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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & Safety NON UNITRAVEL risk assessment Form |

| Please complete, print and sign this form for travel that is not requested through UniTravel. Forward the form (and associated documents where required) to the travel approver and/or supervisor. For more information refer to <https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork> or contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork). |
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| STEP 1 – ENTER INFORMATION ABOUT THE TRAVEL REQUISITION |
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| Traveler’s name       | Dates      | Destination      | Reason for travel       |
| Domestic Travel[ ]  Yes Complete Step 2 only[ ]  No Indicate Department of Foreign Affairs and Trade [(DFAT)](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) travel advisory level (below)Department of Foreign Affairs and Trade [(DFAT)](http://www.smartraveller.gov.au/zw-cgi/view/Advice/) travel advisory level [ ]  Level 1: Exercise normal safety precautions [ ]  Level 2: Exercise a high degree of caution **Complete Step 2 only**[ ]  Level 2: Exercise a high degree of caution (Middle East region) [ ]  Level 3: Reconsider your need to travel [ ]  Level 4: Do not travel **Complete Step 2, Step 3 and Step 4** |

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| STEP 2 – Identify hazards AND CONTROL RISKs ASSOCIATED WITH travel |
| 1. **Identify hazards and control risks associated with the activity, including mode of transport required to undertake the activity.**
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| Please indicate the level of risk associated with the activity.[ ]  Low (includes Academic Collaboration, University Administration, Meetings and Conferences only)[ ]  Medium [ ]  High [ ]  ExtremeFor activities assessed as medium to extreme risk attach the Field Work Risk Assessment.Where applicable attach the [**Field work risk assessment**](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4591381/Field-work-risk-assessment-form.docx) to this form. |
| 1. **Assess your fitness for travel and participation.**
 |
| Do you have any medical or other conditions which could affect your safe participation in the activity you are planning to undertake?[ ]  No [ ]  Yes, If yes provide a medical report confirming capacity and any physical or other restrictions that are relevant to your safe participation. |
| Please provide any relevant details, which would be required in the event of an accident or emergency.      |
| I consent to the information being passed to the coordinator of the activity for the purposes of assessing the safety of my participation in this event. |
| Name of traveler |       | Date |       |
| Signature of traveler  |  |

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| STEP 3 – Identify hazards AND CONTROL RISKs ASSOCIATED WITH high-RISK DESTINATIONs – Not reqquired for Domestic Travel or Travel to DFAT level 1 or 2 international destiantions  |
| Identify the hazards identified in the Department of Foreign Affairs and Trade [(DFAT)](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) travel advisory for the high risk destination. Also review other travel advisory information. Refer to: <https://safety.unimelb.edu.au/safety-topics/other-safety-topics/events-and-fieldwork>Describe when and where the hazard is present. Describe the risk controls you will use to minimise the risks identified by the DFAT advisory. |

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| 3.1 Does the DFAT travel advisory identify hazards associated with SAFETY AND SECURITY? [ ]  Yes [ ]  NoIf yes, summarise when and where the hazard is present | Proposed risk mitigation plan |
|       |       |
| 3.2 Does the DFAT travel advisory identify hazards associated with LOCAL LAWS AND CUSTOMS? [ ]  Yes [ ]  NoIf yes, summarise when and where the hazard is present | Proposed risk mitigation plan |
|       |       |
| 3.3 Does the DFAT travel advisory identify hazards associated with ENTRY AND EXIT REQUIREMENTS? [ ]  Yes [ ]  NoIf yes, summarise when and where the hazard is present | Proposed risk mitigation plan |
|       |       |

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| 3.4 Does the DFAT travel advisory identify hazards associated with HEALTH ISSUES? [ ]  Yes [ ]  NoIf yes, summarise when and where the hazard is present | Proposed risk mitigation plan |
|       |       |

| STEP 4 – COMPLETE THE ACKNOWLEDGEMENT OF TRAVEL TO HIGH-RISK DESTINATION |
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| I understand that I am voluntarily travelling to a destination identified as High Risk by the Department of Foreign Affairs and Trade. I acknowledge that I am not required to travel to this destination by the University. |
| Signature of traveler |       | Date |       |
| Name of traveler |       |

For use in conjunction with the [*Health & Safety: Risk management requirements*](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf) and the [*Health & Safety: Off campus requirements*](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4591383/Health-and-Safety-Travel-and-off-campus-requirements.docx).

For further information contact your local [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts).