

## Off-campus safety

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Post/section with responsibility for implementation and monitoring		Registrar and Chief Administrative Officer
Approved by		University Council
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Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook Relevant programme handbook

### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University is bound by legal duty of care to its members of staff, students, and visitors.
- 1.2 The University provides a safe and healthy working environment for its members of staff, students, and visitors; these bear responsibility for compliance with University policy and for all reasonable attention to the welfare of self and others.
- 1.3 The 'working environment' includes locations off-site, where work falls within the remit of the University and is under its control.

### 2.0 Scope

- 2.1 Applies to all activities that are organized or approved by the University, and which are part of the University's credit bearing academic programmes or a legitimate part of the student educational experience.
- 2.2 The policy does not cover activities over which the University exercises no direct control, including:
  - 2.2.1 External activities, including consultancy, undertaken by members of staff or students that have not been organized or approved by the University;
  - 2.2.2 Student activities that have not been authorized and/or funded by the University.

### 3.0 Policy

## The University

### 3.1 The University's responsibilities include:

- 3.1.1 choice of suitable venues and providers;
- 3.1.2 coordination with third parties on behalf of students and members of staff;
- 3.1.3 travel and accommodation bookings;
- 3.1.4 undertaking/obtaining risk assessments for practical work to be undertaken by members of staff and students;
- 3.1.5 identification of competent individuals and of supervisors;
- 3.1.6 planning of communications, and coordination in emergencies;
- 3.1.7 training and briefing members of staff and students with respect to policy, including expectations for conduct;
- 3.1.8 meeting any special needs of students or members of staff in order to enable their equal access to the activity.

## **4.0 Procedures**

### Dean of Faculty

#### 4.1 Before resources are released, the Dean of the Faculty governing the activity must:

- 4.1.1 ensure proper arrangements are in place;
- 4.1.2 sign off a written risk assessment.

### Module Coordinator / designated staff member

#### 4.2 If the activity is associated with a module, the coordinator of that module will be responsible for planning, undertaking, and evaluating the arrangements. In other cases the Dean or Vice Chancellor will delegate responsibility to one named member of staff. The Module Coordinator / other member of staff will:

- 4.2.1 liaise with third parties (hosts, resource providers) concerning safety;
- 4.2.2 obtain necessary authorisations and insurance;
- 4.2.3 carry out the risk assessment;
- 4.2.4 present documentation to the Dean of Faculty to enable his/her sign-off.

### Participants

#### 4.3 Participants are members of staff, students, and authorized volunteers involved in the activity.

#### 4.4 Each participant is responsible for:

- 4.4.1 understanding and acknowledging the risks of, the particular off-campus activity;
- 4.4.2 attending preparatory briefings and completing all designated training sessions;
- 4.4.3 using the appropriate protective equipment and following the safety procedures;
- 4.4.4 acting safely and in a responsible manner and exercising good judgment at all times to prevent harm to himself/herself and to others;

- 4.4.5 bringing to the attention of the member of staff leading the activity or the Dean of Faculty any concern over aspects of health and safety;
  - 4.4.6 providing post-activity feedback formally on request, or informally.
- 4.5 Participants with special needs will be accommodated so long as this does not cause unreasonable risk to others. Individuals should make known their competence, disability, medical condition and offer guidance to the member of staff leading the activity on how to make reasonable adjustments to enable their participation.
- 4.6 Although the University retains overall responsibility for the health and safety of its staff and students in all off-campus activities, the University may not be able to exercise management control in the same way as it can on campus and, in practice, responsibility will be shared with third parties, for example the organisation hosting the visit or providing the facilities. However, the University will take all reasonable steps to ensure that there is a safe system of work for the off-campus activity, and that the arrangements it makes with its own staff, students and any third parties are adequate to ensure the off-campus activity does not cause harm to them, or to anyone else who may be affected.

#### Risk levels and planning

- 4.7 The extent of advance planning, preparation and approvals required prior to embarking on an off-campus activity is commensurate with the level of risk associated with the activity and the category and experience of the participants.
- 4.8 Repetition of an activity in the same or a similar locality may reduce the level of advance planning required, but plans should still recognize that whilst staff expertise may increase with experience, students will be new to the activity.
- 4.9 Risk assessment requires the exercise of good judgment, based on expertise and experience, and, where necessary, consultation with suitably qualified individuals. Risk assessment is a process that involves:
- 4.9.1 identifying hazards associated with the activity;
  - 4.9.2 analysing the risk related to the probability, severity and ability to manage each of the hazards;
  - 4.9.3 determining how to prevent or mitigate the risks effectively;
  - 4.9.4 requirements for and provision of adequate equipment, e.g. maps, protective headgear, boots, waterproofs, sunscreen;
  - 4.9.5 emergency procedure and equipment (if applicable);
  - 4.9.6 access permissions: it is the responsibility of the owner of the land or the premises which is being visited by the party to brief the party on any particular and unexpected hazards that they may be likely to encounter. Their obligation in this direction is often fulfilled by the display of appropriate signs or warning notices.

#### Information and instruction

- 4.10 Written guidance on the activity, including notes on health and safety, should be provided to participants in advance of the activity by as many and by the most effective means possible.

- 4.11 Participants may be asked to sign their receipt of information, and training where appropriate. This signature will also indicate that they have understood the risks involved, and agree to abide by codes set out for health and safety.

Post-trip review and evaluation

- 4.12 Participants should be given the opportunity for providing feedback and/or evaluation of off-campus activities, whether informally or formally.
- 4.13 If any critical or non-critical incidents occur during the course of the off-campus activity, the designated staff member leading the activity must make a report to the Head of Programme (where relevant) and the Dean of Faculty. This report should:
- 4.13.1 enable the circumstances and possible causes to be understood and taken into account by others when undertaking the same or similar activity;
  - 4.13.2 serve as an audit trail should others wish to verify that the University has acted within its duty of care.
- 4.14 The Campus Manager will provide a written annual report to the Registrar and Chief Administrative Officer on the operation of the Off-Campus Health and Safety Policy.