Using the Fieldtrip, Event and Travel Module in Riskware

What is the Fieldtrip, Event and Travel (FET) Module?

This module supplements the WHS Risk module in Riskware as a way of capturing information related to activities where effective communication and emergency preparedness is required to reduce the risk of a Fieldtrip, Event or Travel activity. The module provides for:
- Linkage to health and safety hazard risk assessments
- Communication plans,
- Detailed participant information including roles and responsibilities and emergency contact details
- Travel locations tracked on an interactive map
- Emergency Management Plan
- Email notifications

What is a Fieldtrip?

A fieldtrip is any research or teaching activity where one or more staff, students, volunteers or external parties are undertaking field work off campus, away from their normal work location in an uncontrolled environment and may include activities such as:
- Taking samples for research in a swamp
- Diving
- Conducting interviews in a remote location

This may exclude Workplace Integrated Learning except where travel may be required.

What is an Event?

An event is any organised activity *on campus* that may involve attendees from multiple schools/centres (staff and students), members of the public or external parties. This may include:
- Open Day
- Guild Events
- Conferences, Seminars and Exhibitions

It is not intended to capture events such as regular training sessions, morning teas, general meetings or presentations, although a Hazard Risk Assessment may still be required for such events operating on a larger scale. Completion of the FET module beyond this is optional and may be of benefit to assist with risk reduction measures.

On campus events may also be required to complete a Functions on Campus form.

Off campus events may include those above as well as those where ECU is participating in events organised by other external parties or hosting an event at an external location.

When should I use this module for Travel?

In addition to any travel that is already captured as part of a Fieldtrip or Event, this module should be used for any international or remote travel; or most travel that involves group travel whether relating to staff, students, volunteers or external parties. This should be in addition to the Travel Approval System (TAS) process.

Group travel scenarios where this module is intended to be used are where several or more people travel as a group, participating in the same activity and are being managed as a single group requiring emergency and communication plans. This may exclude circumstances where multiple Staff travel to the same location to participate in a conference, meeting or event especially at an established venue.

How do I know when to use this module?

A flowchart has been created to assist with understanding when a FET request is required.

Do I need to complete all the fields in the module?

No, dependent on the type of activity you are conducting some activities require mandatory fields to be completed, whilst others rely on existing ECU processes and therefore the detail is not required here. For example, a research activity being conducted in remote Western Australia should have a detailed communication plan, identified first aiders and emergency management plan, whereas this might not be required for some on-campus events.

Page **2** of **2**

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