

Fieldwork Risk Assessment – Checklist & Declaration

Kindly ensure you consult this checklist prior to traveling to **any medium- or high-risk destination**, and complete the required declaration by signing on page 2.

1. Documentation & Insurance

- Valid passport and visa (if required)
- Local registrations/permissions obtained
- Travel & medical Insurance cover confirmed

2. Transport & Accommodation

- Safe/reputable airlines and arrival times
- Travel precautions if moving alone at night/remote areas
- Secure accommodation in safe area

3. Security

- Familiarised with local laws, traditions, and sensitive issues
- Personal safety measures planned (e.g. licensed taxis, modest clothing, cheap phone)
- Registered with local authorities (if required)
- Checked official travel advice

4. Fieldwork Activities & Ethics

- Research questions reviewed for sensitivity/risks
- Secure VPN connection in place (LEAF)
- Safety precautions in place
- Ethical approval obtained (if required)

5. Health & Medical Issues

- Health alerts for destination checked
- Vaccinations/medical precautions (malaria, etc.) up to date
- First aid kit/sterile pack prepared

6. Communication & Supervision

- Reliable phone signal and power access
- Regular check-in plan with supervisor/family
- Backup plan if communication/supervisor unavailable

7. Emergency & Contingency Planning

- Nearest health centre and emergency services identified
- Evacuation routes for emergencies (violence/disaster/medical) known
- Local contacts available for assistance
- Embassy contact details available
- Sufficient emergency funds accessible

8. Other Risks / Special Considerations

- Political instability/civil unrest risks assessed

Declaration

I confirm that I am adequately insured for travel to the country/site of my fieldwork, and for any activities that I may undertake. **All fieldwork is undertaken under the student's own responsibility. I have read the Fieldwork Guidelines Procedure.**

Signature of Student:

Date:

Signature of Supervisor:

Date:

The supervisor confirms that health and safety risks have been discussed in detail and that a contact plan is in place.

Useful websites

- [EU Travel Advice](#)
- [Foreign, Commonwealth & Development Office](#)
- [Federal Department of Foreign Affairs](#)

What to do in case of an emergency:

- Contact your travel insurance
- Contact your supervisor
- Contact wellbeing-support@graduateinstitute.ch