

## Guidance for Simple Off-Campus Activities

This good practice guidance is for staff attending or arranging simple work-related trips, where a host provides activities. Examples include meetings with collaborators, attending conferences and training courses, visits to museums, and guided tours. It may also be of use for some travel between campuses.

For more complex activities, such as those involving students, travelling overseas, and practical work (involving staff and/or students), you should refer to the [Code of Practice for Off-Campus Activities](#) and accompanying checklist, which sets out the key arrangements to be considered and made if necessary. A separate risk assessment must be made for any practical work during the off-campus activities. Advice on how to complete a suitable risk assessment is available from your Health and Safety Manager or Local Officer and the Health and Safety Unit webpages ([Code of Practice for Risk Assessments](#)).

### Hazards to consider for simple visits:

When undertaking the risk assessment for a simple visit, the following points should be considered:

- Staff going missing.
- Being threatened, attacked, or mugged.
- Injury by accident or becoming ill on the journey.
- Hosts facilities not being accessible for those with a disability
- Delays in getting help for health or medical conditions
- Frequent or long-distance travelling may be more difficult or tiring for some staff  
E.g. Those who are disabled, have chronic health conditions, are pregnant, or prone to dizziness or seizures.

### Good practice guidance:

The following measures may assist in preventing injury or ill health whilst on a simple visit:

- Record visit details in your team diary or notice board (date, time and location of meeting, name of person/organisation you are meeting, contact details). Keep these up to date beforehand and phone colleagues to give updates during the visit.
- Find out as much as possible about the host person/organisation and their facilities / local safety arrangements before you go.

- Discuss with your line manager and the Occupational Health Service, if appropriate, any concerns about health and medical conditions that may be affected by your work.
- Inform the host in advance of any specific requirements such as disabilities or health/medical conditions if you think they may be relevant
- Check the travel route beforehand and take a map. Allow plenty of time to get to your destination.
- Consider arranging your visits during daylight hours if possible.
- Familiarise yourself with local fire escape procedures and first aid arrangements when you arrive at the venue. Details should be displayed in public areas at the venue. You may be given a visitor briefing.
- Carrying a mobile phone is recommended. Ensure you can be contacted and have “in case of emergency” phone numbers, including outside regular hours.
- If unsure about a one-to-one meeting, try holding it on campus instead or take a colleague with you.
- If you are worried about your safety while travelling or during the visit, leave and return to the University or other place where you feel safe.
- Review lone working risk assessments and working arrangements annually, or sooner if there are any incidents, near-misses or reported concerns about personal safety.
- Share information with colleagues if you are concerned about the host, venue, or travel routes for future visits.