

Policy Title: Off Campus Activities

Written By:

Approved By:

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1. Purpose

To ensure that IT Sligo has in place basic procedures to ensure the safety of employees and students whilst they are undertaking or participating in approved Off Campus Activities.

2. Scope

An "Off campus activity" is defined as any external teaching, field work or other sanctioned activity carried out by IT Sligo staff or students to fulfil the teaching requirements of any Full time Programme, in places or premises which are not rented or owned by IT Sligo and which the college does not exert direct control.

This policy does not include

- Work experience or work placements undertaken by students
- Any recreational or sports trips which may be organised by a club or society or by a member of staff
- Institute business undertake by employees off campus such as training, attending a conference in Ireland or work that involves foreign travel

3. Reference Documents

- IT Sligo Framework Safety Statement
- Functional Area Safety Statements
- Off Campus Activities Hazard Identification and Risk Assessment Form

4. Roles and Responsibilities

4.1 Executive

Must ensure that their Departmental Heads in the Schools for which this policy applies, put in place and provide the appropriate procedures and resources to ensure that this policy is implemented in order to protect the safety of employees and students.

4.2 Departmental Heads

- Should identify and categorise the Off Campus Activities which occur as part of each of their Full Time Programmes. This list should be reviewed on an annual basis.
- Ensure a Generic Risk Assessment is completed for all the Off Campus Activities in their Department which fall under Category 2, 3 and 4

Institiuid Teicneolaiochta, Sligeach

Procedure No: SAF001/170

- Individual Departmental Heads must consider the special hazards that their staff and students might encounter during off campus activities and must issue appropriate advice in the form of written sets of safety rules
- Ensure that all persons who supervise or undertake fieldwork are trained in the basic techniques and practices appropriate to the work and that they appreciate potential hazards and dangers that can arise
- Ensure that any training (e.g. First Aid) or equipment (e.g. life jackets, high Vis clothing etc) required by employees or students is provided
- Ensure that there is an adequate number of qualified staff on the activity so as to maintain suitable staff/student ratios at all times
- Ensure that the IT Sligo Child Protection Policy is adhered to and that parental consent is obtained for all minors partaking in the off campus activity
- Ensure that all students are made aware of the Students Charter in particular 5.0 Code of Conduct "it expects that each student of IT Sligo will behave on campus, and on activities off-campus under the aegis of IT Sligo"

4.3 Person In Charge of the off campus activity

The Person in Charge has overall charge of the students and staff participating in a field trip

- They should have practical experience of the actual conditions under which the group will be working
- They must have the appropriate qualifications and training for the activities been undertaken
- They must ensure that all aspects of the activity which could give rise to significant health and safety risks are assessed for risk and steps are taken to reduce the risks to acceptable levels
- They should follow all the steps outlined in 5.3 to 5.4 of Procedure Description below
- They should report any accidents which occurred on the activity using an accident report form and forward same to their Departmental Head

4.4 Health and Safety Officer

- Provide specialist advice and guidance on risk assessments
- Arrange training in the management & control of health & safety risks for off campus activities

5. Procedure Description

5.1 Categorise the Off campus activity

All off campus activities must be organised so as to minimise the risks to the health and safety of staff and students in so far as is reasonably practical, risks must be assessed before travel and controlled to the same standard as would be required for work on campus.

Off Campus Activities are broken into four Categories which take into account the hazards which may be present, the potential for harm and the level of controls which may be required.

Category	Type of Off campus activity
Category 1	Students working off campus, unsupervised, to conduct research etc.
Category 2	Students working off campus with direct supervision by an academic e.g. classes in a local pool, beach, archaeology dig, cultural visits, visits to business premises, river sampling, site surveys etc and returning to campus the same day.
Category 3	Students working off campus with direct supervision by an academic and requiring an overnight stay in Ireland e.g. archaeology dig, cultural visits, visits to business premises, river sampling, site surveys, adventure sports etc
Category 4	Students working off campus with or without direct supervision by an academic and requiring foreign travel e.g. archaeology dig, cultural visits, visits to business premises, river sampling, site surveys, adventure sports etc

5.2 Conduct a Generic Risk Assessment

Each School should identify and categorise the off campus activities which occur as part of each of their Full Time Programmes. This list should be reviewed on an annual basis.

For all the off campus activities which fall under Category 2, 3 and 4 employees who undertake the off campus activities should complete a Generic Risk Assessment.

The Generic Risk Assessment should consider the following

- Training required for employees
- Transport
- Emergency Planning
- Communications
- Lone working
- Environmental conditions
- Contact with equipment, machinery, hazardous substances, members of public
- Medical Fitness
- Improper Conduct
- Health advice and clearance (if travelling abroad)
- Supervision – staff: student ratios
- Is parental consent required for those under 18

5.3 Prior to the off campus activity taking place

The Person in Charge should obtain a copy of the Generic Risk Assessment of the Activity they are due to undertake. If one is not available the Person in Charge should complete a Risk Assessment using a blank “*Off campus activity Hazard Identification and Risk Assessment form*”.

While reviewing the Generic Risk Assessment the Person in Charge should

- Include on it the specific details of their planned activity location, times dates etc
- Take into account any event or circumstance that could increase the Risk e.g. adverse weather
- They should also include any other Hazard which maybe present on the day which has not been included in the Generic Risk Assessment

Institiuid Teicneolaíochta, Sligeach

Procedure No: SAF001/170

The Risk Assessment for the specific Activity should be signed by the person in charge and a copy of same should be filled with their School secretary.

5.4 Prior to Departure

- 5.4.1 For all Category 2, 3 and 4 activities, the Person in Charge should ensure a copy of the following is left with the School Secretary
- List of all staff and students who will be on the trip with emergency contact numbers
 - Locations to be visited, dates and times
 - Transport details
 - For category 3 and 4 activities
 - Overnight accommodation to be used with contact numbers
 - Flight or boat details
- 5.4.2 The Person in Charge should
- Ensure that emergency/safety equipment is taken on the activity (where a need for same has been identified in the risk assessment)
 - Ensure that staff and students are suitably attired to undertake the activities safely
 - Ensure to brief the party of the details of the Hazards as identified in the Risk Assessment
 - Ensure to brief the party on actions to be taken in the event of an emergency

5.5 In the Event of an Accident on a field trip

- The emergency services should be contacted immediately if the injury is serious e.g. head injury, broken limb, loss of co. It is always better to error on the side of caution as a casualty may have other injuries which be worsened if moved. In such a case the activity should be called off and arrangements made to have the party transported back to base
- If the injury is minor, basic first aid should be administered
- In the event of a serious injury the Student affairs manager should be contacted and given details of the person involved and where they were be taken for treatment
- On return to campus an Accident report should be filled out for either a minor or major injury giving details of the accident and this should be forwarded to the Head of Department

6. Records Generated by this Procedure and their location

- All Risk Assessment forms will be available in each Departmental Functional Area Safety Statement and on the IT Sligo Safety web page
- All completed Risk Assessments should be maintained on file by the School Secretary for 5 years

7. Revision History

Revision No	Description of Change	Issue Date:
000	New Procedure	16/09/10