

# RISK ASSESSMENT FORM

**\*Please complete this form in full, and send it to your PhD administrator. Your application for LTWA will not be approved without a completed Risk Assessment, and your LTWA application must be approved before you are permitted to travel.**

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| **Part 1: Personal Data and Details of Project** |
| Surname: Forename(s): |
| **Your contact details**: **Emergency contact details**:  Tel no: Name:  Mobile no *(for emergencies)*: Tel no:  Email address: Mobile no:  Email address: |
| **Course**: |
| **Supervisor**: |
| **Destination(s)**: *(Please include name of Institution, Address, telephone no, email address where possible)* |
| **Travel Arrangements/Itinerary/Schedule:** |
| **Are you intending to undertake any other activities (work, journalism etc) whilst on fieldwork? If so, please give details here:**  Yes/No  Details: |
| **Start date of Project: End date of Project:** |
| **Project title:** |
| **Brief Description of Project:** |

| **Part 2: Risk Assessment (Please refer to the FCO website for this section)** | | | | |
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| List the significant hazard(s).[[1]](#footnote-1) | Describe what could go wrong – that is, say who might be hurt and how.[[2]](#footnote-2) | Is the risk high, medium or low?[[3]](#footnote-3) | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening.[[4]](#footnote-4) | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
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| Please provide details of the consulate with which you will be registering, including their contact details. *Where possible, please register before you leave Cambridge.* |
| Please state the date you checked the Foreign & Commonwealth Office travel advice website and the level of warning given to your fieldwork location. |
| Are there any potential physical or psychological problems that might arise due to the nature of your research? |
| Do you have the appropriate permission to access libraries, archives, museums, and do you have the necessary letters of introduction? |
| Are you prepared for any potential medical issues? Do you have any existing medical conditions? Do you have the correct vaccinations and documentation of vaccinations? Do you have the details of your medical insurer? |
| Are you aware of the Visa requirements for your visit and any other documentation required? |
| Please describe your plans for immediate evacuation, should it be necessary. |

Useful Links

University Safety Office: <http://www.admin.cam.ac.uk/offices/safety/>

University Insurance Office: <http://www.admin.cam.ac.uk/offices/insurance/>

Foreign and Commonwealth Office: <https://www.gov.uk/government/organisations/foreign-commonwealth-office>

**\*Please ensure you subscribe to the FCO website for travel updates regarding the countries you wish to visit. These updates can be crucial if a situation unfolds during your stay.**

**\*If you are planning to undertake any leisure activities during the course of your trip which may be potentially hazardous, please ensure these are stated in the risk assessment also.**

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| **Part 3: Declaration** | |
| This risk assessment form sets out the nature of the risks involved in your proposed fieldwork. This must be completed and signed indicating that you have full understood the nature of the risks. Your personal safety is a matter of paramount concern, and you should do everything to minimise risk. However, in the end, risk is a matter of personal responsibility, and therefore completing this form is part of taking responsibility. | |
| To: the Student  You are now required to sign this form to confirm that, to the best of your knowledge, you have endeavoured to anticipate the likely risks and to seek to minimise them. | To: the Supervisor  Your signature confirms that, to the best of your knowledge, both you and the student have endeavoured to anticipate the likely risks and to seek to minimise them. |
| Signature of student: | Signature of Supervisor: |
| Date: | Date: |

1. A list of hazards is provided to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask the University Safety Office for further advice. Hazards to consider: High or low temperatures; High pressures; Civil unrest **Chemical hazards; Biological hazards; Genetically Modified Organisms; Ionising radiations; Lasers;** Sharp objects; **Dusts;** Work at heights; **Animal houses;** Magnetic fields; Machinery hazards; Electricity; **Manual Handling;** Noise; Vibration; Falling objects; Collapsing structures; Flooding; Slips, trips and falls; Asphyxiant gases; **Flammable gases.** [↑](#footnote-ref-1)
2. Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*. [↑](#footnote-ref-2)
3. Please see the health and safety risk assessment handbook for further guidance on levels of risk, <http://www.admin.cam.ac.uk/offices/safety/risk/> [↑](#footnote-ref-3)
4. When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are ‘reasonably practicable’ to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved. [↑](#footnote-ref-4)