Research Ethics Risk Checklist

This completed form should be included with your research ethics application form as a supporting document.

Researchers Responsibilities

Will the benefits of the project/research activity outweigh the risks?	◯ Yes	◯ No
Are the research methods appropriate to obtain the required data to answer the research question?	◯ Yes	◯ No
I am aware of, and comply with, all local COVID-19 safety measures for off-campus research	◯ Yes	◯ No

Policies

I have read and understood:

- ☐ Research Ethics Policy
- ☐ Health and Safety Policy
- ☐ Guide for General Risk Assessment
- ☐ Code of Good Research Practice
- ☐ Data Protection Policy
- ☐ Data Management Policy
- ☐ Information Security Policies

The 'yes' or 'no' questions and statements below are designed to help you to identify risks within your your research project or activity. It is useful to go through this checklist at the research design phase so that methods to minimise or mitigate the risks identified are embedded into the research design.

Data Protection

Will you ensure that data will be stored using software approved by Royal Holloway?	◯ Yes	◯ No	◯ n/a
Will you ensure that personal data will be anonymised?	◯ Yes	◯ No	◯ n/a
Will you ensure that records will be maintained on campus and agreed in writing with participants?	◯ Yes	◯ No	◯ n/a
Will you ensure laptops and individual documents will be password protected?	◯ Yes	◯ No	◯ n/a
Will you inform people that you are using their data, for what reason and the sources of their data if we didn't get it from them i.e. in a privacy notice?	◯ Yes	◯ No	◯ n/a
The project or activity will not use sensitive data about people (even if it's anonymised) i.e. biometric, genetic, health, racial or ethnic, political, religious or criminal offence.	◯ Yes	◯ No	◯ n/a
The project or activity will not jeopardised an individuals physical health or safety if there is a data breach or the data is found to be inaccurate.	◯ Yes	◯ No	◯ n/a

The project or activity will not combine, compare or match data about people from multiple (internal or external) sources.	◯ Yes	◯ No	◯ n/a

Safety Off-Campus

Will you ensure that you have access to the same level of security and facilities as on campus?	◯ Yes	◯ No	◯ n/a
Will you confirm with your Supervisor or Head of Department that off-campus visits are necessary?	◯ Yes	◯ No	◯ n/a
Will you have local approvals to conduct the research activity in place before the start of the research activity?	◯ Yes	◯ No	◯ n/a
Will you ensure on site safety procedures meet or exceed Royal Holloway standards?	◯ Yes	◯ No	◯ n/a

Time and Safety

Will you plan that the activity will take place during normal working hours?	◯ Yes	◯ No	◯ n/a
Should the activity take place outside of normal hours, will you have sufficient support ?	◯ Yes	◯ No	◯ n/a
Will the activity will take place during daylight?	◯ Yes	◯ No	◯ n/a

Travel plan

Will you plan transport routes and where necessary familiarise yourself with timetables?	◯ Yes	◯ No	◯ n/a

Participants

The project or activity will not involve vulnerable individuals and/or data relating to them (even if it is anonymised) i.e. employees, children, elderly, asylum seekers.	◯ Yes	◯ No	◯ n/a
The project or activity will/may not cause participants stress, harm or anxiety.	◯ Yes	◯ No	◯ n/a
Will participation be voluntary?	◯ Yes	◯ No	◯ n/a

Meeting Participants

Will you have sufficient background information on the research participant/s?	◯ Yes	◯ No	◯ n/a
Will you ensure participants are fully debriefed to avoid anxiety?	◯ Yes	◯ No	◯ n/a
Will you agree a time and location for each meeting with participants?	◯ Yes	◯ No	◯ n/a

Location Protocol

Will you ensure that meetings take place in well-lit, public areas?	◯ Yes	◯ No	◯ n/a
Will you ensure that the room layout reduces potential anxiety?	◯ Yes	◯ No	◯ n/a
Will you ensure that exits are not blocked to any party?	◯ Yes	◯ No	◯ n/a
Will you be clear with participants what items will be allowed in the space?	◯ Yes	◯ No	◯ n/a
Will you have a waiting space for participants?	◯ Yes	◯ No	◯ n/a
Will you ensure participants leave the premises at the end of their participation in the activity?	◯ Yes	◯ No	◯ n/a

Personal Safety

The activity/project will not involve covert research.	◯ Yes	◯ No	◯ n/a
Will you be considerate and vigilant of your surroundings to ensure your safety?	◯ Yes	◯ No	◯ n/a
Will the activity take place with more than one person present?	◯ Yes	◯ No	◯ n/a
Should the activity result in lone work, will you establish sufficient support?	◯ Yes	◯ No	◯ n/a
Will you ensure a colleague, family member or friend has details of your schedule with an agreed action plan if you fail to return as scheduled?	◯ Yes	◯ No	◯ n/a
Have you considered what strategies you may need in place to enable you to leave due to concerns regarding your personal safety or the participants' behaviour.?	◯ Yes	◯ No	◯ n/a
Will you ensure you have means to contact people and are able to maintain contact throughout?	◯ Yes	◯ No	◯ n/a
Will you establish back up procedures for yourself and all research team members so all parties are aware if an issue arises?	◯ Yes	◯ No	◯ n/a
Will you maintain professionalism at all times and ensure your attire is suitable?	◯ Yes	◯ No	◯ n/a
Will you avoid carrying large amounts of cash and valuables?	◯ Yes	◯ No	◯ n/a
Will you ensure DBS checks are completed for all research?	◯ Yes	◯ No	◯ n/a

Reporting Concerns

Will you establish a protocol where incidents will be reported to supervisors, including distress on the part of participants, yourself or research team members?	◯ Yes	◯ No	◯ n/a

Will you establish a protocol where you will inform your supervisor or head of department regarding your experiences or concerns?	◯ Yes	◯ No	◯ n/a

Using Equipment

Will you ensure that you will have required equipment such as PPE to conduct the activity safely?	◯ Yes	◯ No	◯ n/a
Will you ensure any equipment is handled as instructed by manufacturers and check safety of equipment before use?	◯ Yes	◯ No	◯ n/a

Legal Implications

Can you confirm that neither myself, research team members or research participants will partake in illegal activities?	◯ Yes	◯ No	◯ n/a

High Risk Research

Can you confirm that the activity does not involve sensitive subject areas, i.e terrorism, suicide, abuse?	◯ Yes	◯ No	◯ n/a

If you have answered 'no' to any of these questions please complete a general risk assessment below. Details of the risk identified should be included in your online ethics application, please include how each risk will be minimised or mitigated.

If you have any queries, please contact ethics@rhul.ac.uk