

School of Archaeology FIELDWORK RISK ASSESSMENT FORM

Section 1: To be completed by all travellers

Name:	Email:	
Status (staff/ student):	Telephone:	
Nationality:	Supervisor:	
Summary itinerary		
Dates	Town or City & Country	Fieldwork Contact details <i>(including site of work and accommodation address and contact telephone numbers)</i>
Description of activity <i>(including the topic area of your research and what this will involve on a day to day basis with examples e.g Trenches, Caves, Excavations, Scaffolding, Diving etc.)</i>		
Emergency contact details		
Name:	Relationship to you:	
Telephone:	Address:	
Details of an in country contact who will know your whereabouts e.g. colleague/host organisation/friend <i>(Your supervisor, if you are a student, may be able to help you identify in country contacts and support)</i>		
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.
- Please note that you will need to allow more time for the Risk Assessment to be approved if it is regarded as high risk. Also a referral to the University Insurance Office may be required.
- If you are conducting interviews, please ask for an alternative form.

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: Ian Cartwright, School of Archaeology, 36 Beaumont Street OX1 2PG.**
- 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: Ian Cartwright, School of Archaeology, 36 Beaumont Street OX1 2PG .**
- 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 diving, working in caves, working in deep trenches or on high scaffolding, working in extreme terrains or in remote locations which might put you at significant risk).** I therefore enclose a completed Risk Assessment form (Section Two) and where the FCO advises against travel, supporting information in regards to these warnings (Section Three). **Please sign, ask your supervisor to countersign then submit to: Ian Cartwright, School of Archaeology, 36 Beaumont Street OX1 2PG.**

Please remember to report any accidents, incidents and near misses that occur while you are away.

Signature of traveller:

Signature of Supervisor/Line manager (PLEASE ENSURE THE APPROPRIATE RISK BOX HAS BEEN TICKED):

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.
- Ensure you are familiar with the terms and conditions of University Insurance (<http://www.admin.ox.ac.uk/finance/insurance/travel/>)

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> and <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 and safety or welfare.

ISSUE	RISKS AND CONTROL MEASURES <i>(please state, yes, no, or n/a against each question and provide additional information as relevant)</i>
Documentation	
Have you: <ol style="list-style-type: none"> 1. Checked that you have a valid passport and appropriate VISA (where required)? 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? 3. Checked any other documentation you may need (e.g. local registration or permissions/ yellow fever certificate)? 	<ol style="list-style-type: none"> 1. 2. 3.
Transport	
<ol style="list-style-type: none"> 1. How will you travel to your destination? 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. 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 <ol style="list-style-type: none"> a. are the vehicles suitable and providers reputable? b. what spares/supplies might you need and c. 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. 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
Environmental and Wildlife	
<ol style="list-style-type: none"> 1. Are there any environmental factors you need to be aware of or prepare for? For example extremes of temperature, earthquakes or seasonal flooding. If "Yes" please specify . 2. Will there be any dangerous wildlife that you need to be aware of and take precautions for (for example snakes)? 	<ol style="list-style-type: none"> 1. 2.

Personal Safety and Security	
<ol style="list-style-type: none"> 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. How will you familiarise yourself with the local laws, traditions, culture, political situation, local tensions/sensitive issues, areas to avoid, business hours, appropriate dress (<i>Please note that laws, cultures and traditions in other countries can vary widely from what you are use to</i>)? 4. Can you speak the language? If not, how will you overcome language barriers? 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) 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Fieldwork/Activity Risks	
<ol style="list-style-type: none"> 1. Have you attended the University of School of Archaeology fieldworking safety training course (or an equivalent)? 2. Do you have previous experience of this type of travel and work? If “Yes” please specify. 3. Will you be lone working? If so please detail what precautions you will take. 4. 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. (You will need to work with your Supervisor to contact the site/project leader to get this documentation in advance). <p style="margin-left: 40px;">If a waiver is required, this must not be signed without further consultation with the School of Archaeology and University Insurance Office.</p> <ol style="list-style-type: none"> 5. Will you be carrying out diving work, if so please provide full details and make early contact with the School of Archaeology as this is a specialist activity. 6. 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 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.

<p>and what precautions will be in place.*</p> <p>7. 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*</p> <p>8. 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.*</p> <p>9. 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> <p>*A supplementary risk assessment may be required if these are considered high risk (e.g. deep trenches) and full details are not available in the site/project risk assessment</p>	<p>7.</p> <p>8.</p> <p>9.</p>
<p>Health and Medication</p>	
<p>1. Are there any 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> <ol style="list-style-type: none"> a. what vaccinations you have had; b. whether malaria prophylaxis is recommended (and will be taken); and c. any other health precautions you will take (for example, tick and mosquito bite avoidance measures for malaria and dengue fever) <p>2. If you have a medical condition or any 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> <p>6. Please provide details of what access to first aid training you have had e.g. the University Emergency First Aid for Fieldworkers course.</p> <p>7. Do you know where the nearest health centre and hospital will be and what the number is to call emergency services?</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p> <p>7.</p>
<p>Communication</p>	
<p>1. Will you be able to communicate via mobile phone? Will you have a signal, credit and be able to charge your battery? If not have you considered a satellite phone?</p> <p>2. Please confirm you will report to your supervisor at least weekly and give details how you will do this.</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</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

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.	
---	--

Contingency plans	
--------------------------	--

<ol style="list-style-type: none"> 1. If you are remote working, please outline what emergency assistance plans (including evacuation) you have in place. 2. How will you get help if you are a victim of robbery (for example do you have copies of key paperwork and documents)? 3. Have you checked what your insurance covers you for and do you have the emergency helpline number? 4. Have you made a note of your local Embassy? 5. Where there is a significant risk, do you have escape/evacuation plans in case of local violence or an environmental disaster? Please specify 6. Are there any other emergencies you can anticipate occurring? If "Yes" please specify <p>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</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
--	--

Other risks	
--------------------	--

<ol style="list-style-type: none"> 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? <p>If "Yes" please specify. Consider FCO advice (and any advice issued by your own country if you are not a UK citizen)</p>	<ol style="list-style-type: none"> 1.
--	--

<p><u>Signature of traveller:</u></p> <p>Date:</p>	<p><u>Signature of Supervisor:</u> 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>Date: <i>[*These discussions should be conducted face to face where possible]</i></p>
---	---

<p><u>Signature of Head of Department:</u></p> <p>Date:</p>	
--	--

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?

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

Documents to submit with this form:

1. Copy of your **travel itinerary** and tickets
2. University **travel insurance** application form (or confirmation that you have suitable alternative cover)
3. Copy of your **passport** and **VISA** if required