

Fieldwork Risk Assessment Form for Graduate Students

This form should be completed by any graduate student planning to engage in fieldwork activity, of whatever duration. You should discuss this form with your Supervisor prior to submitting it for approval.

You must complete Section 1 and 2.

If the planned location of travel is advised against by the UK's FCO website, this should be discussed with your Supervisor, and a further additional form (Section 3) must be completed which can be obtained from the Graduate Administrator (graduate-secretary@socanth.cam.ac.uk).

Once complete, this form (and the additional form if necessary) should be submitted to your Supervisor for approval. Upon their approval please hand in your form to the Graduate Administrator in line with the relevant deadline for your graduate course (contact the Graduate Administrator if you have any questions about the submission deadline).

Section 1 - Personal Information

To be completed by all travellers

Family Name	
Given Name(s)	
Email	

Date of Birth		Gender	
Nationality			
Course		College	
Department Supervisor		College Tutor	

Passport Details

Passport Number	Expiry Date	Country of Issue

Please attach a copy of your passport when submitting this form

Next of Kin Details

Full name	
Relationship	
Address	
Country	
Phone	
Alternate Phone	
E-mail	
Language(s) spoken	

Medical Information

The information you give will be kept confidential. The purpose of asking you to disclose your personal health information is so that we can better assist you with routine health needs as well as provide vital information in the unlikely event of a health emergency or security incident (e.g. accident, abduction, loss of consciousness). This information will only be shared with those who might need to help manage your health.

1. Name of Doctor (GP and/or Consultant)	
2. Contact Details 3. (Telephone, Email and Address)	

Section 2 – Detailed Fieldwork Risk Assessment

Key Details

Please confirm you have read the FCO Travel Advice¹ for your intended location(s) and mark below what it is.

See our travel advice before travelling	Advise against all but essential travel	Advise against all travel

If the FCO advice advises against all but essential travel, or all travel, you will also need to complete an Additional Form which can be obtained from the Graduate Administrator (graduate-secretary@socanth.cam.ac.uk)

Itinerary Information

(Please record each section of your proposed trip on a separate line, giving as much detail as possible. This should include any transit airports. Add rows if necessary)

Depart from	Travel to	Date of travel	Activities at this location

Contact Information

Your details while travelling

Local Phone Number (include country code)	
Mobile Phone Number(s) ²	
Address(s) <i>Please include dates of residence if multiple addresses are to be used throughout the trip</i>	
Email address	

Local Contact Person while travelling

Name	Telephone Number	Email Address	Town/City of Residence

Check-in Details/Emergency Contact Points

Arrange a suitable frequency and method of check-ins with your supervisor or other designated person for the duration of the trip. It is important that the Check-in Person is able to acknowledge all check-in communications.

Check-in Person (primary and alternate)	Check-in Frequency	Contact details	Means of Communication	Alternative Means of Communication

¹ <https://www.gov.uk/foreign-travel-advice>

² Recommend immediate access to at least 2 phone numbers at all times. This may be a local sim and a UK sim (set to roaming), or include a satellite telephone if standard GSM communications are unreliable/lack coverage

Detailed Description of Activities and Considerations

What activities will you be undertaking during your trip?

How much travel will be involved throughout the duration of the trip and will it be independent travel?

Include the nature, frequency and duration of any road/boat/foot travel

Have the required permissions for your research been obtained?

Are you aware of the visa requirements for your visit, and has your appropriate application been approved?

Have the appropriate insurance arrangements been made? Please give details. Please visit the Insurance Section website for information on insurance available for students travelling abroad.

<http://www.admin.cam.ac.uk/offices/insurance/travel/students/bgs/index.html>

Please give details of your accommodation and confirm you are aware of contractual obligations.

Have you planned appropriate medical measures and are you aware of what medical vaccinations are required and when they should be obtained?

In the event of accident or emergency, indicate emergency services details including contact numbers and locations where you would expect any casualties to be taken.

Is there any possibility that due to the political situation in the country you are visiting, you may be in any danger or at risk of being arrested? If so, please give details of how you would mitigate this risk including specifying whether you have a support network in place and/or a legal contact in case you are detained or arrested. (If in doubt check the Foreign Office web site, <http://www.fco.gov.uk/>)

Are there any potential physical or psychological problems due to the nature of your research?

Have you ensured that your research plans conform to the University's Research Integrity and Ethics guidelines? See the Department Website for more information <https://www.socanth.cam.ac.uk/current-students/current-pg-student-info#research-ethics-and-integrity-guidelines>

Given the above considerations, and including weather and site specific conditions, list the nature of individual hazards likely to be encountered, including the extent of risk associated with these; and the risk control measures to be put in place to minimise the risk associated with these hazards. Continue on a separate sheet if necessary.

HAZARD	EXTENT OF RISK	RISK CONTROL MEASURES

Authorisation

This is to confirm and certify the following:

1. That the prospective research student and their supervisor have discussed all the foreseeable risks (medical, political, financial and otherwise), which might attend the projected fieldwork in relation to a post-graduate degree course. They have worked out relevant ways of minimising these risks.
2. Any particular risks have been brought to the attention of the Department through the Fieldwork Risk Assessment Form for Graduate Students (in addition to the Additional Form for high risk areas), and through the 'field clearance' procedure in the form of a written submission as part of the fieldwork project outline.
3. The student has taken appropriate guidance from the relevant authorities to avoid undue risk.
The supervisor's signature does NOT absolve the student of the responsibility to act in a safe and responsible fashion at all times; nor can it be taken as an admission of liability in any respect by the supervisor in the event of negligence.
4. The student agrees to inform their Supervisor and the Department, and College if necessary, should any of the above details or risks alter after submission of this form, including changes which occur during the period of fieldwork.

	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Student			
Supervisor			
<i>MPhil/PhD Committee Approval</i>			

Annex 1: Useful Information

Useful Documentation and Links

- University of Cambridge Guidance for the Safe Conduct of Fieldwork and Work Away - <http://www.safety.admin.cam.ac.uk/files/hsd055m.pdf>
- University Travel Insurance - <https://www.admin.cam.ac.uk/offices/insurance/travel/>
- ASA Ethics Guidelines - <https://www.theasa.org/ethics.shtml>
- ESRC Framework for Research Ethics - <http://www.esrc.ac.uk/funding/guidance-for-applicants/research-ethics/>
- UK Government Foreign Travel Advice - <https://www.gov.uk/foreign-travel-advice>
- CIA World Factbook - <https://www.cia.gov/library/publications/the-world-factbook/>
- Thompson Reuters Foundation Global News Updates - <http://news.trust.org//humanitarian/>

Reliefweb - <https://reliefweb.int/>