

Off-site Work Co-ordinator



NB These responsibilities are not part of the Departmental Safety Officers (DSO) role however the DSO may be appointed Off-site Work Co-ordinator in addition to their role as DSO.

The UCL definition of off-site working is any teaching, research or work activity carried out by UCL staff, students or visiting research workers on behalf of UCL in places or premises which are not rented or owned by UCL and over which UCL does not exert direct management control.

Examples: Meetings & Conferences, Hosted Research, Work Placements, Home Visits and Fieldwork.

More than one Off-site Work Co-ordinator may be appointed and their role further defined in departmental written arrangements e.g. Off-site Work Co-ordinator – Fieldwork.

The Off-site Work Co-ordinator will:

- act as a point of contact for off-site work activities
- receive a copy of the itinerary for the off-site work
- receive names and details of individuals working off-site
- receive contact details of persons to be contacted in an emergency
- act as point of contact in the event of an emergency