**UNIVERSITY OF KENT**

**CENTRE FOR JOURNALISM**

**RISK ASSESMENT POLICY**

Before going on assignment students should consider any risks to their personal safety that might arise and discuss these with the lecturer responsible for the assignment or another member of academic staff.

Before going on news gathering operations, all students should do all of the following:

1. Ensure that the lecturer responsible for the exercise knows where he/she is going or, if the lecturer is not available, that the Head of Centre and/or the Director of Learning and Teaching and/or the Centre Administrator know.

2. Consider carefully whether it is appropriate to go alone or whether the location or circumstances suggest that he/she should be accompanied. He/she should take advice if uncertain.

3. Always carry a mobile telephone, the number for which should have been given to the Centre.

4. Always have the mobile telephone numbers of the lecturer responsible for the assignment, the Head of Centre and the Director of Learning and Teaching.

5. When visiting an interviewee at a new location, students must inform a responsible friend, relative or fellow student where they are going and at what time they are likely to leave. When the student has left the interviewee, the former must tell the responsible friend, relative or fellow student that he/she has left the location safely

The Centre for Journalism advises on occupational health, safety and security.

The Centre has a member of staff on call 24 hours a day for urgent operational enquiries by students on assignment.

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