

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

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

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	

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?

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

