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# ASIAN AND MIDDLE EASTERN - TRAVEL AND FIELDWORK RISK ASSESSMENT FORM

Please complete this form, and submit for approval, as early as possible before travelling (i.e.at least 6 weeks before travel). It may be necessary to refer the assessment to your Departmental, Divisional/Area Safety Officer or University Safety Officer, as well as the University’s insurers, for review, depending on the activities involved or the countries you are visiting. Please refer to [Overseas Travel and Fieldwork | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/travel-and-fieldwork) and your own department’s/division’s information and procedures on fieldwork or travel.

You are reminded of the need to report accidents, especially those that take place not on University premises whilst you are abroad. Accidents should be reported to the Faculty Office, to your supervisor, and to your College Tutor. Incidents should be reported to the University Safety Office using the University online Incident Reporting system (IRIS) [Incident reporting and investigation | Safety Office (ox.ac.uk)](https://safety.admin.ox.ac.uk/incident-reporting). You are strongly encouraged to contact your Supervisor or Year Abroad Coordinator regularly, to report that all is well or to report any causes for concern.

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| **Section 1: To be completed by ALL travellers / fieldworkers** |
| Name: | Email: |
| Status (staff/UG/DPhil/MPhil): | Telephone: |
| Nationality: | Supervisor:  |
| College: | Name of College Tutor or Senior College Tutor: |
| Degree Course/Year: |  |
| **Summary itinerary**  |
| **Dates** | **Town or City & Country** | **Contact details (including address and mobile)** |
|  | (Please state if you are starting your journey from outside the UK) |  |
| **Description of activity,** including the topic area of your research and what this will involve on a day to day basis (e.g. interviewing) |
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| **Emergency contact details** |
| Name: | Relationship to you: |
| Telephone(s): | Address: |
| **Details of an in-country contact who will know your whereabouts and who has agreed to do this** (colleague/host organisation/friend) |
| Name & position: | Telephone: |

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| **Overall statement of risk** |
| * Carefully consider the risks associated with your travel plans, the nature of the activity with which you will be engaged, and its location.
* Check the Foreign, Commonwealth and Development Office (FCDO) website [Foreign travel advice - GOV.UK (www.gov.uk)](https://www.gov.uk/foreign-travel-advice) to see if the country/ies to which you are travelling have any advice/warnings posted. Please also check [Referral Countries, Activities and Country Information | Finance Division (ox.ac.uk)](https://finance.admin.ox.ac.uk/referral-countries-and-activities).

*Tick 1 box (please see APPENDIX 1 & 2 for further explanation).* ***Students must*** *d****iscuss these risks with their supervisor.*****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, short visits which involve lecturing, attending conferences, visiting colleagues, high level meetings or desk-based research in the UK, Northern America or the European Union. You should take in to account additional factors that may increase the risk of travel to the country. I will adopt sensible general travel precautions as outlined by both the [FCDO](https://www.gov.uk/foreign-travel-advice) and [TravelHealthPro](https://travelhealthpro.org.uk/news/499/novel-coronavirus-covid-19-general-advice-for-travellers) and [Home - Fit for Travel](https://www.fitfortravel.nhs.uk/home) advice. **Medium Risk**. I consider there to be additional risks associated with my fieldwork or overseas travel and/or the countries that I am visiting. For example collecting data in an established field centre or interviewing (other than high risk interviewing – see below). I have checked the FCDO advice, and they do not advise against travel\* to where I am going. I enclose a completed risk assessment form (Section Two). **High Risk**. I have checked the FCDO advice and there are warnings against travel**\*** to the country/ies and/or areas I am visiting ***or*** this is a high risk activity (for example interviewing members of armed groups, working with dangerous animals/highly infectious or dangerous materials; working in extreme terrains/remote locations or on a highly charged or controversial subject which might put you at significant risk). I enclose a completed risk assessment form (Section Two) and where the FCDO (or your own government) advises against travel, supporting information in regards to these warnings (Section Three). **\*This means advice against ‘*all travel’* or ‘*all but essential travel’.* Where the FCDO advises against travel to the location(s) you intend to travel to this risk assessment must have been reviewed by the Safety Office and approved by your Head of Department/Faculty/School. Any relevant associated correspondence should be uploaded onto the Travel Insurance and Registration System (TIRS), in particular correspondence with the Safety Office****Please sign, ask your supervisor (students) or the Faculty Board Chair (staff) to countersign and then upload with your online travel insurance application on TIRS and submit the application for approval.** |
| **Signature of traveller:****Date:**  | **Signature of supervisor:****Date:** |

**Before leaving ensure you have the following: insurance details; emergency contact details; noted the relevant FCDO advice**.

University insurance is contingent on having an approved written risk assessment for your travel.

Departments should check [Income | Finance Division (ox.ac.uk)](https://finance.admin.ox.ac.uk/income) anti-money laundering and sanctions guidance and the University policy on [Overseas Working](https://finance.admin.ox.ac.uk/overseas-working).

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| Section 2: Risk Assessment to be completed for Medium and High Risk travel only |
| * Consider the hazards and risks associated with your work and give details of any measures you will be taking to minimise these.
* Example questions 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 significant change in activitiy or country specific advice.
* The risk assessment matrix in APPENDIX 1 should be used to assess the level of risk (Low/Medium/High) for each issue, taking into account any control measures.
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| **ISSUES TO CONSIDER / ASSESS** | **RISKS AND CONTROL MEASURES** – please state, yes, no, or n/a against each question **and** provide additional information to outline the risk and your mitigating measures  | **RISK LEVEL****Low/Med/High** |
| **Documentation** |  |
| **Please confirm you have:**1. A valid passport and appropriate VISA (where required)?
2. Spare copies of your passport, VISAs and an itinerary with both your department and your emergency contacts?
3. Checked for any other documentation you may need (*e.g.* local registration or permissions/yellow fever certificate)?
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| **Transport** |  |
| 1. How will you travel to your destination?
2. If you are flying how will you travel to and from the airport in your destination country? Avoid night time flight arrivals where possible, and check the safety record of the airline you will fly with.
3. How will you travel within the country?
4. Will you be travelling alone at night? Can this be avoided? If not, what precautions will you take?
5. Will you be travelling in remote areas? If so:
	1. are the vehicles suitable and providers reputable?
	2. what spares/supplies will you carry and
	3. what are your arrangements in the event of breakdown or emergency en-route?
6. Are there any local travel problems you may encounter? If “Yes” please specify.
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| **Personal Safety and Security** |  |
| 1. Is your accommodation secure and in a safe area? Will you have access to a lockable bedroom and bathroom? Please specify.
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.
3. Please outline how you plan to pay for expenses while away.If you are taking cash with you plese state the amount. Carrying large quantities of cash is strongly discouraged. If it is absolutely essential (for example because there are no ATMs and there are expenses for which cards cannot be used) you will need to explain why it is necessary and what precautions you will take to minimise the risks. You should also check the conditions of your insurance cover for details of limits and conditions on cover for cash.
4. How will you familiarise yourself with the local laws, traditions, culture, political situation, local tensions/sensitive issues, areas to avoid, business hours, appropriate dress? (*Please note that laws, cultures and traditions in other countries can vary widly from what you are used to*).

**Please be aware of any issues and additional risks relating to local laws and culture that may be associated with your gender and/or identity, or other protected charateristics**. [FCDO advice for women](https://www.gov.uk/guidance/advice-for-women-travelling-abroad)[FCDO LGBT advice](https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice)[Equaldex:](http://www.equaldex.com/) [Stonewall - global workplace briefings](https://www.stonewall.org.uk/global-workplace-briefings)[Asher Fergusson](https://www.asherfergusson.com/lgbtq-travel-safety/) 1. Have you considered your response should you encounter acts of harassment? If working with an external organisation do they have a harassment policy?

[Sources of advice | Equality and Diversity Unit (ox.ac.uk)](https://edu.admin.ox.ac.uk/internal-and-external-sources-of-advice)Victim of rape and sexual assault abroad - GOV.UK ([www.gov.uk](http://www.gov.uk))[Sexual Harassment and Violence Support Service | University of Oxford](https://www.ox.ac.uk/students/welfare/supportservice)1. Can you speak the language? If not, how will you overcome language barriers?
2. Are there any other security concerns you are aware of or have been highlighted in the FCDO advice? Please specify. For example,
	1. If there is a high threat of terrorism please outline mitigating measures (for example avoiding tourist areas/ public transport/large gatherings).
	2. If there is a risk you might be exposed to bribery please consider how you might handle the situation and refer to the University Policy at [Bribery and fraud | Compliance (ox.ac.uk)](https://compliance.admin.ox.ac.uk/bribery-and-fraud).

You should consult  [Foreign travel advice - GOV.UK](https://www.gov.uk/foreign-travel-advice) and sign up for their country alerts (or your own government equivalent).For further country information and daily email updates, visit [Crisis24 Horizon](https://crisis24horizon.com/aonprotect/login). Please register using your University email address and member ID: **7797** |  |  |
| **Data/ IT Security**  |  |  |
| 1. How will you keep your data safe. Please refer to the Information Security website.

[Infosec advice](https://www.infosec.ox.ac.uk/want)[Stay safe on the move](https://www.infosec.ox.ac.uk/stay-safe-move); and [Trusted Research - Countries and Conferences | NPSA](https://www.npsa.gov.uk/trusted-research-countries-and-conferences) [online awareness training module](https://infosec.ox.ac.uk/module)1. Are there any particular data security risks or requirements relating to the country or context you will be working in? Please specify.

**Be aware of your online footprint and consider your online activity *e.g.* impact of being “googled”.** |   |  |
| **Fieldwork/Activity Risks** |  |
| 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](https://cosy.ox.ac.uk/accessplan/clientinput/shoppingbasket3/basket/wizard/EditBasket) or other appropriate training. 1. Will you be lone working? If so, please detail what precautions you will take to mitigate this.
2. 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](https://socsci.web.ox.ac.uk/files/secondarytraumaforresearchersandsupervisorsjan17pdf) and contact the Safety Office to find out about available workshops.
3. Are there any aspects of what you are doing which may create additional risks to you? Please specify.
4. Are you conducting politically sensitive research or researching in a politically sensitive context? Please specify and outline how you will mitigate the risks.
5. 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](https://researchsupport.admin.ox.ac.uk/governance/ethics) and the [Ethical Fieldwork Code of Conduct](https://researchsupport.admin.ox.ac.uk/files/ethicalfieldworkcodeofconductpdf-1) and confirm where required you will have ethics approval proir to starting your research.1. Please consider risks to research assistants if you are using them. They may need a safe working protocol. Please refer to [the CUREC Research Safety document.](https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafetypdf)

***PLEASE ADD ANY ADDITIONAL RISKS RELEVANT TO INDIVIDUAL DEPARTMENTS/ACTIVITIES*** ***APPENDIX 2 PROVIDES EXAMPLES FOR INTERVIEWING, ARCHAEOLOGICAL FIELDWORK AND LABORATORY WORK*** |  |  |
| **Health and Medication**  |  |
| 1. Are there health alerts for the area? If so please obtain individual medical advice in good time, ideally 6 weeks before travel to allow time for courses of vaccines etc, 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. is malaria prohylaxis recommended (and will be taken); and
	3. any other health precautions you will take (*e.g.* mosquito bite avoidance measures for malaria and dengue fever)
2. 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. Please also see [Home page | Equality and Diversity Unit (ox.ac.uk)](https://edu.admin.ox.ac.uk/).
3. If you need any medication can you take enough to cover the full duration of the trip? Have you checked that in an emergency it will also be available in country and the method for acquiring it? Refer to <https://www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad/>
4. Will you have access to safe food and water supplies? If you have any allergies or intolerances do you know how to check the ingredients of any food you buy or are offered? Have you checked that personal diet preferences will be possible to achieve in your location?
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| **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.** |  |  |
| **Environmental** |  |
| 1. Are there any environmental factors you need to be aware of or prepare for? For example extremes of temperature or seasonal flooding. Please specify.
2. Have you checked for any local flora, fauna and wildlife you need to be aware of? Are any additional precautions required?
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| **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. What travel insurance do you have? Refer to [Travel Insurance | Finance Division (ox.ac.uk)](https://finance.admin.ox.ac.uk/travel-insurance).
4. Have you checked what your insurance covers you for and do you have the emergency helpline number?
5. Have you made a note of your local Embassy?
6. 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? (Note: Pease also call your insurance emergency helpline as they may be able to identify suitable care and arrange direct payment).
7. Where there is a significant risk, do you have escape/evacuation plans in case of local violence or an environmental disaster? Please specify.
8. Are there any other emergencies you can anticipate occurring? Please specify.

**In the event of a major incident such as a terrorist attack, political uprising, or natural disaster please follow local advice and contact your supervisor/department contact as soon a practical to let them know you are OK.**[RUN HIDE TELL | ProtectUK](https://www.protectuk.police.uk/advice-and-guidance/response/run-hide-tell) |  |  |
| **Other risks** |  |  |
| 1. **Are there any other risks associated with**
* where you are going;
* what you will be doing; and
* how you will get there?

**Please specify. Consider FCDO advice (and any advice issued by your own country if you are not a UK citizen)** |  |  |
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| **Signature of traveller:****Date:** | **Signature of Supervisor:** 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.**Date:**[\*Discussions should be conducted face to face where possible, particularly for inexperienced travellers] |

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| Section 3: Foreign, Commonwealth and Development Office Advice to be completed ONLY where the FCDO advise against *all travel* or *all but essential travel* |
| **Provide details of the advice posted by the FCDO website and how this relates to your planned activities** |
|  |
| Please refer to the International Travel Approval Framework for HIGH RISK TRAVEL [also found at Overseas Travel and Fieldwork | Safety Office (ox.ac.uk)] and outline:1) The justification for travelling and why it is essential? Please consider alternatives (such as remote interviewing or alternative locations) and outline why these are not viable.2) On what basis do you consider that the FCDO advice can be tempered? For example, local knowledge and support, and more nuanced on the groundinformation. Please outline how you are minimising the risks. |
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| **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? Consider what specific event or threshold would trigger your emergency plan.** |
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| **Date of referral to Safety Office:** |

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| **Signature of traveller** **Date:**  | **Signature and comments of Supervisor.** To include comments on the academic justification; will the research add to the body of knowledge in the research area?**Date:** |
| **Append comments from the Safety Office: Please upload any email threads onto TIRS****Date:** | **Signature of Head of Department/Faculty Chair: Please refer to the High Risk Travel Approval Framework****Date:** |

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# APPENDIX 1: 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

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| --- | --- |
|  | Likelihood of Hazard |
| Consequence of Hazard |  | **High** | **Medium** | **Low** | **Negligible** |
| **Severe** | High | High | Medium | Effectively Zero |
| **Medium** | High | Medium | Medium | Effectively Zero |
| **Low** | Medium | Low | Low | Effectively Zero |
| **Negligible** | Effectively Zero | Effectively Zero | Effectively Zero | Effectively Zero |

1. 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.
2. 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 FCDO advice, taking vaccinations or having suitable emergency procedures in place.

# APPENDIX 2: Example activity risks (not exhaustive)

1. **INTERVIEWING**

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| **Interviewing/Activity Risks** |  |
| **If you are conducting interviews please read** [safe interviewing reminders](https://socsci.web.ox.ac.uk/files/safeinterviewingremindersjan19pdf) and [researcher safety](https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafetypdf).1. Who will you be interviewing?
2. How will the interviews be arranged and where will they take place?
3. Could your questions or requests for information cause offence or put you or your subject in danger? If “Yes” please specify.
4. Are you interviewing a controversial figure who may attract attention? If “Yes” please specify.
5. Who will be informed of your whereabouts and estimated time of return?
6. If you fail to return within a reasonable time what action will be taken by your local contacts?
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1. **ARCHAEOLGICAL FIELDWORK**

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| **Archaeological Fieldwork/Activity Risks** |  |
| **If a waiver is required, this must not be signed without further consultation with department and University Insurance Office.**1. Will you be carrying out **diving** work, if so please provide full details and make early contact with the department as this is a specialist activity.
2. Will you be carrying out **excavations** or working on a site where there are trenches, please provide details – in particular the depth of the trenches on site and how the safety of these are managed and what precautions will be in place\*.
3. Will you be **working at height** (include scaffolding), please provide details of how these activities will be managed and what safety precautions will be in place *e.g.* edge protection\*
4. Will you be **working underground** (including caves), please provide details of how these activities will be managed and what safety precautions will be in place *e.g.* hard hats\*
5. Will you be doing any significant manual handling or using any specialist tools or equipment. If so, please provide further details of these and the precautions you will take.
6. Are you part of a larger project or visiting an established site? If so please provide details and append the Project/Site Risk Assessment or Health & Safety Plan**. (Students may need to work with their supervisor and contact the site/project leader to get this documentation in advance).**

**\*A supplementary risk assessment may be required if these are considered high risk (*e.g.* deep trenches) and full details are not in the site/project risk assessment.** |  |  |

1. **LABORATORY WORK**

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| **Laboratory/Activity Risks** |  |
| 1. Will you be carrying out **biological** work (*e.g.* pathogens, human or animal tissues, genetically modified organisms). If so, please provide details of what local control measures will be in place for managing your exposures?
2. Will you be bringing any **biological** **material** or **samples** back to the UK. If so, please identify and detail permit or safe transport requirements?
3. Will you be carrying out **ionising radiation** work? If so, please contact your Senior/Radiation Protection Supervisor or the University Safety Office to determine any registration or monitoring requirements, and provide details.
4. Will you be working with **non-ionising radiation** *e.g.* Laser, AOR, Magnetic fields etc. If so please provide details of local control measures that will be in place.
5. Will you be carrying out **hazardous chemicals** work. If so, please provide details of what local control measures will be in place for managing your exposure?
6. Will you be carrying out **cryogenic gases** work. If so, please provide details of what local control measures will be in place for managing your exposure?
7. Will you be working with any **hazardous machinery or equipment.** If so, please provide details of what local control measures will be in place for managing their use?
8. Are there any **other hazards** (*e.g*. noise, working at height).If so please provide details and control measures.
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