**RISK ASSESSMENT**

**Must be attached to a completed TRAVEL EVALUATION FORM. Assessments to be completed as applicable and by the individual travelling.**

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| * Consider the risks to which you may be subject to during your work overseas and give details of any measures you will be taking to minimise these.
* For each possible area of risk, examples are provided as guidance. You must consider all potential causes of harm and detail the relevant controls that will be implemented.
* It is important that you provide sufficient detail in relation to each risk to allow review and approval of your risk assessment. If necessary, please continue on a separate sheet.
* Please note this is a live document and will require updating in the light of any changes which impact on health and safety or welfare
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| **Foreign and Commonwealth Office Advice**  |
| Current advice posted by the FCO website [*http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/*](http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/)*)* | How does the FCO advice relate to your planned activities? What is the justification for travelling? Do you have any local knowledge of the current situation(s)? On what basis do you consider that the FCO advice can be tempered? What controls/actions are you putting in place to minimise the risks highlighted by the FCO? |
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| **Crisis management**, e.g. what actions will you take following an extreme weather event, a serious incident or significant change in the situation? How will you access first aid/medical treatment, what is your emergency plan in the event of needing to leave the country? How will you contact your supervisor in an emergency? |
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| Risk/points to consider |  **Control Measure/Comment** |
| ***Documentation***have you: * Checked that you have a valid passport and appropriate VISA (where required)
* Checked that you have all the documents you need to work in the area (valid passport/visa/local registration or permissions/ yellow fever certificate)?
* Got spare copies of your documentation and left copies of your passport and visas and an itinerary with SAME and your emergency contacts?
* Checked that your insurance covers everything you may need and do you have a copy of the policy and the contact phone number.
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| ***Transport**** Have you given due consideration to the following:
* How will you travel to your destination?
* If you are flying how will you travel to and from the airport? Please avoid night time flight arrivals where possible, and check the safety record of the airline you will fly with.
* how will you travel within the country - will you drive or be driven
* will you be travelling alone at night, or in remote areas? If so, are the vehicles suitable and providers reputable? What spares/supplies might you need? What are your arrangements in the event of breakdown or emergency en-route?
* are there any local travel problems you may encounter? If “yes”, please specify.
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| ***Security: Have you given due consideration to the following**** is your accommodation secure and in a safe area? Please specify
* do you need any specific training before you leave?
* How will you familiarise yourself with local laws, traditions, culture, political situations, local tensions/sensitive issues, areas to avoid, business hours?
* do you need to carry cash with you and will you have access to funds while abroad?
* What personal safety measures will you take? E.g. using licensed taxis, not wearing expensive looking clothes or jewellery, using a cheap mobile phone.
* do you need to register with a local authority on arrival?
* Have you considered data security?
* Are there any other security concerns you are aware of or have been highlighted in the FCO advice? If yes please specify. For example, if there is a high threat of terrorism please outline mitigating measures (for example avoiding tourist areas/public transport/large gatherings)
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| ***Fieldwork/Activities**** Please provide an outline of your fieldwork
* Do you have much experience of, or training in this type of travel and work? if “yes”, please specify
* How will the interviews be arranged and where will they take place?
* Is the topic area of your research potentially psychologically challenging, if yes how will you deal with this?
* Could your questions or requests for information cause offence or put you or your subject in danger? If “yes”, please specify.
* Are you interviewing a controversial figure who may attract attention? If “yes”, please specify.
* Are you conducting politically sensitive research or researching in a politically sensitive context? If “Yes” please specify.
* Will you be working alone? If so, please detail what precautions you will take.
* Will someone be informed of your whereabouts and estimated time of return?
* If you fail to return within a reasonable time, what action will be taken by your local contacts?
* Have you obtained ethical approval for your research where appropriate?
* Please consider risks to research assistants if you are using them
* If you are conducting interviews please read <https://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/files-1/safe-interviewing-reminders-jan-16.docx>

**Please be aware of your online footprint you may be ‘googled’**  |  |
| ***Health and medical issues**** Are they any health alerts for the area? If so, please obtain individual medical advice in good time, either from the University Travel Clinic or your local travel clinic.
* If you need any medication have you checked this will be available?
* If you have any health issues have you checked you are fit to travel?
* Do you need any vaccinations and if so have you had these in good time? Please confirm what vaccinations you have had, whether malaria prohylaxis is recommended (and will be taken), and any other precautions you will take (e.g. mosquito bit avoidance measures for malaria and dengue fever)
* Do you need to carry a first aid/sterile pack?
* Do you have any disabilities for which you need additional support?
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| ***Communication**** Please provide the details of an overseas contact
* Will you be able to communicate via mobile phone?
* Will you have signal in the area(s) you are visiting?
* Will you be able to recharge your battery
* Will you report regularly to local colleagues (e.g. daily), or supervisor/family? How and when will you do this?
* What happens if they do not hear from you, or if you misplace/have your phone stolen?
* How often will you “*check-in”* with your supervisor while you are away? ***(minimum should be once a month***)
* Have you made alternative arrangements to ‘check-in’ during any periods your supervisor is unavailable

**Please be aware that the university will take reasonable steps to establish your safety and welfare if contact is lost. This may include contacting your next of kin.** |  |
| ***Contingency Plan*** * Can you access first aid or medical treatment? Do you know where the nearest health centre and hospital will be and what the number is to call emergency services?
* Do you have escape/evacuation routes planned in case of local disturbances, severe illness or injury, local violence or an environmental disaster?
* Do you have a network of local contacts who can help you in an emergency? Please specify.
* Do you know how to contact your nearest embassy?
* How will you contact family/your supervisor in an emergency?
* How will you get help if you are a victim of robbery?
* Do you have sufficient funds?
* Are there any other emergencies you can anticipate occurring? If yes please specify.

**In the event of a major incident such as a terrorist attack or natural disaster please follow local advice and contact your supervisor/department as soon as practical to let them know you are ok**  |  |
| ***Any other risks associated with**** Where are you going
* What will you be doing
* How will you get there?

If yes please specify. Consider FCO advice and the advice issued by your own country if you are not a UK citizen. |  |
| ***Students, what fieldwork training have you done?*** i.e. Overseas Fieldwork Safety, Emergency First Aid for Fieldworkers |  |

**Declaration**

I have completed the risk assessment relevant to my travel/fieldwork. The information given on this form is correct to the best of my knowledge and I will ensure that it is updated as necessary. I will ensure that I am adequately insured for travel to the country/site of my fieldwork, and for any activities that I may undertake

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| Signature of traveller: Date:  | Signature of supervisor: I can confirm that I have discussed in detail with the student the health and safety risk associated with this trip. The risk assessment reflects this discussion and I am content with the arrangements in place. We have agreed a plan for regular contact while the student is away.Date:The Discussions are best conducted face to face where possible  |
| Signature of Head of Department  |

**Please ensure that you complete this form as early as possible before you travel and be aware that this may be referred to the Divisional Safety Officer and University Safety Office for review. University insurance will NOT be valid unless an appropriate risk assessment has been approved for country/ies with risks involved.**

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| **To be completed ONLY where the FCO advises against travel and/or the activity is deemed high risk.**  |
| Signature of traveller: Date:  | Signature of supervisor: To include comments on the academic justification; will the research add to the body of knowledge in the research area?Date: |
| Signature and comments, Safety Office: Date:  | Signature of Head of School:Date: |