**Off Campus Activity- Societies**

|  |  |
| --- | --- |
| **Society** |  |
| **Activity** |  |
| **Location** |  |
| **Date** |  |
| **Departure** |  |
| **Return** |  |

In the event of an emergency please contact Campus Security on 01695 58 4227 or/and [Campus-Support-Supervisors@edgehill.ac.uk](mailto:Campus-Support-Supervisors@edgehill.ac.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Attending Contact Details** | | | |
| **Student Number** | **First Name** | **Surname** | **Tel. Number (Mobile)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | . |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**GUIDANCE FOR SIMPLE OFF CAMPUS ACTIVITIES**

This guidance is for societies who are organising, leading or going on simple visits for activities. Examples of the activities would include collaborative meetings, attending conferences, training courses, field trips etc.

Advice should be available from your activities team at studentactivities@edgehill.ac.uk

**Hazards to consider for simple visits:**

* Staff or students going missing.
* Being threatened, attacked or robbed.
* Terrorist incident, hoax or actual.
* Injury by accident or becoming ill whilst away.
* Host arrangement not in place as arranged.
* Arrangements for disabilities not in place as pre-arranged.
* Delays in getting for health or medical conditions.
* Frequent or long distance travelling may be more difficult for fatiguing for staff or students who are disabled, pregnant, or suffering from diagnosed illness.

**Good practice guidance:**

* Record details of visit and who will be attending
* Complete the off campus activity form and return to Campus Support [Campus-Support-Supervisors@edgehill.ac.uk](mailto:Campus-Support-Supervisors@edgehill.ac.uk) and studentactivities@edgehill.ac.uk
* Discuss prior to travel, any health concerns with your line manager and H&S representative you, colleagues or students may have that may be affected by the trip.
* Find out as much as possible about the host/person or organisation you are intending to visit before you go.
* Check the travel route beforehand and take a map.
* Arrange your visit during daylight hours if possible.
* Familiarise yourself with local and building safety and security procedures. Fire escapes, first aid and emergency telephone numbers.
* Carrying a mobile phone is recommended.
* Share information of your travel with colleagues if you are concerned about your host or destination.