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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 No  If yes, summarise the benefits and why the travel at this time is require to realise the benefits. | Benefits summary |
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| 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 Destinations  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  No  If 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  No  If 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  No  If 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  No  If 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  No  If 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  No  If 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* |

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| 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)