

Un document de référence, modèle oxford d'évaluation des risques. Dans la version utilisée il y deux colonnes, on réponds aux interrogation dans la deuxième colonne !

ISSUE	
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 any other documentation you may need (e.g. local registration or permissions/ yellow fever certificate)?	
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: a. are the vehicles suitable and providers reputable? b. what spares/supplies will you carry and c. what are your arrangements in the event of breakdown or emeregency en route?	
6. Are there any local travel problems you may encounter? If "Yes" please specify.	
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 <u>táxi11e</u> using licensed <u>táxi1</u> , 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 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.

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 widely 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 characteristics.

[FCDO advice for women](#)

[FCDO LGBT advice](#)

[Equaldex:](#)

[Stonewall - global workplace briefings](#)

[Asher Fergusson](#)

5. 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 \(ox.ac.uk\)](#)

[Victim of rape and sexual assault abroad - GOV.UK \(www.gov.uk\)](#)

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? Please specify. For example,

a. If there is a high threat of terrorism please outline mitigating measures (for example avoiding tourist areas/ public transport/large gatherings).

b. 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 \(ox.ac.uk\)](#).

You should consult [Foreign travel advice - GOV.UK](#) and sign up for their country alerts (or your own government equivalent).

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.

[Infosec advice](#)

[Stay safe on the move](#); and

[online awareness training 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”

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. The Social Sciences Division run termly sessions on Fieldwork Safety, contact the [Divisional Safety Officer](#) for more information.

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/bpg01researcherssafetypdf>

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:

- a. what vaccinations you have had in relation to the health travel risks
- b. is malaria prophylaxis recommended (and will be taken); and
- c. any other health precautions you will take (e.g. mosquito bite avoidance measures for malaria and dengue fever)

2. Please outline the COVID situation in country and the precautions you will take. Please include:

- a. the entry requirements
- b. any in country restrictions
- c. precautions relating to your activity (for example interviewing)
- d. any requirement for entry back into the UK

Please read and follow [travel abroad and reducing spread of respiratory viruses during the COVID-19 pandemic](#).

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.

4. 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? <https://www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad/>

5. 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?

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.
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 and fauna you need to be aware of? Are any additional precautions required?
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?
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? 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 as practical to let them know you are OK.
Other risks
1. Are there any other risks associated with <ul style="list-style-type: none"> • 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)

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 *all travel* or *all but essential travel*

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 FCDO 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:

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

Documents you may be asked to provide prior to travel:

1. Copy of your **travel itinerary** and tickets
2. Copy of your **passport** and **VISA** if required
3. Where required **CUREC checklist**

APPENDIX 1

Guidance on what constitutes Low, Medium and High Risk travel

Low Risk. The health and safety risks associated with the location of your travel **and** nature of your activity is low. This risk would equate to daytime meetings in a professional setting in Oxford. For example, lecturing, attending conferences, visiting colleagues, high level meetings or desk based research in the UK, Northern America or the European Union. In addition, the TravelHealthPro website should not recommend specific vaccinations for the area(s) you are visiting, nor state a risk of malaria.

Medium Risk. You consider there to be additional risks associated with the location/country of travel **and/or** the activities you will be undertaking. For example, examining data in an established field centre, or interviewing participants in a country the FCDO does not advise against travel to.

High Risk.

- (i) There are warnings against travel (either against all travel or all but essential travel) to the area(s) you intend to visit. These warnings may apply to a whole country or regions with a country; **and/or**
- (ii) You will be undertaking a high risk activity (for example diving; interviewing members of armed groups; working with dangerous animals/ highly infectious or dangerous materials, in extreme terrains/remote locations or on a highly charged or controversial subject which might put you at significant risk); **and/or**
- (iii) Your own government advises against its citizens travelling to the region you intend to visit

Where the FCDO advises against travel to the region(s) you intend to travel 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 also be uploaded onto TIRS, in particular correspondence with the Safety Office.

APPENDIX 2

Risk Assessment Process

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

Likelihood
Consequence

High / Medium / Low / Negligible
Severe / Medium / Low / Negligible

Then use the matrix to identify the appropriate level of risk

CONSEQUENCE OF HAZARD	LIKELIHOOD 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

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

APPENDIX 3: EXAMPLE ACTIVITY RISKS (NOT EXHAUSTIVE)

A) INTERVIEWING

Interviewing/Activity Risks	
<p>If you are conducting interviews please read safe interviewing reminders and https://researchsupport.admin.ox.ac.uk/files/bpg01researchersafety.pdf</p> <ol style="list-style-type: none"> 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? 	

B) ARCHAEOLOGICAL FIELDWORK

Archaeological Fieldwork/Activity Risks	
<p>If a waiver is required, this must not be signed without further consultation with department and University Insurance Office.</p> <ol style="list-style-type: none"> 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. 	

<p>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).</p> <p>*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.</p>		
--	--	--

C) LABORATORY WORK

Laboratory/Activity Risks		
<ol style="list-style-type: none"> 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. 		