



Fieldwork and Overseas Travel Safety Risk Assessment

1. Personal information

Name of Researcher:			
Nationality:			
Status:			
Department:			
Supervisor:			
Contact Address (UK):		Telephone Number:	
Contact Address (Research Site):		Telephone Number:	
Previous experience conducting Fieldwork or Overseas research			

2. Additional Contacts

	Details of a suitable contact in Oxford	Contact details of person visiting	Emergency Contact Details
Name:			
Relationship to Researcher:			
Address:			
Telephone: <i>(inc. International Dialling Code)</i>			
Email:			

3. Research Itinerary

Start Date:		End Date:	
Flight Date(s)/Times:			
Specific Locations	Date(s)	Accommodation	
Any Other Information:			



4. Research Site/Country information

Where is the research site? If you are based at a field station, please give the address:	
Do you require any special permission or visas to conduct the research?	
How will you get to the site? Detail any private vehicle use:	
Will you be working alone?	
What are the contact details for the local Embassy or Consulate?	
If the site is abroad, does the Foreign and Commonwealth Office (FCO) advise against travel to the country (or area) you propose to visit? (Travel advice is available at http://www.fco.gov.uk). If yes, provide details:	
If you are not a British national, does your own government advise against travel to the country (or area) you propose to visit? If yes, provide details:	
<i>Note: It is University Safety Policy that travel advice from the FCO should be heeded.</i>	

5. Insurance details

Have you confirmed that you are adequately insured for travel to the country you propose to visit AND for any activities that you intend to undertake?
If you have not arranged your insurance through the department, please give details of your insurance company and policy number:

6. Risk Assessment

	<p>A risk assessment must be done so as to comply with University Safety Policy (UPS). You should read UPS S5/07 'Safety in Fieldwork' and/or UPS S3/07 'Overseas Travel' before you carry out this assessment</p> <p>(See -http://www.admin.ox.ac.uk/safety/notes.shtml).</p>			
	<p>Brief description of research/fieldwork:</p>			
Hazard identified:	Detail (<i>Use separate sheet, if necessary</i>)	Risk	Risk level	Control measure(s):
	<p>SECTION C.1: RISK ASSESSMENT - GENERAL</p>			
<p>Activity: (Outline the purpose of the visit and any planned activities. Organised conferences or meetings might be considered low risk)</p>			<p>Low/ Med/ High</p>	<p><i>If all are 'LOW', obtain signatures and return to Administration.</i></p> <p><i>If 'MED' OR 'HIGH', carry out a detailed assessment by completing sections C.2 & C.3 below and then obtain signatures and return to Administration.</i></p>
<p>Country/Location (You must check www.fco.gov.uk/travel): (Is there any risk associated with the specific country or area in which you are travelling? Consult local contacts, websites and in particular the Foreign and Commonwealth Office travel advice.</p>			<p>Low/ Med/ High</p>	
<p>Travel: (Detail your flight and transfer arrangements. Consider length of journey, type of travel, travel operator,</p>			<p>Low/ Med/ High</p>	

<i>local services)</i>				
Accommodation: <i>(Outline the location and type of accommodation. Consider location, security arrangements and facilities)</i>			Low/ Med/ High	
SECTION C.2: TRAVEL HAZARD ASSESSMENT <i>(Identify hazards associated with the proposed travel arrangements)</i>				
Points to Consider	Details & Risk Assessment	Risk Controls in Place	Further action necessary to reduce risk to an acceptable level	
Country/Location <i>(Consider whether there is any known risk associated with the area – Look at FCO website & local information sites)</i>				
Travel <i>(Highlight all travel arrangements and consider length of journey, time of travel, travel operator, local services)</i>				
Accommodation <i>(Consider risk from location, available facilities, whether sharing rooms, accessibility to & from other locations)</i>				
Possibility of Theft or Damage <i>(Consider how & what luggage (e.g. equipment, money, passport, visas etc.) is being carried)</i>				

Vaccinations <i>(Consider FCO or Occupational Health advice for area of travel)</i>			
Food/Water <i>(Identify any known risk associated with the local food/water – Look at FCO website & local information sites)</i>			
Transport of Hazardous Substances <i>(Highlight any chemicals, biological, radiological or any other hazardous item which needs to be taken)</i>			
Any other Hazards <i>(Detail)</i>			
SECTION C.3: WORK ACTIVITY ASSESSMENT <i>(Identify hazards associated with the proposed work)</i>			
Points to Consider	Details & Risk Assessment	Risk Controls in Place	Further action necessary to reduce risk to an acceptable level
Conference/Seminars/Lectures <i>(Generally low risk, but consider if any additional hazards exist, such as equipment, alcohol, tours)</i>			
Biological Hazards <i>(e.g. Pathogens, human or animal tissues & DNA/RNA, Genetically Modified Organisms, Animals)</i>			

<p>Hazardous Chemicals <i>(Specifically: Toxic / Carcinogen /Sensitizer / Oxidiser / Corrosive / Flammable)</i></p>			
<p>Ionising Radioactive Material including X-Rays</p>			
<p>Liquefied or Compressed Gases <i>(e.g. liquid nitrogen, Liquid helium, Oxygen, Carbon dioxide)</i></p>			
<p>Electrical Hazards</p>			
<p>Hazardous Machinery <i>(e.g. Centrifuges, Magnets, UV sources, Microwaves, Lasers)</i></p>			
<p>Field Trips <i>(e.g. Sample collections, Questionnaires)</i></p>			
<p>Other <i>(e.g. Manual handling, Loud noise, Working at height, Any other)</i></p>			



7. Health precautions/ Emergency procedures

Have you taken advice from the Occupational Health Service on the health risks associated with travel to your field site? (You are reminded that this should be done well in advance of your trip.)

Have you had any vaccinations/taken any medicines advised by the OHS?

What first aid training have you received?

What first aid equipment will you take to the research site?

If your field site is isolated, how will you get help in an emergency?

What equipment will you use to maintain contact? Do you need specialist equipment such as local mobile sim cards, satellite phones, GPS systems?

Crisis Management – Describe the actions you will take following a serious incident or significant change in controls

8. Declarations

Researcher:

I have read and understood the risk assessment relevant to my research and I have received all necessary training. To the best of my knowledge, the information given in this form is correct and I will ensure that it is updated as necessary.

Signed:

Date:

Supervisor:

I am satisfied that the researcher has understood the risks associated with this work and that the safety precautions in place are adequate.

Signed:

Date:



University policy only requires the Head of Department (i.e. Head of DSAC) to sign if the person is travelling to an area/country where the FCO has advised against. University safety policy S3/07 states:

“The FCO may advise against all travel, or against all but essential travel, to a country or parts of a country. In all cases where the FCO advises against travel, a written risk assessment must be prepared, approved by the head of department or institution, and submitted to the University Safety Office for review. While the ultimate authority to approve travel rests with the head of department, he or she is expected to take into account the Safety Office’s comments.”

Head of Department:

As required by University Safety Policy, I approve/do not approve the work described on this form.

Signed:

Date:

Risk Assessment Procedure

1. Before completing the assessment you should refer to the University Policy Statements, S5/07 ‘Safety in fieldwork’ and S3/07 ‘Overseas travel’, which are available on the University Safety Office website (<http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/>)
2. Identify the hazards that may be encountered in the course of your research - please remember to consider whether your activities might put others at risk, such as members of the public. If your work will produce hazardous waste of any kind you need to remember to consider how it can be disposed of safely. List the hazards in Section 5.
3. 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			
		High	Medium	Low	Negligible
CONSEQUENCE OF HAZARD	Severe	High	High	Medium	Effectively zero
	Medium	High	Medium	Medium/Low	Effectively zero
	Low	Medium/Low	Low	Low	Effectively zero
	Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero

4. Enter the appropriate level of risk against each hazard listed in Section 5.
5. 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.



6. 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 further training in the use of equipment, wearing protective clothing, or vaccination