

This risk assessment is an example for illustrative purposes only. You will need to complete the form with up to date UK and local government rules and individual circumstances.

COVID-19 RISK ASSESSMENT FORM FOR OVERSEAS FIELDWORK AND TRAVEL
To be completed by ALL travellers IN ADDITION to their standard travel/fieldwork risk assessment

Name: <i>Louise Smith</i>	Location <i>Japan</i>
Status (staff/ UG/PGT/PGR): <i>UG</i>	Dates: <i>01-09-21 to 01-12-21</i>
Summary of activities to include an outline of degree and nature of interaction with others: <i>Year abroad with a host university, attending in class lectures and learning wherever possible during day to day activities, such a supermarket shopping. .</i>	
Overview: <ol style="list-style-type: none">1. What is the academic need for the fieldwork/travel at this point in time, and what considerations have you given to alternative approaches (such as Microsoft Teams interviews), postponing and minimising the time, travel and interaction with others. A statement from your supervisor may assist where the HoD/FBC has to approve this travel. <i>My year abroad is an essential part of my course. I have to spend a minimum amount of time in country. Without it I cannot complete my course. It cant be completed on-line in the UK. My supervisor/year abroad tutor fully supports this.</i>2. RAG status of the country: <i>Amber</i>3. How any additional costs for quarantine / PGR tests will be funded (including if the country status changes while you are away). Information on this can be found at FAQs for staff: here and for students, here. Self funded <i>I have savings for this and can look at options available to UG for some funding if any.</i>	

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OVERSEAS FIELDWORK AND TRAVEL

Before completing this form please review [Travel advice: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-advice/coronavirus)

Do not embark on fieldwork if you are experiencing [COVID-19 symptoms](#) or anyone in your household is self-isolating

If you experience symptoms while you are on fieldwork please follow local government advice as well as [UK government](#) advice on what to do (whichever is more stringent or appropriate)

Please familiarise yourself with general social distancing advice from the [NHS](#) and any advice from the country you will be visiting (I have read all the above links)

ISSUE	RISKS AND CONTROL MEASURES – please respond to each question and provide additional information to outline the risk and your mitigating measures	RISK LEVEL Low/Med/High
General		
<ol style="list-style-type: none"> Are you in any of the higher risk groups as outlined by the Who is at high risk from coronavirus (clinically extremely vulnerable) - NHS (www.nhs.uk)? Please confirm you have discussed any specific relevant health issues with your GP and will follow any medical advice. Travellers will need to consider how any time spent out of the country will impact their access to a vaccine if they are not already vaccinated. Please outline what additional supplies you will take with you. For example hand sanitiser, face coverings, disposable gloves. Will these be available in the country you will be working in? Please confirm that when you are in country you will avoid where possible or minimise interactions with others including during spare time activities. 	<ol style="list-style-type: none"> <i>I am not in any of the at-risk groups, I have checked the link and disacussed with my GP. I am 19 years old, healthy with mild medcaill conditions, i have checked with my GP and im not traveling against any medical advice.</i> <i>I have received my first jab and my second one is before my departure date for my year abroad, i will make sure i have my vaccine passport with me and also make copies.</i> <i>I will be taking several disposable face masks alongside two washable face masks. I will be taking hand santiser. Face masks, hand sanitiser and disposable gloves are all available for purchase in Japan.</i> <i>I can confirm that when I am in Japan I will be avoiding public transportation (when possible), sports gatherings, festivals and such events where social distancing rules may be difficult to obey. I can revert to on-line learning as a temporary solution in the event cases surge and local lock downs occur, I will monitor the news and FCDO advice for as much warning as possible when this may be happening if at all.</i> 	Med
Country information		
<ol style="list-style-type: none"> Does the UK Government advise against all travel or all but essential travel to this country (or region). If this is yes, please state the reason for this advisory. Note 	<ol style="list-style-type: none"> <i>No. There are currently no government advisories against travel to Japan on the FCDO website. I have reviewied the information at "Check what</i> 	

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<p>you will need to provide robust and compelling mitigating measures.</p> <ol style="list-style-type: none"> Please outline the COVID-19 profile of the country with consideration of number of cases, deaths, trajectory of the disease. Please outline the in country (or regional) restrictions and arrangements for managing the COVID-19 risk (such as in country travel/ overnight stay restrictions, public transport measures, social distancing measures, large gatherings, public spaces, status of shops and other facilities). Is the country admitting travellers from the UK (or the country you are going to be starting your journey from); what are the entry requirements? What are the current re-entry requirements for your return to the UK? Please state the RAG status and outline the arrangements you have in place, including if the status changes while you are away. Red, amber and green list rules for entering England - GOV.UK (www.gov.uk) <p>Please refer to the following information: information provided by the country you are visiting; UK government general travel advice and country related travel advice; Travel Health Pro country health information (which gives country by country COVID-19 risk levels); WHO COVID-19 dashboard</p>	<p>you need to do to travel abroad and return to England” and Coronavirus - Japan travel advice - GOV.UK (www.gov.uk)</p> <ol style="list-style-type: none"> <i>I have researched the FCDO travel advice for Japan : Japan travel advice - GOV.UK (www.gov.uk) ; NaTHNaC - Japan (travelhealthpro.org.uk); and Japan: WHO Coronavirus Disease (COVID-19) Dashboard With Vaccination Data WHO Coronavirus (COVID-19) Dashboard With Vaccination Data. Japan has recorded 1,983 total coronavirus deaths since the beginning of the pandemic. There have been around 138,000 cases of which 18,674 are active cases at the time of writing. The rolling 7-day average for Japanese coronavirus cases is that 2,042 cases are currently being reported every day, on average. The area where I will be staying, Hyogo Prefecture, has a population of 5,469,762 – its highest ever daily case count was 184 cases in one day.</i> <p><i>I have signed up to alerts for Japans country Get emails from GOV.UK - GOV.UK (www.gov.uk)</i></p> <ol style="list-style-type: none"> <i>Currently, gatherings of up to 5,000 people are permitted. Measures encouraging social distancing, wearing masks in public, avoiding closed spaces and exercising basic precautions are in place. Currently, the government advises against travel to Tokyo, Osaka and Hokkaido as these areas have a higher amount of cases than the rest of the country. My destination X, is not affected by these restrictions. Most businesses remain open for business as usual. Contact tracing is currently implemented in Japan. The government informs people who have recently been in contact with those who have tested positive for COVID-19. I am aware that the situation is subject to change and will keep abreast of these via local news and from the FCDO alerts.</i> <i>Japan is currently admitting travellers from the UK if they are coming for work or educational purposes. Entry requirements - Japan travel advice - GOV.UK (www.gov.uk) Travellers from the UK require a negative COVID PCR test 72 hours prior to their departure time. I am monitoring my airline in case of entry up dates, and the FCDO travel advice for Japan. I have ordered and booked in for this testing 72 hrs before departure and am funding this myself. I will have to quarantine for 14 days upon arrival. This</i> 	<p>Med</p>
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	<p><i>is currently being organised by University contact in Japan, who will be booking an airport hotel within which myself and my coursemates will be able to self-isolate. We will be allowed out of our rooms once per day so that we can go food shopping in a shop within the hotel.</i></p> <p><i>5. Japan is on the Amber list. If this stays the same I would have to take a pre-departure COVID test (in the 3 days before departure); complete a passenger locator form and take COVID tests after arrival back in the UK. I will be fully vaccinated so will not need to self isolate (unless i test positive).</i></p>	
Travel		
<p>1. Are you already in country or will you need to travel to the fieldwork country?</p> <p>2. How will you travel to your destination if you are not already in country? Include travel to the airport.</p> <p>3. If you are travelling by air please familiarise yourself on how to keep safe during air travel</p> <p>4. How will you travel in country (to and from the airport and during your fieldwork)? Please refer to UK travel guidance for passengers as well as any local government advice</p> <p>5. What COVID-19 related precautions will you take for all the above modes of transport?</p> <p>Please refer to the FitForTravel COVID-19 travel health consideration and TravelHealthPro COVID-19 advice for travellers</p>	<p><i>1. I am currently in the UK and will need to travel to Japan.</i></p> <p><i>2. I will be given a lift to the airport from a family member, I will then take a flight from London to Kansai International Airport. Upon arrival in Kansai International Airport I will be taken by private transport (provided by the University) to the airport hotel where I will be self-isolating.</i></p> <p><i>3. I will strictly observe social distancing guidelines. I will wear my facemask at all times, make regular use of hand sanitiser at every available opportunity, make use of disposable gloves when touching objects that many people will have already touched, for example door handles.</i></p> <p><i>4. I will be taken from the airport hotel to my accommodation in a minibus provided by the University. Other than that, I will avoid using public transportation as I can easily reach the University campus by foot. When travelling by foot I will wear a face mask and observe social distancing at all times, for example avoid passing people on the street too closely unless this cannot be helped.</i></p> <p><i>5. On the minibus, I will open windows to improve ventilation, leave the seat next to me unoccupied if possible, wear a facemask throughout my journey and strictly follow social distancing guidelines. I will wash my hands at the soonest available opportunity once my journey ends. On the plane, I will wear my facemask at all times, make regular use of hand sanitiser at every available opportunity, and make use of disposable gloves when touching objects that many people will have already touched, for example door handles.</i></p>	Med
Accommodation		
<p>1. What type of accommodation you will stay in (please specify for example hotel, guest house, family home/</p>	<p><i>1. Upon arrival I will be quarantining in an airport hotel organised for me by the University in Japan for two weeks. Then I will be staying in a</i></p>	Accommodation

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<p>home of relative).</p> <p>2. What COVID-19 related precautions you will take. Please include COVID-19 related measures implemented in your accommodation (for example hotel hygiene regimes and checking in/out arrangements).</p> <p>Please refer to UK government advice on staying safe outside your home, as well as any guidelines issued by the country you will be in</p>	<p><i>University dormitory owned by this University its own Residence.</i></p> <p><i>2. The hotel is said to provided essentails such as sanitiser, strict cleaning between guests etc. I will also be taking my own hand sanitiser whihc i will use regulary. I will have to take my temperature twice a day using materials provided to me, and report this back to the Japanese authorities via the LINE app. I will be honest and assiduous in checking and reporting my temperature twice a day, morning and night. Naturally, I will not leave the hotel at any point during the isolation period and will be wearing a face mask when entering and departing the hotel.</i></p> <p><i>When in my accommodation, I will follow general government guidance by avoiding closed spaces or gatherings with other students staying at the dormitory. My room includes a kitchenette and an ensuite bathroom, so I will not have to share facilities or utenils with other students and will be able to effectively prevent myself coming into contact with others.</i></p>	<p>Low</p>
<p>Fieldwork/Activity Risks</p>		
<p>1. Will your fieldwork require direct contact with other individuals? If so, can it be done in other ways (interview via Microsoft Teams etc.) or can social distancing be maintained? Please outline.</p> <p>2. Will your fieldwork involve working in an area/location under the control of another organisation? If so please</p> <ul style="list-style-type: none"> • Outline the COVID-19 related measures that are implemented* and what precautions you will take. • Attach their COVID-19 risk assessment where appropriate. <p>3. Are you collecting equipment, samples or materials that need to be stored or processed? If so:</p> <ul style="list-style-type: none"> • Do you have access to these facilities? • Please outline the COVID-19 related measures on social distancing and hygiene regimes that are in place (you may need to refer to a local risk assessment) 	<p><i>1. My Year Abroad will likely include in-person teaching on campus at the host university, provided infection numbers remain low. If cases rise or the situation changes, classes can be conducted via Zoom. Social distancing would likely be easy to observe within a classroom setting, for example by leaving a chair or two chairs between every student.</i></p> <p><i>2. I will likely be attending classes on campus at the host University. The University COVID protocols are set out at xxxxxxx. They have put in lots of covid secure measures in place - masks to be warn when moving aorund all areas, social space and distance between desks and seating, spiliting the class into half, internal track and trace, offering of testing support to those who needed it. The classess I attend on will form a bubble to support the internal track and trace system. I will wipe down my desk.</i></p> <p><i>3. I will observe the country rules during my spare time and take COVID secure measures such as wearing a mask, hand sanitising and maintaiing social distance for example when visiting the supermarket.</i></p> <p><i>4. I am not collecting any samples or materials that require storage or processing.</i></p>	<p>Med</p>
<p>THE REST OF THIS SECTION CAN BE TAILORED TO RISKS RELEVANT TO INDIVIDUAL DEPARTMENTS/ACTIVITIES; PLEASE SEE APPENDIX FOR AN INTERVIEW SPECIFIC AND A CONFERENCE SPECIFIC COVID-19 RISK ASSESSMENT</p>		

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Contingency plans		
<p>1. How will you monitor local, global, university and UK government advice* (and your own government advice if you are not a UK citizen)? This monitoring should include monitoring exit routes such as land borders you may need to cross, and keeping in touch with your airline/travel providers' status. *For real-time UK Government updates on the country you are in you can follow embassy or high commission's social media.</p> <p>2. Please outline your ability to respond quickly to any increase in risk/change in advice. You are advised to obtain flexible flight tickets (for air travellers). Will you have emergency funds to draw on?</p> <p>3. Please familiarise yourself with what you need to do in country if you develop symptoms.</p> <p>4. Please outline how you would obtain a COVID test, where you would self-isolate, how you would communicate with others and how you would obtain the support you need (such as supplies and medical assistance).</p> <p>5. Please confirm what travel insurance you will have in place and what it will cover you for in relation to COVID-19.</p> <p>6. Are there any other COVID-19 related contingency plans you need to have in place? Please specify.</p> <p>Please familiarise yourself with the FCO COVID-19 travel advice . If you develop symptoms of new continuous cough, high temperature or a loss of, or change in, your normal sense of taste or smell while abroad or during travel, you should immediately:</p> <ul style="list-style-type: none"> • Stay indoors and avoid contact with other people. • Call your health provider and/or insurance company to discuss what you should do. • Follow local public health guidance if available. • If you become unwell at an airport, bus or train station before or during a long trip, seek medical advice and do not start or continue your journey. • Once you have fully recovered, check with your health provider if you are fit to travel, before any onward 	<p>1 <i>I will use reliable sources such as FCDO travel advice (I have signed up for alerts), regularly check the WHO and gov.uk websites. I will regularly check the UK Embassy in Japan's website and in fact already follow several of their social media accounts. In terms of developments within Japan I will keep myself informed via nationwide media channels like NHK News and keep myself informed in terms of local developments by regularly checking local media outlets. I will check email alerts and keep the contact information of the airline.</i></p> <p>2 <i>I will be booking flexible flight tickets as required. I will be receiving a maintenance loan from Student Finance England, I will be able to put plenty of funds aside to use in the case of an emergency. Besides this, I have personal savings that I can draw upon at any time to act in case of an emergency.</i></p> <p>3 <i>I will need to report these symptoms to the University via my course coordinator. I will immediately cut off all contact with others and stay entirely in my room. I will organise a COVID test at the earliest possible availability by contacting the local medical clinic remotely. I would also inform my supervisor.</i></p> <p>4 <i>I would be isolating in my room at the University as it is an ensuite room with a kitchenette. I would communicate with academic staff at the University student affairs section of the Faculty of Letters by email, as well as with my course co-ordinators. I will report my condition back to the department at Oxford via email. I will contact the staff at the host University via email or by a phone call to alert them of my condition. I would likely request either the staff at the host University or my fellow coursemates to help me with supplies. These supplies could be easily left outside my door so that I could collect them after the person who delivered them had retreated to a safe distance.</i></p> <p>5 <i>University travel insurance. I have checked the terms and conditions at Travel Insurance Finance Division (ox.ac.uk), and note it will not cover Cancellation, Curtailment, Change of itinerary, Rearrangement and Replacement element of the policy will not operate in relation to Covid-19 losses.</i></p> <p>6 <i>If I was to test positive for COVID-19 within two weeks of my scheduled return flight to Japan, this would likely mean that I would be unable to</i></p>	<p>Med</p>

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travel.	<i>take that flight. To circumvent this issue I will be booking a flexible ticket. I will keep my supervisor year aboard tutor in the loop of any changes etc.</i>	
<p>WHERE THE FOREIGN, COMMONWEALTH AND DEVELOPMENT OFFICE (FCDO) ADVISE AGAINST TRAVEL TO THE COUNTRY OR REGION (either against all travel or all but essential travel and including ‘red list’ countries) THE RISK ASSESSMENT MUST BE REVIEWED BY THE SAFETY OFFICE AND THE TRAVEL APPROVED BY YOUR HEAD OF DEPARTMENT OR FACULTY BOARD CHAIR.</p>		
<p>Signature of traveller: L.Smith</p> <p>Date:01/08/21</p>	<p>Signature of Supervisor: I can confirm that I have discussed* in detail with the student/ traveller the COVID-19 risks associated with this trip. This risk assessment reflects this discussion and I am content with the arrangements in place. Mr green</p> <p>Date:02/08/21</p>	

APPENDIX: INTERVIEWING COVID-19 RISK ASSESSMENT

Interviewing COVID-19 risk assessment	RISKS AND CONTROL MEASURES – please respond to each question and provide additional information to outline the risk and your mitigating measures	RISK LEVEL Low/Med/High
<p>If you are conducting interviews (please read safe interviewing reminders)</p> <ol style="list-style-type: none"> Who will you be interviewing? How much do you know about their current living circumstances, health and travel history over the two weeks previous? Please state why the interviews must be face-to-face and not conducted remotely? Will you engage other individuals to assist you, such as interpreters, consultants or facilitators? Are any of them in higher risk groups as outlined by the UK government (or their own government for non-UK citizens). Give the same regard to their safety as your own. How will the interviews be arranged and where will they take place? How will you ensure that the relevant social distancing measures are applied and that all parties will be aware of these in advance? Do your plans avoid people singing, shouting, raising their voices and/or playing music at a volume that makes normal conversation difficult or that may encourage 	<p>N/A</p>	

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<p>shouting? This is because of the potential for increased risk of transmission from aerosol and droplets.</p> <p>6. What is your contingency plan should you or your interviewee feel unwell during the interview?</p> <p>7. Will there be a requirement to pass items between you and the interviewee during your meeting, such as questionnaires, pens, money, objects? If so, how will this be done to reduce the risk?</p> <p>8. Are there any other factors which might compromise your ability to implement social distancing measures? Please specify.</p>		
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APPENDIX: CONFERENCE COVID-19 RISK ASSESSMENT

Conference COVID-19 risk assessment	RISKS AND CONTROL MEASURES – please respond to each question and provide additional information to outline the risk and your mitigating measures	RISK LEVEL Low/Med/High
<p>If you are attending a conference</p> <p>1. Are you presenting or attending a conference?</p> <p>2. Can this be done remotely via Teams/Zoom?</p> <p>3. What is the academic need/benefit to be gained from physical attendance at the conference?</p> <p>4. Please outline the COVID-19 related mitigating measures that will be in place at the conference. Please include the information on COVID-19 arrangements from the conference organisers.</p> <p>5. What flexibility in plans do you have given the often rapidly changing global environment?</p> <p>6. Do you have the ability to self-isolate in country should you become ill while away, and on return to the UK should this be necessary?</p>	<p>N/A</p>	