

## Assura fieldwork planning tips

Staff/Visitor Assura link ([intranet](#))

Student Assura link ([website](#))

If you do not have access, email [health-safety@canterbury.ac.nz](mailto:health-safety@canterbury.ac.nz)

### 4 categories of risk:

- **Low risk (self approval)**

*Examples: managed low risk environment e.g. museums, law courts, gallery and cultural visits, performances, concerts and exhibitions, conferences, workshops, low risk business premises, **IF THESE HAVE OVERLAPPING DUTIES USE MEDIUM RISK***

- **Medium risk (without medical declaration)**

*Examples: trips to areas with slightly elevated risk factors (i.e. around town, with students, takes into account the response time and availability of emergency services). Any activity with overlapping duties.*

- **Medium risk with medical declaration**

*Examples: intended for fieldwork where the risk level is elevated by the location or activity requiring additional controls, and one of the risk controls is to identify risk related to participants pre-existing medical conditions. I.e. overnight stays at field stations, outdoor unmanaged environments, field sites, rivers/lakes, quarries, boat use, helicopter use, mines*

- **High risk**

*Examples: Antarctica, volcanic environments*

## Assura fieldwork planning tips (cont)

- Class field trips should be medium risk with medical declarations if going outside of the city
- Solo trips rated higher than low risk are unlikely to be approved
- When planning class field trips, enter the class code and the participant list will populate from the course code
- Medium risk with medical - select a fieldwork coordinator from SEE to check medical declarations: Suellen Knopick, Matt Cockcroft, Sacha Baldwin (this keeps the medical declarations private to a few staff). The fieldwork coordinator will review the declarations for any risks to be mitigated and inform the field leader so it can be included in the plan.
- You will need the email address of the overlapped duty contact. This is to facilitate collaboration/consultation etc.
- When there is an overlapping duty with another organisation, only the risks being mitigated should be shared (all names and contact information should be removed).

## Assura fieldwork planning tips (cont)

- You can select Security or another **SAFE RETURN contact**.
- Your safe return contact will receive an email reminding them and giving directions on what to do. We recommend selecting a UC staff member as safe return contact.
- Save and **SUBMIT (via the ACTION button)** the plan to the **SEE FIELDWORK APPROVER GROUP**
- If you are not ready to submit, SAVE and CLOSE.
- You can print the plan to send to your participants and use as a briefing tool by selecting **PRINT** under the ACTION tab. Then Preview, then export PDF. Do this to save plans for future reference also. Be sure no identifying information is in the printed plan.

## Assura fieldwork planning tips (cont)

- How to keep an Assura plan for future use:
- The trip will sit at APPROVED unless you complete it.
- To avoid reminders to complete, go into the approved plan, EDIT, assign to yourself using the ACTION button.
- REVERT TO PLANNING using the ACTION button. (you will always need to make a note in the email section as you assign the work to yourself or others)
- EDIT the dates and any other changes – participants, vehicles, Safe Return contact (ask your Safe Return contact if this is OK).
- SUBMIT for approval to the SEE APPROVERS list