**Risk Assessment Form**

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| **NOTES** |
| **This form should accompany applications to the:*** **Placement Scheme**
* **Large Grant Scheme**
* **Small Grant Scheme**
* **Student-led Cohort Development Scheme**

**for ALL overseas activities and/or where potential risks (such as working with hazardous materials) can be identified. Northern Bridge Consortium (NBC) Academic Directors may return applications to award-holders where a Risk Assessment has not been included but deemed necessary to assess the application.*****Please note: this Risk Assessment form does not replace any university-, school-, or department-specific Risk Assessment process. You may be asked to complete a separate Risk Assessment by your home university if your proposed activities trigger local protocols. Funding approved by the NBC is considered provisional in these instances, and subject to the approval of internal Risk Assessment processes.*** |

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| **PRACTICAL ARRANGEMENTS AND DIFFICULTIES** |
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| **Potential Risk or Hazard** | **Measures that will be taken to reduce any risk** |
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| **Travel and Transportation**How are you getting to the activity you are undertaking? The use of vehicles, roads, flights, visas, FCO advice. Consider:* Risk of theft/ attack at airport or other public transport
* Road traffic accident whilst self-driving or passenger in taxi or other vehicle
* Carjacking or road blocks
* Struck by vehicle whilst walking
* Falls from vehicles
* Poor road infrastructure
* Density of traffic
* Poor driving standards
* Poorly maintained vehicles
* Lack of emergency response or help after accident
 | * If going overseas, I will check and adhere to FCO travel advice.
* I will use the safest possible transport available.
* I will use reputable taxi companies which must be fitted with seatbelts.
* I will keep my luggage close and monitored at all times. I will only store my luggage in appropriately locked facilities.
* If going overseas, I will take electronic copies or photocopies of my passport and any other documents.
* I will check the FCO website frequently and will not be travelling to or through any areas advised against.

***Add any additional control measures that are specific to your activity:***       |
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| **Dealing with People and Cultural Differences** **Location and/or Regional Factors** Home or office environment, safety in public places, culture, landowners, authorities, interviewees, lone working.Risk to students and members of the public of causing offence and confrontation. Risk of legal action and physical injuries.Urban hazards, FCO safety and security advice, cold/hot environment, cliffs/crevices, slopes, deep water, tides, soft sediments.Risks may include extreme weather conditions, wildlife, physical threats, natural disasters, and/or civil disorder.Consider:* Natural disasters, e.g. floods; cyclones; earthquakes
* Crime - risk of robbery, physical or sexual assault
* Kidnap and ransom
* Terrorist attacks/ bombs
* Political instability
* Corruption - requests for bribes
* Remote working
* Poor communications
* Inability to speak language
* Religious tensions, culture/ religion leading to increased risk
* Cultural misunderstandings e.g. clothing, alcohol or other behaviours
* Level of cultural awareness
 | * I will do adequate research in preparation for my activity.
* I will plan travel routes in commonly used areas and avoid areas of concern.
* I will use maps and other travel documents.
* I will be aware of crowded areas, opportunistic theft and cultural sensitivity.
* I will carry an adequate sum of money for the day but keep the amount to a minimum.
* If confronted, I will hand over whatever items the aggressors request and report the incident to police.
* I will ascertain the security in place at the host organisation and remain vigilant at all times.
* I will not travel alone.
* I will not travel in high risk areas.
* I will not work alone.
* I will observe local advice.

***Add any additional control measures that are specific to your activity:***       |
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| **Accommodation**Risk of theft and exposure to aggressive behaviour. Risk of ill health due to unsafe living conditions.Consider:* Physical defects
* Risk of fire
* Risk of robbery, physical or sexual assault
* Terrorist incident e.g. bomb
* Falls from balconies
 | * I will use reputable accommodation and follow FCO and university guidance.
* I will use available secure storage facilities for valuable items.
* I will familiarise myself with emergency evacuation procedures and routes of evacuation upon arrival at my accommodation.
* I will confirm accommodation security is in place as necessary.
* I will take out any necessary accommodation insurance.

***Add any additional control measures that are specific to your activity:***      |
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| **Health/Environmental Factors**Consider:* Food and drink, including clean water, (poor hygiene)
* Infectious diseases; required vaccinations/ immunizations
* Allergies
* Biting insects or animals including risks from rabies, malaria, Zika virus, etc.
* Poor or distant medical facilities
* Sexually transmitted disease
 | ***Add any control measures that are specific to your activity:***       |
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| **Activity/Equipment Specific**River crossing, instream sampling, entering caves, coring, conducting interviews and observations; heavy/hazardous equipment, sharp tools, electrical equipment, fragile equipment.Consider:* Operating machinery
* Hazardous substances
* Extreme environmental conditions or wildlife
 | ***Add any control measures that are specific to your activity:***       |
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| **Individual Factors** Consider:* Pre-existing medical conditions, physical injuries or weaknesses
* Mental health conditions
* Transport of medication (e.g. Insulin, prescription drugs, hormones). Check the legality of medication in the country being visited.
* Gender and/or Sexual Orientation specific risks (e.g country specific laws in relation to LGBT+, barriers to accessing medical care, discrimination, harassment)
* Gender presentation issues at borders
 | ***Add any control measures that are specific to your activity:***       |
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| **Other Hazards**Please state any other risks or hazards you have identified. |       |
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| **Personal Protective Equipment (PPE)***Indicate on the list below which, if any, PPE is required for this activity* | **Risk Control Measures***Indicate the standard risk control measures needed.* |
| [ ]  Hi Viz Jacket | [ ]  Walkie Talkie | [ ]  Adequate drinking water |
| [ ]  First Aid Kit | [ ]  Rope | [ ]  Sunscreen / insect repellent |
| [ ]  Hard Hat | [ ]  Climbing Gear | [ ]  Notify land owners |
| [ ]  Hiking Boots | [ ]  Dry Suit | [ ]  Obtain permissions |
| [ ]  Wellington Boots | [ ]  Goggles | [ ]  Obtain local weather information |
| [ ]  Waders | [ ]  Ear Protectors | [ ]  Work in pairs/groups |
| [ ]  Emergency Blanket | [ ]  Face Shield | [ ]  Emergency details/medical form of participants |
| [ ]  Survival Bag | [ ]  Protective Gloves | [ ]  Mobile phone |
| [ ]  GPS | [ ]  Satellite Phone | [ ]  Insurance cover and documents |
| **Other Control Measures** List any other PPE or control measures that will be used. |       |
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| **Training**Outline any specialist training needs to successfully carry out field tasks. |       |
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| **Emergency Contacts** | **Address/Telephone Number** |
| Nominated Emergency Contact | *Nominate a person whom we may contact if necessary (e.g. mother, father, spouse, partner):*      |
| Accommodation | *Provide the full address of your proposed accommodation:*      |
| In Country Emergency and Medical Services | Ambulance:      Police:      Fire Service:      Local GP/Medical Facility:      Other:       |
| British Embassy/Consulate (if travelling overseas)*Students who are not UK nationals please enter your own Government embassies in this section.* |       |
| University Travel and Health Insurance | Contact Details:       | Policy Number:       |
| University Emergency Contact | School/Department Office number:       |
| Is a visa required for your travel?  | [ ]  I am applying for a Visa [ ]  I have a Visa [ ]  I don’t require a Visa  |