



INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

NAME:

STUDY PROGRAMME:

SUPERVISOR:

DURATION OF TRIP:

DESTINATION:

DATES:

PURPOSE OF TRIP:

FIELDWORK RISK ASSESSMENT FORM – CHECK LIST

Must be attached to a completed FIELDWORK TRAVEL EVALUATION FORM – compulsory in case of a “Medium” or “High Risk” Destination/Activity

- Consider the risks to which you may be subject to during your fieldwork and give details of any measures you will be taking to minimise these.
- For each possible area of risk, examples/questions are provided as guidance. You must consider all potential causes of harm and detail the relevant controls that will be implemented.
- It is important that you provide sufficient detail in relation to each risk to allow review and approval of your risk assessment. If necessary, please continue on a separate sheet.
- Please note this is a live document and will require updating in the light of any changes which impact on health and safety or welfare
- This document will be included in your student file

Check list and assessment

What is the purpose of your travelling?
Do you have any local knowledge of the current situation(s)?
What controls/actions are you putting in place to minimise the risks ?

Crisis management e.g. what actions will you take following an extreme weather event, a serious incident or significant change in the situation? How will you access first aid/medical treatment, what is your emergency plan in the event of needing to leave the country? How will you contact your supervisor in an emergency?

Risk/points to consider	YES	NO	N/A	Control Measure/Comment (Summarize your response)
<u>Documentation</u> Have you: <ul style="list-style-type: none"> • Checked that you have a valid passport and appropriate VISA (where required) • Checked that you have all the documents you need to work in the area (valid passport/visa/local registration or permissions/ yellow fever certificate, letter of introduction by your supervisor or academic adviser, etc)? 	<input type="checkbox"/> <input type="checkbox"/>			

<ul style="list-style-type: none"> • Got spare copies of your documentation and left copies of your passport and visas and an itinerary and your emergency contacts with your Programme Manager along with the Travel Evaluation form ? • Checked that your insurance covers everything you may need and that you have a copy of the policy and the contact phone number. 				
<p><u>Transport</u></p> <p>Have you given due consideration to the following:</p> <ul style="list-style-type: none"> • How will you travel to your destination? • 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. • How will you travel within the country - will you drive or be driven • Will you be travelling alone at night, or in remote areas? If so, are the vehicles suitable and providers reputable? What spares/supplies might you need?What are your arrangements in the event of breakdown or emergency en-route? • Are there any local travel problems you may encounter? If “yes”, please specify. 				
<p><u>Security: Have you given due consideration to the following</u></p> <ul style="list-style-type: none"> • Is your accommodation secure and in a safe area?Please specify • How will you familiarise yourself with local laws, traditions, culture, political situations, local tensions/sensitive issues, areas to avoid, business hours? • Do you need to carry cash with you and will you have access to funds while abroad? • What personal safety measures will you take? E.g. using licensed taxis, not wearing expensive looking clothes or jewellery, using a cheap mobile phone. • Do you need to register with a local authority upon arrival? 				

<ul style="list-style-type: none"> • Have you considered data security? • Are there any other security concerns you are aware of or have been highlighted in the Swiss Federal Department of Foreign Affairs or your country 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) 				
<p><u>Fieldwork/Activities</u></p> <ul style="list-style-type: none"> • Do you have much experience of, or training in this type of travel and work? if “yes”, please specify • How will the interviews be arranged and where will they take place? • Is the topic area of your research potentially psychologically challenging, if yes how will you deal with this? • Could your questions or requests for information cause offence or put you or your subject in danger? If “yes”, please specify. • Are you interviewing a controversial figure who may attract attention? If “yes”, please specify. • Will you be working alone? If so, please detail what precautions you will take. • Will someone be informed of your whereabouts and estimated time of return? • If you fail to return within a reasonable time, what action will be taken by your local contacts? • Have you obtained ethical approval for your research where appropriate? <p>Please be aware of your online footprint, as well as data/contact details of people you met in your computer/laptop/mobile phone.</p>				
<p><u>Health and medical issues</u></p> <ul style="list-style-type: none"> • Are there any health alerts for the area? If so, please obtain individual medical advice in good time. 				

<ul style="list-style-type: none"> • If you need any medication have you checked this will be available • If you have any health issues have you checked you are fit to travel? • Do you need any vaccinations and if so have you had these in good time? Please confirm what vaccinations you have had, whether malaria prophylaxis is recommended (and will be taken), and any other precautions you will take (e.g. mosquito bit avoidance measures for malaria and dengue fever) • Do you need to carry a first aid/sterile pack? • Do you have any disabilities for which you need additional support? 				
<p><u>Communication</u></p> <ul style="list-style-type: none"> • Will you be able to communicate via mobile phone? • Will you have signal in the area(s) you are visiting? • Will you be able to recharge your battery? • Will you report regularly to local colleagues (e.g. daily), or supervisor/family? How and when will you do this? • What happens if they do not hear from you, or if you misplace/have your phone stolen? • How often will you “<i>check-in</i>” with your supervisor while you are away? (<i>minimum should be once a month</i>) • Have you made alternative arrangements to ‘check-in’ during any periods your supervisor is unavailable <p>Please be aware that the Institute will take reasonable steps to establish your safety and welfare if contact is lost. This may include contacting your next of kin.</p>				
<p><u>Contingency Plan</u></p> <ul style="list-style-type: none"> • 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? • Do you have escape/evacuation routes planned in case of local disturbances, severe illness or injury, local violence or an environmental disaster? 				

<ul style="list-style-type: none"> Do you have a network of local contacts who can help you in an emergency? Please specify. Do you know how to contact your nearest embassy? How will you contact family/your supervisor in an emergency? How will you get help if you are a victim of robbery? Do you have sufficient funds? 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 1) your travel insurance; 2) supervisor; 3) Student Support (student.support@graduateinstitute.ch) as soon as possible to let them know you are ok</p>				
<p><u>Any other risks associated with</u></p> <ul style="list-style-type: none"> Where are you going? What will you be doing? How will you get there? If yes please specify. Consider Swiss Federal Department of Foreign Affairs advice and the advice issued by your own country. 				
<p><u>What fieldwork training have you done?</u></p>				

DECLARATION

I have completed the risk assessment relevant to my travel/fieldwork. The information given on this form is correct to the best of my knowledge and I will ensure that it is updated as necessary. I will ensure that I am adequately insured for travel to the country/site of my fieldwork, and for any activities that I may undertake.

All fieldwork is undertaken under the student's own responsibility.

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Useful websites

- planis.net
- EU Travel Advice website
- Foreign and Commonwealth Office (FCO) website
- Federal Department of Foreign Affairs website

IN AN EMERGENCY SITUATION

- 1) Contact your travel insurance
- 2) Contact your supervisor
- 3) Contact Student Support: student.support@graduateinstitute.ch