

**OVERSEAS TRAVEL AUTHORISATION FORM, RISK ASSESSMENT**

**& EMERGENCY CONTACT DETAILS FOR**

**STUDENT RESEARCH ACTIVITY**

Please complete all sections below & where appropriate Part B Risk Assessment and

Part C Health Assessment

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| **Brookes Travel Insurance – emergency contact Tel: + 44 (0) 208 87735620**Certificate Reference: UMAL/010/05 (not to be used for minor ailments)See University Insurance Handbook for details of automatic travel insurance cover |
| **EMERGENCY CONTACT NUMBERS AT OXFORD BROOKES UNIVERSITY**In the event of an emergency outside normal office hours the following contact numbers should be used |
| Facilities Office | (UK) 01865 483059 | (INT) + 44 1865 483059 |
| Facilities OfficeControl Room (24 hrs) | (UK) 01865 483060 | (INT) + 44 1865 483060 |
| Student Services | (UK) 01865 484650 | (INT) + 44 1865 484650 |
| Name |  |
| Faculty/Directorate  |  |
| Destination(s)  |  |
| Check the destination is not a “**Don’t go to’** country as defined by theForeign and Commonwealth Office(FCO). See FCO website (click on *Travel advice under Quick Links)*: [www.fco.gov.uk](http://www.fco.gov.uk)* **Tick** to confirm
 |
| Dates of trip |  |
| Reason for trip |  |
| Could extend dates | From: | To: |
| Contact details (if/where possible) during trip(mobile phone/email/address overseas) |  |
| Names of other Brookes staff/students on the trip **Note: If you are travelling as part of a group, you will need to fill out separate forms**  |  |
| Source(s) of funding – state account code(s), if known |  |
| Will the source(s) of funding cover all costs (travel, accommodation, subsistence)? If not, how are the remaining costs being covered? |  |
| Will an advance be required? |  |
| Activities |  |
| Special points of safety (if known) |  |
| Type of accommodation (e.g. hotel, camping) |  |
| Method of travel |  |
| **RISK ASSESSMENT**Oxford Brookes University requires that a risk assessment be undertaken prior to any work-related trips either within the UK or abroad, *including trips for the purposes of research*. Such a risk assessment must be appropriate and proportionate to the proposed research and the level of risk anticipated. For this reason the following guidance has been produced *specific to* *research* *activity* undertaken by students within the Faculty of Health & Life Sciences.In many cases, the research itself will not pose significant risks or hazards - but this can only be established through the process of risk assessment. The purpose of risk assessment is therefore to establish the level of risk for the researcher and the University. On this basis, the research can be planned to take all potential safety and security issues into account. Risks to *research participants* are appraised through the process of ethics review and are outside the remit of these procedures. Research conducted at campuslocationsis likely to pose a lower risk than that conducted off-campus. Similarly, research within the UK *may* present fewer risks than research overseas which necessarily requires travel to the research destination. The PVC/Dean of the Faculty has overall responsibility for the health and safety of those conducting researchoverseas. Research overseas requires an adequate assessment of the risks concerning travel, accommodation, local conditions and the research environment. Researchers themselves must also ensure that they are as prepared as is reasonably practicable. Most risks involved with research overseas are foreseeable and with careful planning can be reduced or avoided. Although ***a risk assessment must be carried out for all research overseas***, the extent of this will vary according to the research location and planned activity. For example, fieldwork in an unfamiliar location where there is civil unrest / the potential for disease presents a greater risk than research by a student studying at Oxford Brookes University returning ‘home’ to conduct a study in a familiar location. In the first instance, the checklist below must be completed. On the basis of this, it *may* be necessary for the research student and supervisor to undertake a more detailed risk assessment. The completed risk assessment must then be ‘signed off’ by the Associate Dean, Research & Knowledge Transfer or the Postgraduate Research Tutor or the relevant Head of Department**To be completed by students with their Research Supervisor.**

|  |  |
| --- | --- |
| Research Student |  |
| Supervisor  |  |
| Title of Research |  |
|  | **Yes/No** |
| **Assessing risk in a fieldwork site** |  |
| Does the fieldwork location at which the data are to be collected present any risks for the researcher i.e. a high crime rate, little public activity, poorly lit |  |
| Are there cultural, race or gender issues that might make the researcher more vulnerable e.g. a lone female researcher in an orthodox culture. |  |
| **Risk and research participants** |  |
| Does the profile of the participants pose a risk e.g. history of psychological disturbance, violent behaviour?  |  |
|  | **Yes/No** |
| Are the topics for discussion likely to provoke strong feelings / angry reactions / a threat of violence? |  |
| **Risk in the conduct of fieldwork / data collection** |  |
| Are there any situations that might provoke hostility? |  |

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| **Health Advice*** Please consult your GP if you have any underlying health problems that could affect your fitness for overseas travel on behalf of the University.
* Please consult Fitness for Travel TRAVAX for in country health advice [www.fitfortravel.scot.nhs.uk](http://www.fitfortravel.scot.nhs.uk)
* If the overall risk is **Significant** please complete [Part C Travel Health Assessment](http://www.brookes.ac.uk/services/hr/health_safety/docs/word_docs/OBUHSN-38_partC.doc)

 For further advice on fitness for travel and advice on vaccinations contact Occupational Health on ext. 5772. |
| **Safety Advice**Pre-travel advice.Click here to access: [www.controlrisks.com/RiskMap/Pages/Security.aspx](http://www.controlrisks.com/RiskMap/Pages/Security.aspx)🞎 **Tick** to confirmyou have viewed the Control Risks website.**NOTE:** Please **TICK** to specifylevel of riskbelow:🞎 **Low** (i.e. similar risk level as Oxford or London)🞎 **Significant*** **Please Note:** If the overall risk is Significant please complete [Part B Risk Assessment](http://www.brookes.ac.uk/services/hr/health_safety/docs/word_docs/OBUHSN-38_partB.doc)
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| Signature of research student: | Date: |
| Authorised by Assoc. Dean, Research & KE/ Postgraduate Research Tutor / Dept. HeadSignature: | Date: |
| Seen by PVC/Dean/Director Signature: | Date: |

Please return form to Executive Office Manager/PA to PVC/Dean.

*For Executive Office Manager and PA to PVC/Dean use:*

* Authorised by PVC/Dean.
* Copied to Facilities and Services Manager, Executive Office, Sinclair Building, Gipsy Lane.
* Copied to Research Administrator, GH2, The Gatehouse, Headington Hill.



**NOTICE OF INTENDED OVERSEAS TRAVEL**

**(RESEARCH STUDENTS) EMERGENCY CONTACT DETAILS**

The information below must be completed by research students who are going on an overseas trip. The information you provide will be treated in confidence and only used in an emergency.

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| **Overseas Travel Emergency Contact Details**  |
| Name | Student Number |
| Faculty/Directorate  | Department   |
| Date of departure | Date of return |
| Destination |  |
| Home Address | Telephone Number |
| Next of Kin's Name and Address | Telephone Number |
| Current GP's Name and Practice Address  | Telephone Number |
| Signature: Date: |
| Please Note: Cards are available for Oxford Brookes staff travelling overseas withUseful Information and Emergency Contact Telephone Numbers via OBI, OH or H & S Departments |