Procedure for travel against FCO advice

1. Plans for Fieldwork identify travel contrary to FCO Advice

2. Complete the Fieldwork Risk Assessment Form

3. Submit Fieldwork Risk Assessment Form to the Health and Safety Manager (HSM)

4. HSM advises on content of Fieldwork Risk Assessment Form

5. HSM advises that risk control is sufficient and contacts: the HoSS, the relevant UEG member, Head of Health and Safety and Deputy Secretary

6. Fieldwork proceeds or continues

- Monitoring of FCO advice by HSM, Academic Leader, Academic Tutor, Line Manager

7. Is the work/ study/ research of significant value?

   - Yes
   - No

8. Discuss with HoSS / UEG member

   - No
   - Yes

9. Fieldwork not allowed for academic / work-related reasons

- Contact is made with individual on Fieldwork. HSM, HoSS / UEG member / Deputy Secretary to discuss whether to continue if situation deteriorates

10. Fieldwork does not proceed or is ceased

- Change in FCO advice

11. Is the work/ study/ research of significant value?

   - Yes

12. HoSS/ UEG member approves

   - Yes

13. HoSS/ UEG member approves

   - No

14. Fieldwork proceeds or continues

- Monitoring of FCO advice by HSM, Academic Leader, Academic Tutor, Line Manager

15. Deputy Secretary approves

   - Yes

16. Deputy Secretary approves

   - No

17. Fieldwork does not proceed or is ceased

Author: HSS
Doc Ref: PRSG17.7v3
Approved by: PV
Date: Sept 2019