



## Inclusive Personal Safety on Location – Aide Memoire

This aide memoire prompts the senior member of production about the individual-specific safety considerations to make when planning a deployment overseas to help promote diversity and inclusion. It should help inform 1-2-1 conversations and team briefings before deploying.

<b>Production</b>		<b>Countries (and regions)</b>	
Those travelling		Contact details	
Completed by		Contact details	

**Data Protection – The information you will be discussing is highly sensitive.** Ensure that any information recorded for the purposes of assessing risk is kept secure and only made available on a strictly need to know basis. If you consider it is necessary for safety reasons for particular individuals on deployment to be made aware of an individual’s health conditions, ensure you discuss this with them first and address any concerns they may have. Where possible, those on deployment should avoid taking hard copies of sensitive personal information with them. If this is necessary, e.g. due to lack of data connection on deployment, hard copy documentation should be kept on person and stored away from kit (which may be a target for theft).

Item	Notes
<b>Personal Safety</b> - consider the foreseeable risks to personal safety for individuals deploying so they can make an informed decision about whether to travel early in the planning stages.	
<b>Disabilities</b> – is anything you need to be informed about or that the individual would like to disclose to the team in order to make reasonable adjustments to the plan and give them reassurance that they are equally valued. In some situations an individual’s GP, medical contact or other organisations may offer further help.	
Consider things that may be relevant e.g. the physical environment they will be working in, communication, how information is provided, transport and vehicles, toilets and welfare.	
<b>Mental health</b> – have conversations with individuals about mental health and encourage a culture of openness and support.	
Have a robust plan in place should an incident occur that may affect an individual’s mental health. Check if anyone on the team is a mental health first aider. Make sure those deploying are informed of any mental health support services available.	
Consider the <b>ethnicity</b> of the individuals in the team and consider those who may be at increased risk.	
<b>Consider different ages, genders, sexualities and identities</b> and their safety on location. Make crew aware of any country specific laws in place and encourage individuals to approach production if they have any concerns about safety or wish to disclose anything to the team.	
<b>Think about welfare arrangements in remote locations</b> and local customs that may put an individual at increased risk. E.g. do individuals who are menstruating have arrangements in place?	
<b>Travel health/individual medical needs/medication</b> – consider country and location specific factors on your first aid and emergency plans. Any travel documents/requirements for the medications? Consider delays or extensions to deployment length and build in contingency.	
<b>Travellers who are, or may be, pregnant (in any trimester) or planning to become pregnant/individuals who are family planning</b> – research risks that may affect these individuals, e.g. mosquito-borne diseases such as chikungunya, dengue, malaria and Zika.	
<b>Security and emergency arrangements of hotel/accommodation</b> – research your accommodation and where others are present, consider the profile of those deploying.	
<b>Will there be working at night, lone working or situations where your team will be separate?</b>	
<b>Personal Protective Equipment</b> – have you considered the selection and fit of protective clothing and equipment required for safety? Have all individuals been taken into account?	
Check the country local laws and customs on the <a href="#">FCDO website</a> and human rights risks on the <a href="#">Amnesty website</a> to see if anything may affect the safety of any individuals on your team.	
Check experience of others who have travelled to your location, identifying competent fixers, etc. Consider contacting any local teams, e.g. news bureaux.	
Consider contacting the British Embassy or Consul to inform them of your plans.	
Speak to local contacts and those who have travelled to the country/region about the local culture in terms of equality. <b>Consider how your team will be perceived locally.</b>	
<b>Consider religion, beliefs and political</b> views of individuals and their safety on location	

*Aide memoire adapted from a document developed by the BBC Studios Natural History D&I Group, with particular thanks to Chase Mnataganian and Harry Lawrence*