1987–2027

Greenwich University

Greenwich Works

GREENWICH WORKS · FALL 2026–27

Fieldwork safety

Roughly a thousand students working across Karachi, October to December · rules, grading and the emergency route

The first question after any incident is what your risk assessment said. This page is the answer, and it has to exist before the first team leaves campus, not after.

There is no insurance. Confirmed on 10 September: there is no policy in this context that covers a student hurt on academic fieldwork. Three things stand in its place and none of them exists yet — a named ceiling the university will meet from the student welfare fund, a standing arrangement with a hospital so treatment is never delayed over payment, and the residual risk accepted in the Steering Group minutes in writing. Until those three exist, everyone reading this page is the control.

Who this binds. Every student, every convener, every teacher of record, on every field visit, including a twenty-minute walk to a shop on the same street. There is no category of fieldwork small enough to be outside it. A team that breaks rules 1, 2, 7 or 9 is stopped from further fieldwork that term and completes the study from published sources.

01 The ten rules

NON-NEGOTIABLE

01 Never alone

Fieldwork is done in pairs at minimum, and in threes anywhere graded amber. A student who arrives to find their partner has not come does not start; they go home and rebook. This is the rule that prevents most of what the others are written for.

02 Daylight only

All fieldwork finishes by 6:00 pm, October to December — in November and December that is roughly an hour before dark. Night observation, where a project genuinely needs it, requires the convener's written approval, a minimum of three students, and a named adult who knows where they are and when they will call.

03 Check out, check in

Before leaving campus the team signs out on the sign-out sheet and messages the convener's group: where, who, and expected return. On return, one message: back. No team leaves campus before the duty phone and the sign-out sheet exist, and none before Saturday 10 October, when the fieldwork gate opens. A team that has not checked in within ninety minutes of its stated time triggers the escalation on page 3.

04 Carry the card and the letter

University identity card, visible, plus a printed copy of the fieldwork authorisation letter naming the convener and a phone number that a police officer or a building guard can ring and get an answer from.

05 Do not display what you are carrying

Phones out of sight between uses. No laptops, no cameras with visible lenses, no visible cash, no jewellery, no branded headphones. A phone held low is a survey; a phone held up is an incident waiting to happen.

06 Public and semi-public places only

Streets, parks, markets, bus stops, shopfronts and other people's workplaces only where the owner or manager has agreed. No private residence is entered — a household survey is conducted at the door or in a courtyard, never inside.

07 No premises without written permission

Government offices, hospitals, schools, factories, katchi abadis, port and industrial areas, police stations and any facility with a gate are entered only with written permission obtained through the convener, and the letter is carried.

08 Never confront, never argue, never photograph a face

If someone objects to a student's presence — a shopkeeper, a guard, a resident, an officer — the student apologises, stops, and leaves. No filming, no explaining rights. Nothing in the project is worth the argument.

09 Any student may abort at any time

A student who feels unsafe leaves immediately and does not need to justify it afterwards. Nobody's mark is affected by abandoning a field visit. A convener who questions such a decision has broken this rule, not the student.

10 Report the same day

Every incident, near miss, refusal that turned hostile, or approach by anyone in authority is reported to the convener the same day, on the incident form on page 3 — including the ones where nothing actually happened.

WHERE

Area grading

Every project location is graded before the field plan is signed

02 Three grades — BY LOCATION

GREEN **Routine — pairs, no extra step**

Greenwich campus and its immediate streets · DHA Phases I–VIII residential lanes · Clifton Blocks 1–9 residential · PECHS Blocks 2 and 6 residential · shopping malls, university campuses, chain outlets and offices during business hours.

What changes. Standard checks: pairs, daylight, check out and in.

AMBER **Three students, convener notified in advance**

Saddar and Empress Market · Shahrah-e-Faisal and Khayaban roadsides and signals · Peoples Bus and Pink Bus routes and stops · wholesale markets, transport depots and workshops · any location where the team is stationary and visible for more than an hour.

What changes. Three students. Convener told the day before. No stationary observation from a parked car. Where the study requires counting at a signal, stand on the pavement, never in the carriageway, and never at a signal after 5:00 pm.

RED **Not without written approval and an escort**

Any katchi abadi · industrial estates, the port and its approaches · landfill and waste-picking sites · police stations, prisons and probation offices · hospital wards and clinical areas · any site reached by a road the team has not seen in daylight.

What changes. Convener's written approval, a named institutional host expecting the team, a faculty member or approved alumnus accompanying, and a fixed return time. A team is never sent to a red site to gather data that a Tier 1 desk route could produce.

Grading is by conditions, not by postcode. The same street is green at eleven in the morning and amber at six in the evening; a market is green from the pavement and amber inside. Where a convener and a team disagree, the higher grade applies. Nobody has ever been criticised for over-grading a site.

03 The field plan — FORM F1

One per team, **due Saturday 24 October** with the ethics screening sheet, and in any case before the first visit. Renewed if the location or the time of day changes. **No team does fieldwork until its field plan is approved.**

TEAM ID _____ PROJECT TITLE _____ CONVENER _____

LOCATION(S) _____ GRADE (G / A / R) _____ DAYS & HOURS _____

MEMBERS ATTENDING (MIN. 2, OR 3 IF AMBER) _____ TEAM PHONE IN THE FIELD _____

TWO THINGS THAT COULD GO WRONG HERE, AND WHAT THE TEAM WILL DO _____

ETHICS TIER REACHED (FROM THE SCREENING SHEET) _____ CONVENER SIGNATURE _____ DATE _____

WHEN IT GOES WRONG

The route

Four situations, one number, and the same rule in all of them: people first, data never

04 Numbers — CALL IN THIS ORDER

WHO	NUMBER	WHEN
Rescue / ambulance	1122	Any injury. Called first, before the university.
Police	15	Crime in progress. Otherwise report with a member of staff present.
Edhi · Chhipa ambulance	115 · 1020	Alternatives where 1122 does not answer.
Greenwich Works duty phone	on your field card	**Staffed 9 am – 8 pm, seven days, Oct–Dec.** The most important line on this page: the fieldwork gate (Saturday 10 October) does not open until it exists.
University switchboard	021-111-202-303	Office hours, non-urgent.

05 Four situations — WHAT TO DO

A student is hurt, or someone in front of them is

Call 1122 first, then the duty number. Do not move an injured person. One student stays, one calls, nobody films. The convener informs the Registrar within the hour and the parent or guardian the same day.

A team is approached by police, rangers or agency staff

Comply, be polite, hand over the identity card and the authorisation letter, and ask the officer to call the duty number. Do not delete anything. Do not argue about rights. The convener attends in person if asked. The Registrar is told the same day whether or not anything came of it.

Theft, snatching, or an attempt

Give up the phone or the bag. Nothing in a student project is worth resisting for. Move to a lit, populated place, call the duty number, and report to the police only with a member of staff present.

Harassment of a student, by anyone

The team leaves the site immediately and does not return. Reported to the convener the same day and to the university's harassment committee within three days, whether or not the student wants further action. The site is closed to all teams until the Registrar reopens it.

Escalation

Convener → Registrar within one hour for anything involving injury, police, or harassment. Registrar → Vice Chancellor the same day. Nobody in this chain waits for the next morning, and nobody in it speaks to the press.

BEFORE ANYONE LEAVES CAMPUS

What the university owes the students

Eleven things that must be true before the fieldwork gate opens on Saturday 10 October

06 Institutional checklist

THE GATE

WHAT	OWNER	BY	STATUS
What happens if a student is hurt there is no insurance product to fall back on — so three things replace one	Registrar · Finance	30 Sep	none of the three exists
Duty phone issued and rostered, and the sign-out sheet in place one number, 9 am – 8 pm, Oct–Dec · the gate for every first visit	Secretariat	10 Oct	not started
Identity cards verified for every student in the field	Registrar	first visit	partial
Fieldwork authorisation letter printed, per team, naming the convener and the duty number	Secretariat	first visit	not started
A named ceiling from the student welfare fund the sum the university will meet, agreed before anyone goes out	Registrar · Finance	30 Sep	not set
A standing arrangement with a nearby hospital so treatment is never delayed over payment	Registrar	7 Oct	not started
Emergency contact on file for every student	Registrar	30 Sep	exists, unverified
Convener briefing on this document one hour, all sixteen conveners, before Session 5	Dr Nawaz	Session 4	not scheduled
A field plan approved for every team going out no team does fieldwork until its field plan is approved	Conveners	Sat 24 Oct	form issued
Incident log opened every report, including the ones that came to nothing	Registrar	7 Oct	not started
Sites closed list live, visible to all sixteen conveners	Secretariat	7 Oct	not started

07 The field card

ISSUE BEFORE THE FIRST VISIT

Two-up on card, one per student, issued before the team's first visit — Session 6 at the earliest, once the team's ethics screen is cleared. The blanks are filled in by the student, in pen, in class.

Greenwich Works · field card CUT AND CARRY

Rescue / ambulance	**1122**
Police	**15**
Edhi · Chhipa	**115 · 1020**
Greenwich Works duty phone	**0339 3300003**
My convener	_____
My team lead	_____

Never alone. Daylight only. Message out, message back.
If anyone objects — apologise, stop, leave. If you feel unsafe, go.

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RECORDS

The incident form and the weekly check

Form F2 · plus the five things a convener confirms every week of fieldwork

08 The incident form — FORM F2

TEAM ID _____ DATE & TIME _____ LOCATION _____

WHO WAS PRESENT _____ ANYONE HURT? (Y/N) _____ POLICE / AUTHORITY INVOLVED? _____

WHAT HAPPENED, IN THE STUDENTS' OWN WORDS _____

ACTION TAKEN · SITE CLOSED? · REPORTED ONWARD TO _____

CONVENER SIGNATURE _____ RECEIVED BY REGISTRAR _____ DATE _____

09 The convener's weekly check — WEEKLY

Five questions, asked of every team under the convener, once a week from the team's first field visit (Session 6 at the earliest) to Session 12. Two minutes each. It is the only mechanism that catches a team drifting before something happens.

01 Did you go where the plan says?
A team working a site that is not on the signed field plan is working without cover. The plan is amended, not ignored.

02 Did anyone go alone?
Asked plainly, and asked of the team, not the lead. The honest answer to this question in week two prevents the incident in week five.

03 Anything at all happen?
Including the nothings — the guard who asked questions, the man who followed for a street, the shop that objected. These go in the log.

04 Is anyone in the team uncomfortable about this site?
A student will rarely volunteer it. Ask, and be willing to regrade the site on the answer.

05 Consent forms — how many, and where are they?
A count, not an assurance. A team that cannot say where its forms are has a data problem and probably a fieldwork problem too.

One line in the log beats a memory in December. The convener records the date, the five answers as yes or no, and anything reported. Two lines a week per team. That log is the university's evidence that the rules on page one were not decorative.