## Meetings and Conferences in the UK Only

## Fieldwork: Risk Considerations – Staff Only

This risk considerations form is ONLY for:

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| **Staff attending meetings and conferences in the UK where the location(s) visited will hold their own suitable and sufficient Risk Assessments as part of normal business operations** |

* See the fieldwork matrix in the University guidance for more details.
* If you are conducting any other fieldwork activities, and/or you are a group leader you must complete the Green/ Red fieldwork risk assessment forms as appropriate.

## Risk Considerations

All staff prior to attending a meeting or conference off campus must ensure that they understand the nature of the risks and the potential impact(s), and that they will take reasonable precautions as detailed below and in the associated guidance ([HSA-10136-01 Fieldwork Guidance](https://staff.swansea.ac.uk/media/HSA-10136-01_Off-Campus-Activities-and-Fieldwork-Risk-Assessment-Guidance_v2_22-05-2024.pdf)) to avoid putting themselves or anyone else at risk. In particular:

* Personal contact details and emergency contact information is up to date and available to your line manager/ supervisor in your Faculty/ PSU.
* Work calendars are up to date with location and times of the meeting/ conference and are visible to line manager/ supervisor in your Faculty/ PSU.
* SU emergency contact details are available and that these have been made available to personal emergency contacts.
* Staff are familiar with and will comply with [Swansea University Lone Working Policy.](https://staff.swansea.ac.uk/media/Lone-Working-Policy-Arrangements.pdf)
* Staff are familiar with the [SafeZone](https://www.swansea.ac.uk/life-on-campus/security-and-safezone/) app and will download SafeZone prior to departure for the duration of the activity).
* Staff will read and understand the [Swansea University Travel Insurance Policy](https://staff.swansea.ac.uk/professional-services/estates-and-campus-services/our-services/resilience-and-business-continuity/insurance/travel-insurance/) and be aware of all exclusions (including higher risk leisure activities - see the [matrix](https://staff.swansea.ac.uk/media/HSA-10136-02_Off-Campus-Activities-and-Fieldwork-Risk-Matrix_v1_01.08.2023.pdf) for details).
* Staff understand that activities that are conducted in free time/ outside of the conference/ meeting activity/ are not part of the university business, are not covered by University Insurance and additional personal insurance may be required.
* Staff will plan journeys and pre-book or only use transport provided by a reputable company, to avoid unnecessary risks. Travel should be managed in accordance with university procedures i.e. procurement arrangements.
* Staff will use reputable accommodation providers as per university travel requirements and policy. Risks associated with accommodation must be effectively assessed. See [Fieldwork Guidance](https://staff.swansea.ac.uk/media/HSA-10136-01_Off-Campus-Activities-and-Fieldwork-Risk-Assessment-Guidance_v1_01-08-2023.pdf) for further information on safe travel.
* If hiring any vehicles, staff will ensure they are authorised drivers as per the university requirements and the correct license and insurance are in place to drive the vehicle ([Driving at SU](https://staff.swansea.ac.uk/professional-services/estates-and-campus-services/our-services/resilience-and-business-continuity/insurance/motor-insurance-advice/)). The driver/ operator must familiarise themselves with the vehicle prior to departure as per the driving safely arrangements.
* Staff will follow health and safety advice and guidance of the host organisation and will report any concerns to the host organisation and to Faculty/ PSU management. Adverse events must be reported via the university report it system ([Report It](https://staff.swansea.ac.uk/healthsafety/report-it/)).
* Staff who have a disability, are neurodivergent, have pre-existing medical conditions/ allergies/ are pregnant or new and breast-feeding parents have considered how their medical condition(s)/ requirements will be managed and have appropriate arrangements in place. A more detailed risk assessment may be required in this instance. Health declarations are available to be used when appropriate for the fieldwork/ individuals.
* Individuals are not travelling/ participating against medical advice.
* Any additional needs/ reasonable adjustments have been disclosed, discussed, and implemented prior to departure.
* Appropriate contingency arrangements are in place if any participant suffers disruption to accommodation, travel or suffer an injury, ill health.

## Emergency Contact Information and Planning

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| **Emergency Contact**  |
| Swansea University Security 24/7/365:  | +44 (0)1792 604271 |
| SafeZone App: | Google - [Link](file:///C%3A%5CUsers%5Cr.l.nowell%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CSNNPZ3HM%5CLink)Apple - [Link](https://apps.apple.com/au/app/safezone/id533054756) |
| Travel Planet emergency number: | 020 3997 6121. |
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