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OTHMAN YEOP ABDULLAH GRADUATE SCHOOL OF BUSINESS (OYAGSB) UNIVERSITI UTARA MALAYSIA STANDARD OPERATING PROCEDURE FOR PLANNING OFF CAMPUS ACTIVITIES

1. Scope

These procedures apply to all OYAGSB (the School) students and staff. These procedures apply to all off campus activities conducted by the students or the staff, including those in urban, rural and remote areas within Malaysia and overseas. All students and staff must be aware of these procedures. These procedures must be referred to in the first instance and adhered to when planning all off campus activities.

2. Purpose

These procedures are designed as a best practice guide that includes requirements that apply to all off campus activities. Off campus activities are an important part of the learning experiences of all students which can be offered in a diverse range of ways and in a wide variety of locations. Safe and purposeful activities are a shared responsibility between the students and staff. Students and staff who elect to manage the risks associated with off campus activities in a different manner to that described here must use practices that provide at least equivalent, or a better, level of health and safety.

3. Program planning

Off campus activities include all authorised activities undertaken off campus as part of teaching and/or research involving staff, students and authorised parties. Examples include field trips, industrial visits, placements etc. Successful and purposeful off campus activities require careful development and organisation. While the contexts differ, all off campus activities should be:

- i. an integral part of the overall education program for students
- ii. adjusted in scope and demand to the capabilities of the students involved
- iii. based around a supportive environment that provides for the differing needs and aspirations of students
- iv. adequately resourced to ensure safety and enhance positive outcomes
- v. part of an inclusive program to enhance the learning outcomes of all students.

4. Responsibility

Responsibility for the development and implementation of successful off campus activities is shared between the students and staff, across the School. It is essential that the requirements set out in the procedures for particular activities are met and where necessary reference made to other relevant resources identified for particular activities.

A head count must be completed and recorded before, at relevant times during, and, at the completion of the activity to ensure that no student or staff is missing. An attendance list must be used. This is a mandatory requirement of every off campus activity. This list must be returned to the School office with all other documents i.e. report. A report on the off campus activity that has taken place must be provided to the School.

However, the School and staffs shall have no liability for any act done by the students or any respective parties involved in the activities.

5. Approval processes and consent

The process of approval for off campus activities is designed to ensure their value and safety. A number of actions are essential:

- i. all off campus activities must have the approval of the Dean/Deputy Dean
- ii. students and staff involved should be given as much notice and information of each activity as possible
- iii. approval should also be obtained from relevant regulatory bodies and third parties such as the related agencies or authorities
- iv. activities should be safe and must have risk management processes in place.

The student or staff in charge of the activity must determine an appropriate staff/student ratio when planning the activity. Before departing on the off campus activity, the students or staff in charge of the activity must provide the Dean/Deputy Dean with the following information in the form of paperwork:

- i. The objectives of the off campus activity
- ii. Nature of the activities and location
- iii. Dates, times and duration of activities
- iv. Travel and accommodation arrangements
- v. Costs
- vi. Equipment requirements
- vii. Relevant staffing details
- viii. Contact numbers
- ix. Written itinerary
- x. Organisational arrangements (if applicable), including information about travel, safety requirements, names of contact persons
- xi. Attendance record / participant names
- xii. Risk management assessment

The Dean/Deputy Dean must approve the activity prior to commencement. The information must be submitted well in advance of the trip to allow the Dean/Deputy Dean adequate time for assessment and approval prior to commencement of the activity.

6. Risk management

Appropriate risk management plans and processes must be documented and in place for all off campus activities. The nature of the management processes required is determined by the nature of the particular activities in which students are engaged.

Risk management planning is a collaborative process. This requires communication with those involved in the off campus activities as well as people in relevant external agencies involved. In general terms the risk management processes should encompass:

- i. establishing the context including potential hazards
- ii. identifying the risks to students and staff involved
- iii. analysing the risks including actions to minimise them
- iv. evaluating the risks to determine the viability of the activity for the participants; to prevent any foreseeable difficulties or avoidable dangers
- v. treating the risks to prevent any foreseeable difficulties or avoidable dangers
- vi. communicating to participants and obtaining written consent
- vii. monitoring during the activity and reviewing after.

A risk management assessment must be completed for all off campus activities and signed off by the Dean/Deputy Dean.

7. Venue

Careful assessment is required to determine the suitability of venues for particular activities. In most cases this involves a prior visit or at least prior knowledge of the venue. Issues that need to be considered include:

- i. the onset of inclement weather
- ii. environmental sensitivities such as access, delicate flora and fauna
- iii. potential danger or risk factors
- iv. relevant regulations
- v. access in case of an emergency.

Where necessary, permission to use particular venues should be sought from relevant authorities.

8. Transport

The type of transport used for the activity must be accessible for the students and staff attending the activity.

9. Students and staff with disabilities

OYAGSB is committed to being fair, equitable and sensitive to the diverse needs of its students and staff in all its policies and practices and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders. With respect to off campus activities, it is the School's responsibility to avoid discrimination against people who have a disability by making reasonable adjustments to the working environment and arrangements.

When students are undertaking an off campus activity as part of their course requirement, reasonable arrangements must be made to ensure that students who have a disability can participate. Some students may not, however, be able to undertake some activities. Alternative arrangements must be made to ensure that these students can meet the inherent requirements of the course.

10. Access

The students or staffs in charge of an off campus activity must ensure that any permits required and/or permission for access to the area of activity is obtained before leaving for the activity.

11. Medical preparedness

Staff and students who participate in off campus activities must be reasonably fit and have no existing condition that could be expected to give rise to a life threatening situation in the course of off campus activities.

Information regarding the types of activities, the nature of the exercise and the conditions likely to be encountered during the off campus activity must be provided to the participants.

12. Incident/Accident reporting

In the event of accident or injury it is important that the students or staff in charge to inform the School about the incident. This should be done for all instances irrespective of how minor or severe they might be. Proper emergency handling must be followed.

PROF. DR. SHAHIZAN HASSAN
DEAN OF OYAGSB
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