

HIGH RISK ASSESSMENT FORM FOR OVERSEAS TRAVEL INVOLVING ALL ASPECTS OF MEDIA WORK

SECTION 1 - PURPOSE AND OUTLINE PLAN

1.1 General

Programme/project title		Responsible department & Supervisory Team(s)		Deployment dates	
Team Members					
<i>List the contact details of team members <u>including</u> all local staff / fixers / drivers (you may need to take equipment for these individuals and obtain a signed contract or letter of engagement).</i>					
Name	Role	UK Tel Number	Overseas Tel Number	Email Contact	

1.2 Purpose and Outline Plan

This section is critically important for ensuring authorising tutors fully understand the purpose and aims of an assignment and can therefore balance its value against the associated risks.

What is the purpose of this assignment or reason for travel?	
What is the outline plan?	
<ul style="list-style-type: none"> • Key timings • Where and when you are going • Key meetings • Areas or items of increased risk 	

SECTION 2 – GENERIC COUNTRY RISK ASSESSMENT – Please visit the [UK FCO Overseas Travel Advice](https://www.gov.uk/foreign-travel-advice) site for general travel advice: <https://www.gov.uk/foreign-travel-advice> please select the *Safety and Security* section for country specific security info. Please note that this advice is for general travel **NOT** for travel involving broadcast or programme making activities (whether profession or for educational purposes) that may increase the risk level of travel. Please refer to the following sites for information and advice for journalists and programme maker and conduct extra research on the risks and local laws associated with media work in the specific country/ies you plan to visit:

https://rsf.org/sites/default/files/guide_journaliste_rsf_2015_en_0.pdf

<https://cpj.org/security/guide.pdf>

http://downloads.bbc.co.uk/mundo/pdf/safety-journalism_safety_guide_second_edition-v1.pdf

Think about insurance that covers you as a filmmaker/programme maker (whether student or professional – your standard insurance may not be valid if the insurer discovers you were engaged in high risk activities such as filming in countries that have strict security restrictions regarding media activity):

<https://www.insurewithease.com/high-risk-travel-insurance>

2.1 General

Country

Sources

Checked by (Your Tutor must check this)

Valid from

2.2 Situation and Intelligence Assessment

Situation (Overview re Media Activity and Local Laws covering Media Activity)

Situation (Update)

2.3 Generic Risk Assessment

Threat / Hazard	Mitigations / Controls	Residual Risk Use matrix at section 9
Conflict / War		
Terrorism		
Civil Disorder		
Crime		
Kidnap		
Detention		
Transport Accidents		
Environmental Hazards		
Information Security		
Health Risks	<div style="border: 1px solid black; padding: 5px;"> <i>(include exposure to traumatic / emotionally charged events which might have a psychological impact)</i> </div>	

SECTION 3 – DEPLOYMENT SPECIFIC RISK ASSESSMENT

3.1 Additional Deployment Specific Risk Assessment

Use the methodology in section 2 above to identify additional risks or highlight areas where you are not able or do not require to meet the mitigations / controls described above.

Threat / Hazard	Risk Level With no mitigation	Mitigations / Controls	Residual Risk Use matrix at section 9
<i>As required</i>			
<i>As required</i>			

3.2 Risk of Detention

If detention has been identified as a risk, please indicate how you plan to mitigate against this and that you have discussed this fully with the appropriate member of staff and understand and accept the risks involved.	YES / NO / NA
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3.3 Editorial Risks

Threat / Hazard	Yes / No	If yes, identify mitigations / controls	Residual Risk Rating
Contributor Risk: Is there a risk to contributor safety and welfare, either during filming / recording or after Tx? link to edpol guidelines on fairness to contributors	YES / NO		
Post Tx Considerations: Will there be any issues following tx/screening which could impact or threaten the safety of fixers or translators?	YES / NO		
Is there an increased risk to any member of the team as a result of their gender/age/ethnicity/religious beliefs/nationality/disability or any other reason(s) of note?	YES / NO		

SECTION 4 – ITINERARY

4.1 Daily Activities

Day	Activity	Accommodation location <i>Details below in para 3.2</i>	Additional mitigations for day's activity. <i>Consideration to given to communication, protection, medical support and evacuation</i>
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4.2 Accommodation

Where will the team be staying (name, address and contact details)? What are the physical security measures and has it been recommended as a safe location?

Location	Date	Contact details and physical security arrangements
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4.3 Transport to and from Deployment / Destination

Use additional columns if necessary.

Outbound Travel

Return Travel

4.4 In-country Transport Plan

Type of transport / vehicles being used (for example armoured (AV) or soft skinned)	
Local driver / self-drive (level of training?)	
Outbound Routes	
Return Routes	
Location of 'safe havens'	

4.5 Equipment

Items	Type / Quantity
Medical equipment	
Communications equipment	
Other safety equipment	

SECTION 5 – MEDICAL *(completed by deploying team)*

5.1 Emergency Medical Plan

Please note that the School requires information regarding your emergency medical planning: please complete the section below..

Immediate Response

(How will you respond immediately to a medical emergency, injury or casualty?)

Stabilisation

(Where will you go and what is available in-country to stabilise a casualty / ill person?)

Evacuation

(How will you transfer a stabilised casualty to definitive care?)

5.2 Emergency Services Contacts in Country

Name	Role / Organisation	Contact Details

SECTION 6 – COMMUNICATIONS

6.1 Communications Plan / Call in Schedule

Detail below how the team on the ground intend to report its movement and situation. Who will they speak with to provide updates and how often will they call in? What actions will be taken in the event that a schedule is missed?

Call-in schedule (frequency/times of day)					
Primary point of contact		Number		Role	
Alternate point of contact		Number		Role	
Secondary means of communications					
Does the team have a tracking device and what is its designation?					
What action should be taken if the primary / alternate has not heard from the team within the agreed call schedule?					

6.2 Contacts in and out of Country

List useful contacts in and out of the country such as non-production team.

Name	Number	E-mail	Role

6.3 External Contacts

List useful external contact details, such as Embassy / consular services / NGOs / UN.

Name	Number	E-mail	Role

SECTION 7 – RECORD OF CONSULTATION AND APPROVAL

7.1 High Risk and Local Bureau Advice

Supervising Tutor/s consulted?	YES / NO	Name		Role		Date	
Comment							
Local Fixer or Contact consulted?	YES / NO	Name		Role		Date	
Comment							

7.2 Other Expert Advice

Production Safety consulted?	YES / NO	Name		Role		Date	
Comment							
Health professional consulted (vaccinations and location specific health advice) ?	YES / NO	Name		Role		Date	
Comment							
Any additional advice from other souce?							

7.3 Confirmation All Team Members Aware of Risks

Staff are reminded of their absolute right to refuse any trip without the need to provide reasons and with no adverse consequences on their career.

All members of the deploying team will have access to and the opportunity to read this risk assessment?	YES / NO
If no, what arrangements are being made to make sure this is done?	

7.4 Approval

To be completed by the responsible manager/tutor and risk owner of the activity.

I confirm that I have reviewed the completed risk assessment form and having considered the factors set out above am satisfied that this deployment may proceed.

Name	Role	Date	Comment

SECTION 8 – PERSONAL DETAILS OF TRAVELLING STAFF

One for each member of staff. Add more if necessary. Note that as per BBC high risk policy HEFAT is valid for 3 years. This information **is not** be taken on the deployment.

Name		Student Number		Degree Course	
Nationality		Passport or local ID Card Number		Issue / Expiry Dates	
Next of Kin / Emergency Contact <i>(Name, relationship, addresses and contact number)</i>					
Blood Group		Date of Birth		Allergies (If Known)	
Do you have any medical conditions or are on medications that you feel should be shared with your team? <i>(In the event you are injured or incapacitated)</i>					

Name		Staff Number		HEFAT and PO Completion Dates	
Nationality		Passport or local ID Card Number		Issue / Expiry Dates	
Next of Kin / Emergency Contact <i>(Name, relationship, addresses and contact number)</i>					
Blood Group		Date of Birth		Allergies (If Known)	
Do you have any medical conditions or are on medications that you feel should be shared with your team? <i>(In the event you are injured or incapacitated)</i>					

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Do you have any medical conditions or are on medications that you feel should be shared with your team? <i>(In the event you are injured or incapacitated)</i>					

9.1 Data Protection

Personal information collected for the purposes of risk assessment will be used to identify those at risk, and those involved in controlling risk, from this or similar activities and to fulfil the Schools obligations under Health and Safety policy and legislation. It will be retained for up to 6 years after the expiry of the activity. It may be shared with other organisations, including our agents and contractors, with whom the risk or the control of risk is shared.

9.2 Residual Risk

Determining residual risk is to a large degree a judgement. The table below is designed to assist in making this judgement. It follows BBC *magique* risk assessment methodology. The numbers within the matrix are unique for any given box and can therefore be used determine which levels of severity and likelihood were used to determine the risk judgment.

SEVERITY	<i>Multiple loss of life or serious injury in remote area with little or no access to local assistance / Abduction or kidnap by politically motivated grouping</i>	17	22	23	24	25	Critical
	<i>Loss of life or serious injury in remote area but some access to local assistance / Detention by rogue governments or financially motivated kidnap</i>	12	18	19	20	21	Severe
	<i>Life changing injuries in areas with good access to reliable medical support / Temporary detention by official organisation / Secure extraction routes</i>	6	13	14	15	16	Moderate
	<i>Minor injuries / good access to medical support / secure extraction routes</i>	2	8	9	10	11	Slight
	<i>Low levels of intimidation / verbal abuse</i>	1	3	4	5	7	Negligible
		<i>Freak event / no known history</i>	<i>Improbable event / very rare occurrence</i>	<i>Foreseeable / may have occurred before</i>	<i>Foreseeable / occurred several times</i>	<i>Expected to occur / has occurred frequently</i>	
		LIKELIHOOD					

9.3 Risk Guidelines and Authorisations

Critical	Risks must be controlled. A high risk deployment with a residual risk rate of CRITICAL should be authorised at departmental head level.
Severe	Risks should be controlled. A high risk deployment with a residual risk rate of SEVERE should be authorised at senior manager level.
Moderate	MODERATE risks without controls should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced. A high risk deployment with a residual risk rate of MODERATE may normally be authorised at line management editorial level.
Slight	Low risk which typically does not require the introduction of controls. Should be monitored periodically to ensure no changes that might affect the risk. Significant change will require re-assessment. A high risk deployment with a residual risk rate of SLIGHT may be authorised at line management editorial level.
Negligible	Low risk. Monitor and re-assess as necessary. A high risk deployment with a residual risk rate of NEGLIGIBLE may be authorised at line management editorial level.