

Guidance note on preventing harm in research and innovation activities

Preventing harm is also known as safeguarding. The University has a [safeguarding policy](#) and all researchers who work with vulnerable groups should be aware of this policy and their responsibilities in relation to this.

This guidance note on preventing harm in research and innovation activities must be read in conjunction with other relevant policies and codes of practice (including those of funders). These include:

[Safeguarding policy](#)

[The Prevent Duty](#)

[Code of Good Practice in Research](#)

[University Ethics Policies](#) and guidance

[Support for researchers undertaking international projects](#)

[Guide to Health and Safety Risk Assessment \(COP 04\)](#)

[Fieldwork safety code of practice \(COP 32\)](#)

[Overseas travel safety code of practice \(COP 38\)](#)

[Outside of normal hours working \(COP 07\)](#)

[Anti-Bribery and corruption](#)

Expectations of staff, students and associated personnel involved in research and innovation activities

Behaviour

We expect staff, students and any associated personnel directly involved in any research and innovation activity to:

treat each other, research and innovation participants and members of the general public with dignity and respect, to act with the highest standards of integrity, honesty and professionalism and to embed good practice in every aspect of their work

adhere to the highest level of research ethics, in line with requirements set out by the University, national and international regulatory bodies, profession and regulatory research guidance

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Responsibilities at key stages of research project lifecycle

Stage	Professional services	PI	School	Research organisation
Research application	Provide template and guidance for completing research risk register Signposting to H&SS safety and risk assessment pages (COP04)	To consider risks arising from the research application related to the potential for harm to: Staff and students Associated personnel (e.g 3 rd parties, volunteers) Research participants General public Document on risk register and think about mitigating actions		Ensuring institutional policies and procedures are established and up to date
	Conduct due diligence on partners receiving funding from the University via the research project to ensure they have appropriate policies in place. (Research Services)	Discussing risks of the research project (including safeguarding and international travel) with partners/co-applicants and jointly deciding on mitigation actions (this is especially important where the research is to be conducted in an overseas country with a culture different to the UK)		
	Support and advice for costing relevant mitigation measures (Research Services)	En.002 Tw E-95134.28 reW.6(n)2. relevant costs for mitigation measures		

Project set up

costing relevant mitigation measures (Research Services)
En.002 Tw E-95134.28 reW.6(n)2. relevant costs for mitigation measures

