Working Off-site Process Flowchart

Will any aspects of your off-site work be conducted abroad?

Yes

No

Check the FCDO website and Queen Mary Insurance website for guidance on travel to the location/s you are visiting to see if additional approval is required

Is your off-site work considered low risk?

Note: Your risk assessment should be proportionate to the level of risk associated with the work taking place off-site. The table in the risk assessment and templates section of the working off-site webpage gives an indication of the paperwork required for different off-site activities, including fieldwork, outreach programmes and work-related travel.

Yes

No

Complete the off-site work risk assessment for low risk activities and travel form

Complete a detailed risk assessment

Refer to the Working off-site guidance for further information

Does your off-site work include research involving human participants?

Yes

No

Your research will be categorised as low, moderate or high risk

Low: reviewed by Research Ethics Team

Moderate: reviewed by Ethics Committee Panel

High: directed to main Research Ethics Committee

You are required to seek Research Ethics Committee approval

No Research Ethics Committee approval is required

Submit your risk assessment to relevant approver within your School / Institute / Directorate (e.g. Head of School/Supervisor)

Risk assessment is approved

Risk assessment is rejected (make changes required)

Conduct off-site work

Reflect on off-site work

- What went well
- Lessons learned
- Report any incidents