Field trips and organised recreational visits vary greatly in their complexity and the risks they present. The tools provided on this site and the associated links enable a risk-based approach for the detail which is normally required in the paperwork (as referenced in the table below).

|  |  |  |  |
| --- | --- | --- | --- |
| Paperwork required for authorisation prior to booking  | **Field trip**part of group field trip and/or module with students. Should have an appointed University Venture Leader. | **Trip or visit**organised as part of University or Grant funded research with 5 or more participants, *NOTE: for Field Trips previous heading always applies* | **Trip or visit**organised independently for a student project (incl. MSc / PhD) with fewer than 5 participants |
| Straightforward, low risk UK and Overseas\* visit with fewer than 5 travellers. | Field trip with 5 or more participants and/or involves any hazardous activities or visits to remote locations. |  | Where trip involves any hazardous activities or visits to remote locations. | Straightforward, low risk UK and Overseas \*visit. | Where Field trip involves any hazardous activities or visits to remote locations. |
| **\* the risk levels for Overseas Field Trips, trips or visits can only be determined when: planned activities; country specific information (e.g. Crisis24Horizon ratings); and participant details are known. In absence of clear information the default cannot be a ‘low risk’ determination.** |
| Field Trip emergency incident procedures | a a | a a |  r r  |
| Field Trip planning checklist | Optional a | a a | Optional a |
| Group travel planning form | r a | r a | r a |
| Formal risk assessment | r a | r a | r a |
| Overseas Travel risk assessment  | a a | a a | a a |
| Accommodation Checklist  | Applicable where any bookings are not made via University Travel Management Companies (TMCs) | Applicable where any bookings are not made via University Travel Management Companies (TMCs) | Applicable where any bookings are not made via Travel Management Companies (TMCs) |

**STUDENT PLACEMENTS**: [Student placement health and safety | University of Essex](https://www.essex.ac.uk/staff/activities-health-and-safety/student-placements) **ESSEX ABROAD/STUDY ABROAD**: <https://www.essex.ac.uk/study-abroad/essex-students/preparing-to-go-abroad>