

Path Benefits Toolkit - Annex



Working safely to collect responses

These are guidelines to ensure the Health and Safety of interviewers. Please note that your own vigilance while working with the public is essential for reducing any risk to yourself.

General Procedures

When undertaking fieldwork for this project your safety is paramount. All of the interviewing points to be included have been visited before the start of fieldwork and any specific hazards have been identified. Please note the following points:

- Ensure that a family member or friend is aware of where you have gone to work and an approximate time of return.
- Wear suitable footwear with good ankle support and adequate tread. Also dress for the weather and carry waterproof and warm clothing.
- Take a mobile phone with you. If you do not have a mobile phone keep a phone card in your pocket to use in an emergency.
- Take care when reaching the survey point and watch out for damaged or slippery paths / roads and take extra care on steps.
- If you are driving on a site remain within the maximum speed limit and slow down for other users, especially people on foot, cycle or horseback. Also pay heed and slow down if you see warning signs. Do not pass No Entry or Forest Operation signs if machines are on or close to the road.
- When approaching visitors watch out for dogs and other animals (in rural areas). If you feel you may be at risk, do not enter.
- In hot weather please ensure that you protect yourself from sunburn, wear a hat, take regular breaks in the shade and drink plenty of water.
- Leave valuables at home. Avoid carrying handbags.

What to do if you are in an accident, attacked or threatened

- Find a place of safety
- Do not put yourself in danger; assess the situation before attempting to help others.
- Call accident and emergency services if necessary
- Report to the police. (Obtain a crime number).
- Phone home / family or ask police to contact home / family.
- Report to the 'Project Manager' and confirm in writing what happened.

Declaration

I have read and understood the safety guidelines and agree to abide by them.

Signed: _____

Date: _____

Interviewer Name: _____



Interview instructions

This survey is being undertaken on behalf of Paths for All. The purpose of the survey is to measure the economic, social and environmental benefits of the local path network.

Important information

The following list of 'postcode sectors' defines the 'local economy' for the path network - you are interested in finding out about the benefits within this area.

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A 'postcode sector' is the full postcode minus the last two digits - please ask people for their full postcode to make sure that you record the correct information.

If you have any problems whilst undertaking the survey, please contact the following person:

Name:		Telephone:	
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How to conduct the survey

When you have arrived at the survey point and are ready to begin, please approach the next who passes. You may invite any adults (aged 16 or over) to take part in the survey. If a person does not wish to take part, please be courteous and allow them to move away before asking someone else.

If a group passes, please only interview one person - in order to make sure that the sample is random, ask whose birthday comes next and then use this person for your interview. If there is a large group (e.g. a coach tour), you may interview more than one person, providing that it is only one from each of the parties within the group (e.g. a family).

Please ensure that you do not interview anyone who has already taken part in the survey - please check as part of your introduction to the survey.

During your survey period, please conduct as many interviews as possible. Each interview should take between 5 and 8 minutes. If you are able to exceed your target number of interviews, please do so - it will help with the overall interview numbers in case of quiet periods. If you do not reach your target don't worry, but please note any reasons - such as poor weather or few visitors.

The Questionnaire

Please ensure respondents answer each question asked and that their answer makes sense. If they wish to add additional information, try to probe fully for as much detail as possible. It may be helpful to read the answer back to the respondent to check that you have understood them correctly. You should not change any answers or fill blanks after finishing the interview - please mark the blank questions as unanswered.

Please show the appropriate cards and maps to help the respondent to answer the questions.

On the basis of the answer to question 12, make a decision for question 13 - this is a crucial point in the survey as it determines whether you need to ask questions 14-24 (the postcode is not on the list above) or whether to go straight to question 24 (the postcode is on the list).

Thank you very much for your help and good luck.