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| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | Health & Safety travel to high risk destinations risk assessment Form |

| See end note for definition of *high risk destination[[1]](#endnote-1).* Use this form – in conjunction with UniTravel for staff or student travel process – when seeking approval to travel to a high risk international destination on University business. Please complete, print and sign this form, then scan and attach it to your travel requisition in [UniTravel](https://unimelb.service-now.com/sp?id=kb_article&sys_id=a086ffacdb78a150fe0196cbd3961921) or student travel process. More information: [Travel and off campus work](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4591383/Health-and-Safety-Travel-and-off-campus-requirements.docx)  |
| --- |

| STEP 1 – ENTER INFORMATION ABOUT THE TRAVEL REQUISITION |
| --- |
| Traveller’s name       | Dates      | High risk destination      | Reason for travel       |
| Department of Foreign Affairs and Trade (DFAT) travel advisory level for the high risk destination (see end note)[ ]  Level 3 - Reconsider your need to travel (all regions) [ ]  Level 4 - Do not travel (all regions) |

| STEP 2 – PURPOSE aND BENEFITS STATEMENT |
| --- |
| *Describe the purpose and potential benefits of the work or study activities the travel supports.* |
| Is the travel required to maintain/support essential and/or urgent/time critical work or study for:* public health response, including COVID-19 pandemic
* externally funded work with critical time constraints, where external milestones cannot be changed and where significant contractual penalties may apply
* maintainng significant international partnerships
* continuance of a significant program of work
* access specialised facilities that are time critical to the completion of work/study

[ ] Yes [ ] NoIf yes, summarise the benefits and why the travel at this time is require to realise the benefits. | Benefits summary |
|  |  |

|  |
| --- |
| STEP 3 – Identify hazards AND CONTROL RISK ASSOCIATED WITH HIGH RISK DESTINATION  |
| Identify the hazards stated 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. [Healix International](https://healix.com/) provide risk advisory services for Univeristy Staff Travel and University Student Travel to High Risk DestinationsAlso 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. |

|  |  |
| --- | --- |
| 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 |
|       |       |

|  |  |
| --- | --- |
| 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 |
|       |       |
| 3.5 Are there local COVID-19 requirements at any:* transit or destination country
* accommodation
* host organisation or conference facility; or
* other place the traveller will be attending

[ ]  Yes [ ]  NoIf yes, summarise how the requirements have been identified and how they will be met by the traveller. | COVIDSafe travel plan   |
|  |  |
| 3.6 Are there current or potential border restrictions that may impact travel plans, including:* restrictions on re-entry to Australia;
* potential for compulsory quarantine;
* impacts on work or personal commitments
* impact or traveller health

[ ]  Yes [ ]  NoIf yes, summarise how the requirements have been identified and how they will be met by the traveller. | Contingency and emergency plan  |
|  |  |

| STEP 4 – TRAVELLER ACKNOWLEDGEMENT  |
| --- |
| I understand that I am voluntarily travelling on University business to a destination identified as High Risk by the [Department of Foreign Affairs and Trade](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB). I acknowledge that I:* am not required to travel to this destination by the University.
* will comply with local legal requirements at all times; and
* will comply with local safety requirements, including COVID Safe plans, at all transit and travel destinations so far as is reasonably practicable.

*Please complete, print and sign this form, then scan and attach it to your booked/logged travel in the* [*UniTravel*](https://unimelb.service-now.com/sp?id=kb_article&sys_id=a086ffacdb78a150fe0196cbd3961921) *or the student travel process.* |
| Signature of traveller |       | Date |       |
| Name of traveller |       |

| STEP 5 – APPROVALS: |
| --- |
| *High Risk Tavel Approval or Exemption* | *Academic Staff* | *Professional Staff* | *Students* |
| *DFAT Level 3* | *Supervisor, HoD/S and Dean* | *Supervisor, HoD/S and Dean* | *Supervisor or subject coordinator, HoD/S, Dean & Acaddmic Registrar* |
| *DFAT Level 4* | *Level 3 + Provost* | *Level 3 + COO* |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor  |       | Date |       |
| Head of Department/School |  | Date |  |
| Dean or Equivalent |  | Date |  |
| Academic Registrar |  | Date |  |
| Provost/COO |  | Date |  |

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: Travel and 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).

1. A *high risk destination* is one for which the:

[Department of Foreign Affairs and Trade](http://smartraveller.gov.au/Pages/default.aspx?gclid=CjwKEAjw5_vHBRCBtt2NqqCDjiESJABD5rCJ2nygicyvhdEieA9Qt9vZXnbFSW43GsJUZJ8Tfe3tQRoCvwrw_wcB) has an advisory of Level 3 (Reconsider your need to travel) or Level 4 (Do not travel) for the destination country or a destination region/area within the country.

Chief Operating Officer has made a determination the the destination country or a destination region/area within a country is a high risk location. [↑](#endnote-ref-1)