**SAME UK FIELDWORK RISK ASSESSMENT**

**To be completed in all cases before UK travel and/or fieldwork – even if University Insurance is not being used**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date of birth: |  |
| Supervisor/Manager: |  | Staff or student: |  |
| Purpose of travel: |  | | |
| If fieldwork:  Title of research |  | | |
| Outline of research activities: |  | | |

|  |  |  |
| --- | --- | --- |
| **Summary Itinerary** | | |
| Dates: | Town/City/Area: | Accommodation address: |
|  |  |  |

|  |  |
| --- | --- |
| **Contact Information** | |
| Will you be contactable via your university email?: |  |
| Alternative: |  |
| What is your usual mobile number?: |  |
| Will you be contactable via your usual number? If not, please provide an alternative: |  |

|  |  |
| --- | --- |
| **Emergency Contact Details** | |
| Next of Kin: | |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Overall Statement of Risk** | | |
| **Fieldwork/Activities:**  1. What are the key risks associated with the activity you will be undertaking?  2. Do you have previous experience or training in this type of travel and work? Please specify.  You are strongly advised to complete the Safety Office online training for travellers and fieldworkers or other appropriate training.  3. Will you be lone working? If so, please detail what precautions you will take to mitigate this.  4. If the topic area of your research is potentially distressing or emotionally challenging have you considered how you might cope with the emotional impact of this on yourself and your participants? Please specify and refer to the vicarious (secondary) trauma factsheet and workshops.  5. Are there any aspects of what you are doing which may create additional risks to you? Please specify.  6. Are you conducting politically sensitive research or researching in a politically sensitive context? Please specify and outline how you will mitigate the risks.  7. Does your research involve human participants, for example interviewing, participant observation, archival research where the researcher can trace information back to an individual. Refer to research ethics and confirm where required you will have ethics approval prior to starting your research.  8. Please consider risks to research assistants if you are using them. They may need a safe working protocol. Please refer to <https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafetypdf>  9. Have you obtained ethical clearance for your fieldwork? Please add the approval reference, if this has already been obtained.  PLEASE ADD ANY ADDITIONAL RISKS RELEVANT TO INDIVIDUAL DEPARTMENTS/ACTIVITIES |  | |
| **Health and Medication:**   1. Are there 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. Please confirm:    1. what vaccinations you have had in relation to the health travel risks 2. Please outline the COVID situation where you will be and the precautions you will take. Please include:    1. precautions relating to your activity (for example interviewing) 3. If you have a medical condition, or other physical or mental health issues, please confirm that you have discussed these with a medical professional and they have confirmed you are fit to travel and undertake the proposed activities? Please discuss with your supervisor if you need any additional support. |  | |
| **Transport:**  How will you travel during your fieldwork? |  | |
| **Communication:**  1. Will you be able to communicate via mobile phone? Will you have a signal, credit and be able to charge your battery? Do you need a satellite phone?  2. How and when will you report regularly to your supervisor (e.g. weekly) and local colleagues (e.g. daily).  3. What happens if they do not hear from you?  4. What alternative arrangements have you made 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. |  | |
| **Emergencies and contingency plans:**   1. Do you have a network of local contacts who can help you in an emergency? Please specify. 2. How will you get help if you are a victim of a crime? 3. 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? 4. Where there is a significant risk, do you have escape/evacuation plans in case of local violence or an environmental disaster? Please specify. 5. Are there any other emergencies you can anticipate occurring? 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 contact as soon a practical to let them know you are OK.** |  | |
| 1. Carefully consider your travel plans, the nature of the activity with which you will be engaged and its location, and whether this will give rise to any risk with regard to your, or anyone else’s, personal safety and health. Consider the likelihood of any risks occurring and the severity of outcome if they were to occur. 2. **Please complete one of the following:**   I consider the health and safety risks associated with my fieldwork in the UK to be low. I will adopt sensible precautions.  I consider there to be some risks associated with my fieldwork and I therefore enclose a completed Risk Assessment form (*activity is judged medium or high risk, e.g. looking into drug culture)* | | |
| Signature of applicant: Date: | | |
| Signature of supervisor :  Date: | | Signature of HAF on behalf of the Head of Department:  Date: |

**Please return completed and signed forms to risk@anthro.ox.ac.uk**