

## Field Activity Risk Matrix – Group

### Health and Safety

Use this checklist to determine what documentation is required to meet the health and safety requirements for the field activity.

Field Activity Risk Matrix						
			Health and Safety documentation			
Field activities	Environment	Risk level	Activity Leader Health Declaration & Consent form	Field Activity Participant Declaration & Consent form	Field Activity Plan	Checklist: Field Activity Briefing
Museum, law courts, gallery and cultural visits, performances, concerts and exhibitions, private residence, conferences and workshops, social activities.	Controlled	Low	Per course	Per course	No/Yes *	Yes
Low and medium risk business premises, including professional practices (schools, office environments, hospitals) and some manufacturing/industrial businesses.	Controlled	Low/ Medium	Per Course	Per Course	No/Yes *	Yes
High risk businesses, including manufacturing and industrial sites with high risk factors, logging, quarries and mines, roading or similar development sites.	Controlled	High	Per Course	Per Course	Yes	Yes
Outdoor activities on UC Ilam or Dovedale campus that are considered low risk, e.g. physical education or similar exercises conducted for teaching, learning or research.	Controlled	Low	Per course	Per course	No	Yes
Outdoor activities on UC Ilam or Dovedale campus that are considered higher risk, e.g. bridge building, go-karting or similar exercises required for teaching, learning or research.	Controlled	High	Per course	Per course	Yes	Yes
Outdoor activities off UC Ilam or Dovedale campus, e.g. field stations, camps, boats, river, marine, mountain and bush activities, roadway and roadside, climbing, abseiling, diving.	Uncontrolled	High	Per course	Per course	Yes	Yes
Where participants perform the activity unaccompanied or in isolated environment, e.g. door-to-door survey, research, journalism assignment, filming assignment.	Uncontrolled	High	Per course	Per course	Yes	Yes

\* Yes, a Field Activity Plan is required if field activities involve travelling outside city/town boundary or international travel.

**Controlled environment:** The organisation that controls the site has Health and Safety policy, processes and procedures in place.

**Uncontrolled environment:** An area not controlled by any entity.