**OVERSEAS ACADEMIC ACTIVITY: TRAVEL AND FIELDWORK RISK ASSESSMENT FORM**

**Note the vast majority of travel by Mathematical Institute academic staff is negligible or low risk,** e.g.lecturing, attending conferences, visiting colleagues, high level meetings or desk based research in the UK, Northern America or the European Union etc. The level of risk would equate to a day time meeting in a professional setting in Oxford. The information gathered via the usual university travel insurance system, together with adopting sensible travel precautions as outlined in the FCDO advice is sufficient in such cases and completion of this form is not required.

Please complete this form as early as possible before travelling (i.e.at least 6 weeks before travel) for medium or high risk activities. It may be necessary to refer the assessment to the Departmental Safety Officer, as well as the University’s insurers, for review, depending on the activities involved or the countries you are visiting.

|  |  |  |
| --- | --- | --- |
| **Section 1:** | | |
|  | | |
| Name: | | Email: |
| Status (staff/ UG/DPhil/MPhil): | | Telephone: |
| Nationality: | | Supervisor: |
| **Summary itinerary** | | |
| **Dates** | **Town or City & Country** | **Contact details (including address and mobile)** |
|  |  |  |
| **Description of activity** (e.g. conference, interviewing academic collaboration in another institution) | | |
|  | | |
| **Emergency contact details** | | |
| Name: | | Relationship to you: |
| Telephone(s): | | Address: |
| **Details of an in-country contact who will know your whereabouts** (colleague/host organisation/friend) | | |
| 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 own, or anyone else’s, personal safety and health. Consider the likelihood of any risks occurring and the severity of potential outcomes if they were to occur. **Students must discuss these risks with their supervisor.** * Check the Foreign, Commonwealth and Development Office website <https://www.gov.uk/foreign-travel-advice> to see if the country/ies to which you are travelling have any advice/warnings posted.   *Tick 1 box (please see APPENDIX 1 for further explanation)*  **Medium Risk**. I consider there to be additional risks (beyond the low risk description at the top of this document) associated with my overseas travel and/or the countries that I am visiting. 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 warloards or guerilla groups, 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).  **Please remember to report any accidents, incidents and near misses that occur while you are away to the Departmenal Safety Officer (Keith Gillow)** | |
| **Signature of traveller:**  **Date:** | **Signature of supervisor:**  **Date:** |

Before leaving ensure you have the following:

* insurance details
* emergency contact details
* noted the relevant FCO advice

University insurance will NOT be valid unless your risk assessment has been approved for those countries or activities where significant risks are involved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 2 should be used to assess the level of risk (Low/Medium/High) for each issue, taking any known control measure. | | | | |
| **ISSUE** | **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 documentation and left copies of your passport, VISAs and an itinerary with both your department and your emergency contacts? 3. Checked any other documentation you may need (*e.g.* local registration or permissions/ yellow fever certificate)? |  | |  | |
| **Transport** | | |  | |
| 1. How will you travel to your destination? 2. If you are flying how will you travel to and from the airport? 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 might you need and    3. what are your arrangements in the event of breakdown or emeregncy en route? 6. Are there any local travel problems you may encounter? If “Yes” please specify. |  | |  | |
| **Personal Safety and Security** | | |  |
| 1. Is your accommodation secure and in a safe area? 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. 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 whiich 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. 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 use to*) 5. Can you speak the language? If not, how will you overcome language barriers? 6. Are there any other security concerns you are aware of or have been highlighted in the FCDO advice? If “Yes” 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)   The [Foreign, Commonwealth and Development Office (FCDO](https://www.gov.uk/foreign-travel-advice)) website should be consulted.  For further country information and daily email updates, visit <https://my.worldaware.com/affiliates/aonprotect/> - the password for the website is **7797** |  | |  |
| **Data/ IT Security** |  | |  |
| 1. How will you keep your data safe. Please refer to the Information Security website. For example:   [Infosec advice](https://www.infosec.ox.ac.uk/want)  [Stay safe on the move](https://www.infosec.ox.ac.uk/stay-safe-move); and  [online awareness training module](https://infosec.ox.ac.uk/module)  2. 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. Do you have previous experience of or training in this type of travel and work? If “Yes” please specify. 2. Will you be lone working? If so please detail what precautions you will take to mitigate this. 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 [factsheet](https://socsci.web.ox.ac.uk/files/secondarytraumaforresearchersandsupervisorsjan17pdf) and [workshops](http://researchtraining.socsci.ox.ac.uk/node/204). 4. Are there any aspects of what you are doing which may create additional risks to you? If “Yes” please specify. 5. Are you conducting politically sensitive research or researching in a politically sensitive context? If “Yes” please specify and outline how you will mitigate the risks.. 6. 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 confirm you have ethics approval if required. 7. Please consider risks to research assistants if you are using them. They may need a safe working protocol. |  | |  |
| **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;    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, have you checked you are fit to travel? 3. If you need any medication have you checked this will be available? 4. Do you have any disabilities or other issues for which you need additional support? 5. Will you have access to safe food and water supplies? | |  |  |
| **Communication** | | |  |
| 1. Will you be able to communicate via mobile phone? Will you have a signal, credit and be able to charge your battery? 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. If “Yes” please specify | |  |  |
| **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 robbery? 3. What travel insurance do you have? 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? 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? 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 contact as soon a practical to let them know you are OK.** | |  |  |
| **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?   **If “Yes” please specify. Consider FCO advice (and any advice issued by your own country if you are not a UK citizen)** | |  |  |
|  | | | |

|  |  |
| --- | --- |
| **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] |

|  |
| --- |
| **Section 3: Foreign, Commonwealth and Development Office Advice to be completed ONLY where the FCDO advise against travel** |

|  |
| --- |
| **Foreign, Commonwealth and Development Office Advice – *continue on separate sheet if necessary*** |
| **Provide details of the advice posted by the FCDO website** |
|  |
| **How does the FCDO 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 FCDO?** |
|  |
| **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?** |
|  |
| **Date of referral to Safety Office:** |

|  |  |
| --- | --- |
| **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:**  **Date:** | **Signature of Head of Department :**  **Date:** |