

Guidance for Simple Off Campus Activities

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1. Overview

This guidance has been developed to support staff and students who are planning or taking part in simple off-campus activities, such as meeting with collaborators, attending conferences, visits to museums, or other low-risk excursions that are not part of complex fieldwork or hazardous activities. The purpose of this guidance is to ensure that such trips are organised safely, proportionately, and in line with the University's duty of care.

For more complex activities, such as those involving students, overseas travels, extended study visits, or practical work that involves significant risks, staff must follow the [University's Code of Practice for Off-Campus Activities](#)

2. Definitions

“Participants” – This refers to staff, students, or others taking part in the trip.

“Simple Off-Campus Activity” – This refers to a low-risk excursion away from University premises that does not involve hazardous environments, high-risk travel, or activities requiring specialist supervision. Examples include a local museum visit, a library tour, or attendance at an external seminar.

“Supervising Staff” – This refers to additional members of staff or adults who accompany the group to support the trip leader in maintaining safety and supervision.

“Trip Leader or Activity Organiser” – This refers to the member of staff who has overall responsibility for planning and supervising the trip.

3. Guidance

3.1. General Expectations

The planning of all off-campus activity should begin well in advance of the intended date of travel. As per the [code of practice for travelling off campus](#), the trip leader must ensure that a FORESIGHT submission is created. This must be approved by the relevant manager before the trip can proceed and should include confirmation that:

- All participants are / will be briefed on the purpose of the trip, expected standards of behaviour, and any relevant safety information. Briefings should include emergency contact numbers, meeting points, and arrangements for emergency evacuation / first aid provision.
- Suitable reasonable adjustments have been made for relevant disabilities/medical conditions and if necessary, these have been discussed with the host (e.g. dietary requirements, disabled access/egress, venue / activity is accessible to all participants, etc)
- Where transport is used, that the provider is reputable, legally compliant, and able to meet the University's safety expectations.
- During the activity, the trip supervising staff are monitoring conditions to ensure that arrangements remain safe. If risks change significantly, staff must take proportionate action, which may include altering or curtailing the activity.
- All participants are aware that any incidents, near misses, or health and safety concerns are reported through the [University of Greenwich online reporting tool](#).
- Feedback is reviewed so that lessons learned can inform future planning.

3.2. Hazards to Consider

Where a risk assessment is required for a simple off-campus activity, staff should consider potential hazards such as:

- **Supervision arrangements** – has an adequate number of competent supervisors been appointed for all proposed activities. NOTE: Carrying a mobile phone is strongly recommended. Staff should ensure they have “in case of emergency” contact numbers stored, including numbers for support outside of regular working hours.
- **Physical conditions** – e.g is there potential for slips, trips or falls at the venue, will manual handling be required or will equipment be used
- **Weather conditions** – could extremes of heat / cold, weather conditions and / or lighting levels lead to injury or ill health;
- **Accessibility** for participants with additional needs (e.g. pregnant individuals, or those with certain medical conditions)
- **Welfare facilities** – Will there be enough suitable facilities including toilets, catering, and rest areas.
- **Frequent or long-distance travelling** – which may be more difficult and tiring for some staff
- **Emergency arrangements** - delays in getting help can reduce the chances of a positive outcome.
- **Lone working** - If a one-to-one meeting is planned and there are concerns about personal safety, staff should consider holding it on campus instead, or alternatively, take a colleague with them. If a member of staff feels unsafe at any point during the visit, they should leave and return to the University or another safe location.

NOTE: Health and Safety Managers or Health and Safety Local Officers can provide advice on preparing a suitable and sufficient risk assessment. Further details are also available within the [University's Risk Assessment Procedures](#).

4. Further information

4.1. Related HSE Guidance:

Further general guidance on Simple Off Campus Activities can be found on Health and Safety Executive (HSE) web pages; [School trips - HSE](#)

4.2. Related University documents:

- [University Risk Assessment Procedures](#)
- [University's Code of Practice for Off-Campus Activities](#)

4.3. Other related guidance:

- [the Corporate Manslaughter and Corporate Homicide Act 2007](#)
- [The Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Occupiers' Liability Acts 1957 and 1984](#)

5. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
08-Sept-24	Vikki Wood Ass Director- Health and Safety Services	First revision (V.24.1)
15-Sept-25	Michelle Owusua Appiah-Agyekum Health and Safety Advisor	Annual review. Updated to include definitions of key terms and responsibilities. Transferred unto new document. Updated to have new signposting links. V.25.1
22-Sept-26	Vikki Wood Ass Director- Health and Safety Services	Annual review – Updated to remove duplicated content and better reference the use of FORESIGHT.

This document will be reviewed at least annually, hereafter.