



Offsite Working

Health and Safety Compliance Standard

Document Control

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The Health and Safety Department will maintain the official version of this document. Before referring to any printed copies, please ensure that they are up to date.



1. Purpose

This compliance standard states the requirements that need to be in place within Business Units to enable staff and students to undertake off-site working safely.

Its aim is to ensure Business Units adopt a risk-based approach to the management of health and safety risks arising out of off-site working and sets out reasonably practicable actions to:

- Ensure the University fulfils its statutory and common law duties of care towards its staff and students, and
- Assist in making organisers of, and participants in, University activity that takes place off-site (including fieldwork) sufficiently informed of the health and safety requirements to enable them to plan and participate in the off-site activity safely.

2. Scope

This standard covers the management of offsite working across all university activities with the exception of home working.

Business Units should produce their own local arrangements on offsite working in line with this standard.

3. Definitions

Offsite Working - work carried out offsite whether UK based or abroad but excluding homeworking and travelling between UK campuses, by staff or students for the purposes of teaching, research or other activities while representing the University of Nottingham. This is broader than the traditional definition of Fieldwork, see below.

Fieldwork - Fieldwork is any work carried out off campus for educational or research purposes where the University retains the responsibility for the health and safety of the participants. This includes activities such as museum or industrial visits, social science interviews, surveying or collection work.

Risk Appetite - The risk appetite of an organisation is the level of risk that an organisation is willing to accept whilst pursuing its objectives and before any specific actions are determined to be necessary to reduce the risk. With respect to travel the University of Nottingham is willing to accept a moderate degree of risk in order to pursue its strategic objectives.

In the context of travel safety at the university, this is exemplified by travel to high-risk countries and/or to carry out high-risk activity, not being accepted without due justification and robust controls being in place to assure the health and safety of the offsite worker(s).



4. Roles and Responsibilities

Travel Management Committee

- Provide assurance to the University Health and Safety Committee, University Council and University Executive Board (UEB)
- Provide reports to University Council and UEB via the University H&S Committee
- Promote good practice among university staff and students in relation to the management off-site working identified in this policy
- Consider and advise on university policy and arrangements for safe off-site activity
- Be notified of any significant incident or enforcement action and ensure appropriate action is taken
- Ensure there is a plan for off-site working with clear objectives for ensuring continuous improvement and maintenance of good standards
- Communicate and consult on the management processes of all business-related travel, including health and safety elements
- Support the Health and Safety Department in considering any reports relating to compliance. This includes consideration of the detail of serious incidents and reports from any review or audits
- Act upon reports relating to University of Nottingham travel management, making appropriate recommendations to relevant stakeholders
- Review and make recommendations on off-site-related training.

Heads of Business Unit (BU)

- Lead by example to develop and improve safety culture e.g., ensure direct reports are implementing the off-site working risk management arrangements in place
- Ensure that following any significant incident or enforcement action that an appropriate investigation is undertaken, and any findings implemented
- Ensure that local management of off-site working activities meets the requirements as set out in university policy and associated arrangements
- Ensure responsibilities are delegated and understood for conducting and approving off-site working and that those involved have received sufficient training to be competent in doing so
- Ensure off-site working is incorporated as appropriate into strategic decisions
- Review performance of direct reports in terms of off-site working risk management
- Ensure that there is robust record keeping of off-site working documentation in accordance with university policy.

Line Managers – (e.g. Supervisors, PI's, Trip Leaders, Fieldwork Leaders, Trip Organisers)

- Comply with all policy, arrangements, and guidance both at a university and local level
- Ensure that, where appropriate, suitable off-site working risk assessments are undertaken with enough advanced notice and recorded in line with university and local arrangements and that staff, students and others are following all safety systems and control measures to allow adequate review
- Ensure the University approvals process has been completed prior to the start of the trip



- Ensure that appropriate arrangements are in place and approved before commencing off-site working
- Ensure that local resources are deployed effectively to ensure the off-site working process works effectively
- Ensure preventative measures ensuring the health of participants are considered as part of the off-site working risk assessment process
- Ensure that staff they're responsible for receiving relevant training and that this is recorded robustly and that all participants know and understand how to implement the safety measures
- Monitor that off-site working risk assessments have been carried out, recorded, control measures effectively implemented and reviewed (including post trip)
- Ensure that supervisory duties as appropriate are allocated to members of the fieldwork team and ensure that delegated responsibilities are clearly understood
- Ensure that dynamic risk assessments are undertaken where necessary
- Where health and safety is being compromised suspend the activity pending a review of the off-site working risk assessment and involve the Business Unit Health and Safety Coordinator as necessary
- Report any significant failings relating to the off-site working risk assessment process to senior managers and your Business Unit Health and Safety Coordinator
- Ensure that the investigation of any significant accident or incident includes a review of the relevant off-site working risk assessment(s).

Health and Safety Coordinators

- Check that the local management arrangements for off-site working risk assessment meets the requirements of university policy and associated arrangements
- Ensure the local arrangements for off-site working risk assessment are recorded and communicated to relevant members of the Business Unit and those travelling off-site
- Ensure training (and ongoing competence) is in place during the planning, approval and undertaking of off-site working
- Ensure that assessments of high-risk off-site activities are checked by core members of the Travel Management Committee drawing on relevant expertise for peer review
- Monitor the implementation of the off-site working risk assessment process
- Where health and safety are being compromised suspend the work pending a review of the off-site working risk assessment
- Report significant failings relating to the off-site working risk assessment process to senior managers and the Business Unit Safety Committee/other local forum
- Support the review of off-site working risk assessments relating to a significant accident, incident or enforcement action.

Offsite Workers

- Comply with all policy, arrangements, and guidance both at a University and Business Unit level
- Not commence off-site working without a reviewed and approved off-site working risk assessment in place (where required)
- Understand and comply with any instructions, codes of conduct or safety protocols given to them by the off-site working leader



- Undertake any necessary training as directed by their line manager
- Conduct themselves in a safe manner so as not to harm themselves or other participants.
- Disclose any health condition which may have a bearing on their own safety or that of others on the off-site working activity
- Report any shortcoming or defects in the off-site working risk assessment control measures to the off-site working leader / line manager (and Business Unit HSC if appropriate)
- Be responsible for taking reasonable care in their activities. In practice a lone worker will assume many of the duties of the off-site working leader and must ensure that their work has been agreed with their line manager
- Use any supportive technology that the university promotes to ensure their health and safety during their trip(s).

Occupational Health

- Undertake a health assessment for off-site workers, if referred by the relevant manager, for issues relating to the off-site activity
- Ensure maintenance of health records / exposure records where relevant to the off-site activity.

5. Training Requirements

Role	Minimum Experience and Training	Supervision and Support
External Advisors for Travel Safety	<p>Able to demonstrate relevant experience and competence in providing advice and travel-related services to the University.</p> <p>Evidenced by due diligence checks by UoN Lead appointing the individual or company.</p>	UoN lead appointing the individual or company
University H&S Advisor(s) leading on Travel Safety, Operational Resilience Team & Insurance Team	<p>Able to demonstrate relevant experience and competence in providing advice to UoN stakeholders in relation to travel risk assessment.</p> <p>Evidenced through relevant CPD. As minimum, attending all university travel training options.</p>	Director/Manager of H&S, Insurance and Operational Resilience
Health & Safety Coordinators	<p>Sufficiently familiar with UoN's travel management processes to support their Business Unit in applying the requirements appropriately.</p> <p>Achieved through UoN training and procedures.</p>	HoBU



<p>Line Manager Supervisor/PI, Trip Leader/Organiser or Fieldwork leader</p>	<p>Able to demonstrate relevant experience and competence in managing off-site work and the associated travel and in carrying suitable and sufficient risk assessments.</p> <p>Evidenced through previous trip experience and/or undertaking relevant training.</p> <p>For Med/High risk trips – must attend UoN half-day or full-day Travel Risk Assessment training. For Low-risk trips – advised to attend UoN half-day Travel Risk Assessment training.</p>	<p>HoBU</p>
<p>Travel Risk Assessment Approvers</p>	<p>For Med/High risk trips – approvers must attend UoN half-day or full-day Travel Risk Assessment training. For Low-risk trips – approvers advised to attend UoN half-day Travel Risk Assessment training.</p>	<p>HoBU</p>
<p>Off-site worker/traveller (staff/student/other)</p>	<p>Either sufficiently experienced to undertake the off-site work and associated travel through local preparation and training as appropriate to the type of work and travel, e.g. for individual research/ business trips.</p> <p>Or adequately supervised by experienced staff, e.g. UG fieldwork trip.</p>	<p>Manager / PI / Trip Leader / Trip Organiser</p>
<p>Off-site worker/ traveller in hostile environments</p>	<p>As relevant:</p> <ul style="list-style-type: none"> - HEAT or equivalent training <p>Wilderness First Aid training</p>	<p>Manager / PI / Trip Leader / Trip Organiser</p>

6. Risk Assessment

- Risk Assessments must be in place for all offsite work activities.
 - Low Risk - generic travel risk assessment available (see the [UoN Travel SharePoint](#))
 - Higher Risk – specific travel risk assessment template to be completed with the relevant approval before the off-site activity proceeds. For the current approval process, see the [UoN Travel SharePoint](#)
- They must be valid and proportionate to the risk appetite of the university
- Control measures must be clearly identified



- The significant findings (residual risks) and control measures must be communicated to those at risk
- Risk assessments must be regularly reviewed to ensure validity
- Robust record keeping of offsite working risk assessments and associated procedures and training/competency records must be in place.

The university requires the following key points, relevant to off-site working, to be considered:

- **Location of the off-site work** - Using reliable third-party information (CHUBB World Aware/FCDO) to identify the status of country/specific region (regarding crime, disruptions, civil unrest, terrorist threat, seasonal variations, current political situation, etc.).
- **Type of Work/Activity** - Taking account of the purpose of the trip and the type of work/activities being undertaken – (e.g. low-risk conference, remote fieldtrip, controversial research and associations).
- **Individual Risk Level** - Considering the experience, medical and health concerns, and protected characteristics of individuals that are relevant to the offsite activity.
- **Insurance** – Ensure that suitable insurance is in place.

Where the risk cannot be reduced to an acceptable level, the trip must be changed, cancelled or postponed.

Approval of risk assessments is important to provide assurance to the University that travel, and related activity risks are being suitably managed and, to meet the university's risk appetite criteria.

The level of approval becomes more senior as the hazards increase in severity. For a Severe/High rated country, approval is required from a Line Manager, HoBU, the Director of Governance and Assurance and Insurance. In certain circumstances additional approval may be sought from the Travel Management Committee, internal experienced staff or specialist external consultants.

Control measures

Depending on the level of risk, the offsite worker, with the relevant approver, must agree and record what control measures are required to sufficiently mitigate the risks. The control measures identified must follow the hierarchy of control, be suitable and sufficient and aim to keep participants healthy and safe as far as is reasonably practicable. They must be capable of being implemented by all involved.

Additional or specialist controls may include:

- Preparation / specific training for the offsite workers
- Provision of specific personal security measures
- Protection during certain types of in-country travel
- Specific contingency plans
- Specific emergency procedures
- Monitoring and communication processes for site workers during their trip.



7. Emergency Procedures and Contingency Plans

Emergency procedures and contingency plans must be in place for offsite working, with the level of detail being proportionate to the type of work and associated travel.

Emergency plans must consider:

- The likely cause of injury or ill-health (including personal illness), the medical services that are likely to be needed to deal with the situation and how they may be accessed or summoned, depending on the severity and location of the offsite worker
- In-country hazards such as flora and fauna (e.g. snake bite), weather climate (e.g. extreme heat) and likelihood of serious incident (e.g. earthquake)
- The need for emergency evacuation (e.g. Medivac) because of civil unrest, terrorism, adverse weather conditions, etc; and how it can be achieved for the locations involved.

The details must be recorded, either in the risk assessment or as a specific document. All details must be communicated to the offsite worker unless supervised, in which case the trip leader must have the details. Consideration must be given to how plans are accessed both in-country and by those who may be responding from campus in the event of an incident.

8. Incident Reporting and Review

Any incidents that take place on university business offsite must be reported on the university's incident reporting system so that there is a record of what happened, and an investigation can be undertaken.

In terms of reacting and providing support to workers, serious incidents will be flagged to appropriate senior management.

As part of reviewing offsite working, investigation findings should be reviewed to ensure any learning is considered for future activities. This may be confined to the Business Unit or may have wider impact across the institution.

9. Health and Fitness for Offsite Working

Each offsite worker must be fit to undertake the travel and offsite working activity. This is particularly important for longer international trips and where the offsite activity includes significant potential physical or mental challenges. Where there are concerns, the individual must be referred to the University's Occupational Health provider by their manager.

10. Equality, Diversity and Inclusion

Members of the university must not be disadvantaged in undertaking offsite working unless there is a health and safety risk that cannot be adequately mitigated. This must be recorded within the risk assessment.



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11. Associated Documents, Appendices and Resources

[UoN Travel SharePoint](#)