incident to the Netherlands Labour Inspectorate

In the Netherlands

In the event of an accident resulting in a hospital admission, injury that is or is expected to be permanent or a fatality, the incident must be immediately reported to the Netherlands Labour Inspectorate (*Arbeidsinspectie*). For students, this is also the case to the extent that they are performing tasks similar to those conducted in the professional field. For UvA employees or UvA students, this report must be made via the Integrated Safety Policy Officer and must include the following data:

- date, time and location;
- nature of injury;
- hospital admission;
- witnesses.

Outside the Netherlands

For fieldwork conducted outside the Netherlands, no report to the Netherlands Labour Inspectorate is required. In the event of accidents outside the Netherlands, the incident must be handled in compliance with local legislation.

3.3 Registration

The university operates a digital web-based incident registration system for reporting hazardous situations, events and accidents/near-accidents outside the Netherlands, for example during work placements or fieldwork.

For employees and students: www.uva.nl/veilig.

Appendix 1 Health and safety checklist for fieldwork outside the Netherlands

Health

1. Contact the Occupational Health and Safety Service regarding necessary measures (vaccinations/medicines). Occupational Health and Safety Service (+ 31 (0)20 525 6210).
2. Visit the website [Gezond Op Reis](#) (Healthy Travel) for general health information, including good travel pharmacies, for example.

Security

1. For information concerning safety and security in the country/countries in which you will be staying, visit the website of the [Ministry of Foreign Affairs](#).
2. Adapt your conduct and clothing to the local customs and inform yourself about local laws and regulations.
3. Save the local emergency number on your phone, as well as the general UvA emergency number (+31 (0)20 525 2222).
4. Use the Travel Smart app by Chubb. This app tracks where the user is at a given moment and is particularly useful in countries in which European safety standards are not observed.

Insurance

Find out whether you need any supplementary insurance. In principle, UvA employees are fully covered. See [insurance in and around the workplace](#). Whether or not supplementary insurance is required depends on the work to be carried out and the location in question.

Travel documents

1. Make sure you have a valid passport (and also be sure to keep a photocopy somewhere separate).
2. Find out whether a visa is required for the country or countries you will be visiting.
3. Ensure valid tickets for your outbound and return journeys.

Finance

1. Find out whether your debit card and/or credit card is/are valid and/or whether you need to request additional cards.
2. Store each of your debit/credit/other cards in separate places and never take large amounts of cash with you to the site.

Accommodation

1. Arrange for accommodation well in advance of your arrival.
2. Check the accommodation beforehand for standards of hygiene and emergency exits.

Contacts at home

1. Make sure that your contacts at home (e.g. family) can reach you. Provide them with the local address and telephone number via which you can be contacted during the trip.
2. Also, make sure that your contacts at home can reach the UvA. Give them the contact details of the P&O office, your supervisor or your research supervisor.

Upon your return

1. Symptoms and ailments (psychological or physical) can occur on location, but they may also arise after your return.
2. Always report any symptoms or ailments to the occupational physician (OHSS tel. +31 (0)20 525 6210) and possibly also to your supervisor or research leader. You can also always contact the occupational physician for advice if you are in doubt, even if you have no immediate symptoms.