

# ACADEMIC ACTIVITY RISK ASSESSMENT FORM

## Section 1: To be completed by all travellers

Name:	Email:	
Status (staff/ student):	Telephone:	
Nationality:	Supervisor:	
<b>Summary itinerary</b>		
<b>Dates</b>	<b>Town or City &amp; Country</b>	<b>Contact details (including address and mobile)</b>
<b>Description of activity</b> , including the topic area of your research and what this will involve (e.g. interviewing)		
<b>Emergency contact details</b>		
Name:	Relationship to you:	
Telephone:	Address:	
<b>Details of an in country contact who will know your whereabouts</b> (colleague/host organisation/friend). Your supervisor may be able to help you identify in country contacts and support		
Name & position:	Telephone:	

## Overall statement of risk

- Carefully consider your travel plans, the nature of the activity with which you will be engaged and its location. Consider any associated risks 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. **Discuss these risks with your supervisor.**
- Check the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/> to see if the country/ies to which you are travelling have any advice/warnings posted.

Tick 1 box

- Low Risk.** I consider the health and safety risks associated with my fieldwork or overseas travel to be low and no further assessment is required. For example, lecturing, attending conferences, visiting colleagues, high level meetings or desk based research in the UK, Northern America or the European Union. I will adopt sensible travel precautions. **Please sign, ask your supervisor to countersign then submit to XXXX.**
- Medium Risk.** I consider there to be some risks associated with my field work or overseas travel and/or the country/ies that I am visiting. I therefore enclose a completed Risk Assessment form (Section Two). I have checked the FCO advice and there are no warnings against travel. **Please sign, ask your supervisor to countersign then submit to XXXX.**
- High Risk.** I have checked the FCO advice and there are warnings against travel to the country/ies or areas I am visiting **or** this is a high risk activity (for example interviewing drug users or members of guerilla groups, working in extreme terrains/ remote locations or on a highly charged or controversial subject which might put you at significant risk). I therefore enclose a completed Risk Assessment form (Section Two) and where the FCO (or your own government) advises against travel, supporting information in regards to these warnings (Section Three). **Please sign, ask your supervisor to countersign then submit to XXXX.**

**Please remember to report any accidents, incidents and near misses that occur while you are away to XXXX (XXXX)**

**Signature of traveller:**

**Signature of supervisor:**

**Date:**

**Date:**

Before leaving you **must** ensure you have the following:

- ✓ insurance details
- ✓ emergency contact details
- ✓ noted the relevant FCO advice

University insurance will NOT be valid unless this form has been approved for country/ies with risks involved.

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. If you are completing Section 2 of this form please refer to the following webpages.

<http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork>

<http://www.socsci.ox.ac.uk/services/research-and-impact/fieldwork/fieldwork-more-information>

## Section 2: Risk Assessment to be completed for Medium and High Risk travel only

- Consider the risks to which you may be subject to during your work and give details of any measures you will be taking to minimise these
- For each possible area of risk, examples are provided as guidance, consider all significant potential causes of harm. It is important that you provide sufficient detail, in relation to the risk, as the risk assessment may be reviewed by other persons. If necessary, expand the boxes.  
Please note this is a live document and will require updating in light of any changes which impact for health safety or welfare
- Using the risk assessment matrix at the end of the document consider the level of risk (Low/Medium/High) for each issue after your control measures

ISSUE	RISKS AND CONTROL MEASURES – please state, yes, no, or n/a against each question <b>and</b> provide additional information as relevant	RISK LEVEL Low/Med/High
<b>Documentation</b>		
<p><b>Have you:</b></p> <ol style="list-style-type: none"> <li>1. Checked that you have a valid passport and appropriate VISA (where required)?</li> <li>2. Got spare copies of your documentation and left copies of your passport, VISAs and an itinerary with both your department and your emergency contacts?</li> <li>3. Checked any other documentation you may need (e.g. local registration or permissions/ yellow fever certificate)?</li> </ol>		
<b>Transport</b>		
<ol style="list-style-type: none"> <li>1. How will you travel to your destination?</li> <li>2. 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.</li> <li>3. How will you travel within the country?</li> <li>4. Will you be travelling alone at night? Can this be avoided? If not what precautions will you take?</li> <li>5. Will you be travelling in remote areas? If so               <ol style="list-style-type: none"> <li>a. are the vehicles suitable and providers reputable?</li> <li>b. what spares/supplies might you need and</li> <li>c. what are your arrangements in the event of breakdown or emergency en route?</li> </ol> </li> <li>6. Are there any local travel problems you may encounter? If “Yes” please specify.</li> </ol>		

<b>Personal Safety and Security</b>	
<ol style="list-style-type: none"> <li>1. Is your accommodation secure and in a safe area? Please specify.</li> <li>2. What personal safety measures will you take? For example using licensed taxis, not wearing expensive looking clothes or jewellery, using a cheap mobile handset.</li> <li>3. How will you familiarise yourself with the local laws, traditions, culture, political situation, local tensions/sensitive issues, areas to avoid, business hours, appropriate dress?</li> <li>4. Can you speak the language? If not, how will you overcome language barriers?</li> <li>5. 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)</li> <li>6. Have you considered data security?</li> </ol>	
<b>Fieldwork/Activity Risks</b>	
<ol style="list-style-type: none"> <li>1. Do you have previous experience of or training in this type of travel and work? If "Yes" please specify.</li> <li>2. Will you be lone working? If so please detail what precautions you will take.</li> <li>3. 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? If "Yes" please specify and refer to the vicarious (secondary) trauma <a href="#">factsheet</a> and <a href="#">workshops</a>.</li> <li>4. Are there any aspects of what you are doing which may create additional risks to you? If "Yes" please specify.</li> <li>5. Are you conducting politically sensitive research or researching in a politically sensitive context? If "Yes" please specify.</li> <li>6. Have you obtained ethical approval for your research where appropriate?</li> <li>7. Please consider risks to research assistants if you are using them.</li> </ol> <p><b>If you are conducting interviews</b> (please read <a href="#">safe interviewing reminders</a>)</p> <ol style="list-style-type: none"> <li>8. Who will you be interviewing?</li> <li>9. How will the interviews be arranged and where will they take place?</li> </ol>	

<p>10. Could your questions or requests for information cause offence or put you or your subject in danger? If “Yes” please specify .</p> <p>11. Are you interviewing a controversial figure who may attract attention? If “Yes” please specify.</p> <p>12. Who will be informed of your whereabouts and estimated time of return?</p> <p>13. If you fail to return within a reasonable time what action will be taken by your local contacts?</p> <p><b>Please be aware of your online footprint and consider your online activity – you may be “googled”</b></p>		
<b>Health and Medication</b>		
<p>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:</p> <ul style="list-style-type: none"> <li>a. what vaccinations you have had;</li> <li>b. is malaria prophylaxis recommended (and will be taken); and</li> <li>c. any other health precautions you will take (e.g. mosquito bite avoidance measures for malaria and dengue fever)</li> </ul> <p>2. If you have a medical condition, or other physical or mental health issues, have you checked you are fit to travel?</p> <p>3. If you need any medication have you checked this will be available?</p> <p>4. Do you have any disabilities or other issues for which you need additional support?</p> <p>5. Will you have access to safe food and water supplies?</p>		
<b>Communication</b>		
<p>1. Will you be able to communicate via mobile phone? Will you have a signal, credit and be able to charge your battery?</p> <p>2. How and when will you report regularly to your supervisor (e.g. weekly) and local colleagues (e.g. daily).</p> <p>3. What happens if they do not hear from you?</p> <p>4. Have you made alternative arrangements to “check-in” during any periods your supervisor is unavailable?</p> <p><b>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.</b></p>		
<b>Environmental</b>		
<p>1. Are there any environmental factors you need to be aware of or prepare for? For example extremes of temperature or seasonal flooding. If “Yes” please specify .</p>		

<b>Contingency plans</b>		
<p>1. Do you have a network of local contacts who can help you in an emergency? Please specify.</p> <p>2. How will you get help if you are a victim of robbery?</p> <p>3. Have you checked what your insurance covers you for and do you have the emergency helpline number?</p> <p>4. Have you made a note of your local Embassy?</p> <p>5. 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?</p> <p>6. Where there is a significant risk, do you have escape/evacuation plans in case of local violence or an environmental disaster? Please specify</p> <p>7. Are there any other emergencies you can anticipate occurring? If "Yes" please specify.</p> <p><b>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 as practical to let them know you are OK</b></p>		
<b>Other risks</b>		
<p>1. <b>Are there any other risks associated with</b></p> <ul style="list-style-type: none"> <li>• where you are going;</li> <li>• what you will be doing; and</li> <li>• how you will get there?</li> </ul> <p><b>If "Yes" please specify. Consider FCO advice (and any advice issued by your own country if you are not a UK citizen)</b></p>		

<p><b><u>Signature of traveller:</u></b></p>   <p><b>Date:</b></p>	<p><b><u>Signature of Supervisor:</u></b> I can confirm that I have discussed* in detail with the student/ traveller the health and safety risks associated with this trip. This 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/traveller is away.</p>  <p><b>Date:</b> [*These discussions should be conducted face to face where possible]</p>
<p><b><u>Signature of Head of Department:</u></b></p>   	

Date:

**Section 3: Foreign and Commonwealth Office Advice to be completed ONLY where the FCO advise against travel**

Foreign and Commonwealth Office Advice – *continue on separate sheet if necessary*

Provide details of the advice posted by the FCO website

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?

**CRISIS MANAGEMENT** e.g. what actions will you take following a serious incident or significant change in the situation, what is your emergency plan in the event of needing to leave the country?

<b>Date of referral to Safety Office:</b>	
<b><u>Signature of traveller</u></b>	<b><u>Signature and comments of Supervisor.</u></b> To include comments on the academic justification; will the research add to the body of knowledge in the research area?
Date:	Date:
<b><u>Append comments from the Safety Office:</u></b>	<b><u>Signature of Head of School :</u></b>
Date:	Date:

**Documents to submit with this form:**

1. Copy of your **travel itinerary** and tickets
2. Copy of your **passport** and **VISA** if required
3. **CUREC 1A Checklist for the Social Sciences and Humanities**



## Risk Assessment Process

1. Identify the hazards that may be encountered during your trip. For each hazard, estimate

Likelihood                      High / Medium / Low / Negligible  
 Consequence                  Severe / Medium / Low / Negligible

Then use the matrix to identify the appropriate level of risk

		LIKELIHOOD OF HAZARD			
CONSEQUENCE OF HAZARD		<b>High</b>	<b>Medium</b>	<b>Low</b>	<b>Negligible</b>
	<b>Severe</b>	High	High	Medium	Effectively Zero
	<b>Medium</b>	High	Medium	Medium	Effectively Zero
	<b>Low</b>	Medium	Low	Low	Effectively Zero
	<b>Negligible</b>	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

2. Risks considered to be “low” or “effectively Zero” probably need no further documentation, although it is important that these risks are drawn to the attention of anyone working with you.
3. Where higher levels of risk have been identified you need to record the control measures that are (or will be) in place in order to reduce the risk to an acceptable level. These might include following FCO advice, taking vaccinations or having suitable emergency procedures in place.