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|  | Health & Safety  travel to high risk destinations risk assessment Form |

| A *high risk destination* is one for which the [Department of Foreign Affairs and Trade](http://www.smartraveller.gov.au/zw-cgi/view/Advice/) is currently advising *Reconsider your need to travel* or *Do not travel*. Use this form in conjunction with the Travel Portal when asking for 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 the Travel Portal. More information: <http://safety.unimelb.edu.au/topics/travel/> |
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| STEP 1 – ENTER INFORMATION ABOUT THE TRAVEL REQUISITION | | | | |
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| Traveller’s name | Dates | High risk destination | Reason for travel | Travel requisition number |
| Department of Foreign Affairs and Trade (DFAT) travel advisory level  Reconsider your need to travel  Do not travel | | | | |

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| STEP 2 – Identify hazards AND CONTROL RISK ASSOCIATED WITH HIGH RISK DESTINATION |
| Identify the hazards identified in the [Department of Foreign Affairs and Trade (DFAT)](http://www.smartraveller.gov.au/zw-cgi/view/Advice/) travel advisory for the high risk destination.  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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| 2.1 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 |
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| 2.2 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 |
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| 2.3 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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| 2.4 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 |
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| STEP 3 – COMPLETE THE ACKNOWLEDGEMENT OF TRAVEL TO HIGH RISK DESTINATION | | | |
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| 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://www.smartraveller.gov.au/zw-cgi/view/Advice/). I acknowledge that I am not required to travel to this destination by the University.  *Please complete, print and sign this form, then scan and attach it to your Travel Requisition in the* [*Travel Portal*](http://www.travelportal.unimelb.edu.au/)*.* | | | |
| Signature of traveller |  | Date |  |
| Name of traveller |  | | |

For use in conjunction with the [*OHS risk management procedure*](https://policy.unimelb.edu.au/MPF1191) and the [*Off campus risk management procedure*](http://safety.unimelb.edu.au/docs/off-campus-risk-management-procedure.pdf).

For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](https://safety.unimelb.edu.au/about/contacts/local.html)