

# Risk Assessment Flowchart for Working Off-Site

Does your work away from the University fit into one of the following categories? (Choose the most relevant one)

Attending a course / seminar / conference / etc at another institution, whether educational or business

Work in a physically remote location (e.g. with limited direct supervision, or visiting someone in their home)

Work in a geographically remote location, as a group or individual (e.g. few other people nearby, limited phone signal, limited access to emergency services)

Work in a hazardous location (e.g. where there are physical, chemical, or psychological hazards; or a location where the FCO has issued a warning)

Carrying out hazardous activities (e.g. using hazardous equipment or machinery, chemicals; or risk of violence / aggression)

A student placement / study abroad programme that is part of their course

Generally this activity is **low risk**

Generally these activities will be **higher risk**.  
Specific risk assessments should be carried out following the requirements of the **Fieldwork Standard**.

See the **Placements Standard** for specific requirements for these activities

Does the work involve travel outside the UK?

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**NO:**  
Your departmental handbook should contain sufficient general safety information to manage risks associated with this work and a separate risk assessment is not usually needed.  
  
Use the information contained in this policy and the **Driving Safety Policy** to determine any additional precautions

**YES:**  
Your departmental handbook should contain sufficient general safety information to manage risks associated with this work and a separate risk assessment is not usually needed. Head of Department to authorise travel. Travel to locations where the FCDO advises against visiting should be avoided wherever possible. Where travel to such a location cannot be avoided, a written risk assessment will be required. The risk assessment must be signed off by the University's Chief Compliance Officer before travel is booked.

**NO:**  
Carry out a risk assessment and determine suitable control measures for the activity or work. Head of Department to authorise travel.

**YES:**  
Carry out a risk assessment and determine suitable control measures for the activity or work. Head of Department to approve. Travel to locations where the FCDO advises against visiting should be avoided wherever possible. Where travel to such a location cannot be avoided then the risk assessment must cover this aspect of the work. The risk assessment must be signed off by the University's Chief Compliance Officer before travel is booked.