# ASB - MCom Fieldwork Plan Notification

This document is solely for the purpose of ad-hoc visits to supplement the knowledge of a student during the completion of an MCom related course. It is not designed for regular fieldwork activities where specialised hazards, that are out of the ordinary for an FCE student’s university day, may be experienced.

Please contact the MCom Office (x54275) or UNSW OHS Office, if you have any queries about the process;

## DETAILS Of Fieldwork

<table>
<thead>
<tr>
<th>Course the field work is related to:</th>
<th>COMM5004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed destination for the fieldwork;</td>
<td></td>
</tr>
<tr>
<td>(be specific please, attach map or additional details if necessary)</td>
<td></td>
</tr>
<tr>
<td>Reason for Fieldwork:</td>
<td>To see practical application/ explanation of Project</td>
</tr>
<tr>
<td>Estimated time of departure:</td>
<td></td>
</tr>
<tr>
<td>Place of departure:</td>
<td>UNSW Gate 14</td>
</tr>
<tr>
<td>Estimated time of return:</td>
<td></td>
</tr>
<tr>
<td>Returning to:</td>
<td>UNSW</td>
</tr>
</tbody>
</table>

- **Please attach list of Participants** (please tick) ✔ YES, I have attached a list of Participants
- **I am aware of the closest medical facility** (please tick) ✔ YES, I have noted this location.
- **Participants informed that they need to notify supervisor of Medical and/or dietary needs?** (please tick) ✔ YES, I have informed participants of this requirement.
- **Participants informed of any potential hazards or safety precautions?** (please tick) ✔ There are no major hazards of which I am aware, BUT I have given out general information on safety. ✔ YES, I have informed participants of any hazards and general safety issues, and am attaching a relevant list.
- **Participants informed to read (and where to find) the fieldwork information document?** (please tick) ✔ YES, I have informed participants of this requirement.
- **Mode of transport to & from destination:** Private ✔ UNSW vehicle ✔ Hired (by UNSW) vehicle
- **I have contact details for all modes of transport** (please tick) ✔ YES, I have attached contact details
- **Mode of communication with students (if required):** Mobile phone, face to face
- **Mode of communication for emergencies:** Mobile phone
- **I have conducted a Risk Assessment for this trip?** (please tick) ✔ (see page 2 for Risk Assessment)
RISK ASSESSMENT

This Risk assessment is a summary for the purpose of MCom fieldtrips only. Please refer to the UNSW OHS Unit for a Risk Assessment Form if there is any possibility of more risk than the student attending normal daily activities. If there is deemed to be more than minimal risk then the UNSW OHS Unit Risk Assessment Form should be completed in full and attached.

RISK ASSESSMENT

Fieldwork Title

Outline of Fieldwork activity
Bus trip, talk in meeting facility, return bus trip

Identification of potential safety hazards (e.g., weather conditions, allergy issues, personal safety, communication, manual handling, animals, contaminants etc). Please be Specific: I have attached a list √ Not Applicable

Overall Risk Assessment Rating:

Minimal Risk
Medium Risk
High Risk (please attach UNSW Risk assessment form if more than minimal risk is assessed)

Explanation for Risk Assessment rating
Minimal action outside a normal person’s day to day activities

Explanation of any controls required
No significant additional controls outside the guidelines

Name of responsible field Leader /Supervisor

Signature: I certify that the above information is correct:

Date

Name of Head of School (if different to above)

Signature: I certify that the above information is correct and fieldtrip is approved:

Date

Please copy all documentation for your records:
√ Retain copy to take on trip,
√ Lodge original with the MCom Office (ASB 617D) prior to fieldtrip.

Thank you

MCom Office
ASB 617D
UNSW