

## **Risk Assessment Checklist for Faculty of Arts Student & Staff Researchers – National and International Travel**

*This Form is to be used in conjunction with the Risk Management Office, Risk Assessment 3D Model Form and with the Environment Health and Safety Manual Procedure 3.2 Hazard Identification, Assessment and Control – Application, if deemed appropriate. Please discuss your plans for National and International Travel with your Supervisor (Students) or Head of Department/Departmental Manager (Staff). Please give careful consideration to the level of risk associated with overseas travel and clearly identify existing or potential risks or hazards.*

**Name:** \_\_\_\_\_ **Primary Destination:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Copy of itinerary attached:** Yes/No **If Appropriate - Student No:** \_\_\_\_\_

**Emergency contacts:** Department/Centre must hold copies of itinerary, emergency contact details for all travellers, accommodation etc.


**Reporting arrangements:** \_\_\_\_\_  
\_\_\_\_\_


### **Travel Insurance:**


**Staff and Students** travelling for University-related purposes must have appropriate insurance for travel (including medical) and to cover equipment being taken off campus. This should be arranged through the **Risk Management Office** as early as possible. Refer to the below travel insurance links, the Insurance Officer (Bill Boucher) on 8344 6111, or RMO reception on 8344 3444.

Details of Travel Insurance can be found at the Risk Management Office web pages for Staff: [http://www.unimelb.edu.au/rmo/Insurance/Travel\\_Staff.html](http://www.unimelb.edu.au/rmo/Insurance/Travel_Staff.html)

and Students: [http://www.unimelb.edu.au/rmo/Insurance/Travel\\_Students.html](http://www.unimelb.edu.au/rmo/Insurance/Travel_Students.html)

**Student Health:** recommend visit to **Student Health** <http://www.services.unimelb.edu.au/health/> for all travellers, i.e. vaccinations, Ph: 8344 6904 

**First Aid:** for students groups accompanied by academic staff member - does the supervisor have adequate first aid training, is first aid equipment carried in remote/rural areas? 

**Mode of Travel:** consider safety record of local travel modes. Will public transport be used, will private vehicles be used? 

**Cultural Sensitivity:** identify and address any culturally sensitive issues.



**Security:** The University does not allow travel to countries identified as no-go areas via **Foreign Affairs (DFAT)** web site:



<http://www.unimelb.edu.au/rmo/travel/risk.html>

<http://www.who.int/csr/sars/en/>

**Exemptions for travel to no-go areas must be referred to the Academic Registrar and permission granted prior to departure.**

Consideration must be given to special clothing needs, how will equipment be stored/transported?

**For Student Travel:**

**Student**                      **signature** \_\_\_\_\_                      **Date** \_\_\_\_\_

Student (name) \_\_\_\_\_ and I have discussed the risks associated with their fieldwork and filled-in the forms appropriate for their fieldwork requirements. I have brought to their attention the need for them to consult the Student Health Service regarding vaccination and medical needs that may arise from their fieldwork. Based on this information are there any medical issues/conditions that need to be considered? If so please attach statement.

If the Student has been given permission to travel to a country with a DFAT Travel Warning, permission from the Academic Registrar must be attached to this application and copy of permission and completed Risk Assessment Form forwarded to Arts Research.

**Supervisor( name)** \_\_\_\_\_                      **Date** \_\_\_\_\_

**Supervisor (signature)** \_\_\_\_\_

**Overseas fieldwork is authorised:**

**Head of Department** \_\_\_\_\_                      **Date** \_\_\_\_\_

*This Form should be completed in reference to (1) the University Off Campus guidelines in Section 7.1 of the University's Environment Health and Safety Manual – <http://www.unimelb.edu.au/ehsm/> and (2) Faculty of Arts Overseas Work Requirements form (staff) or School of Graduate Studies GSc3 Form (Ph.D. candidates), where applicable. Assessment - to be reviewed and amended as necessary on completion of each trip. This is by no means a comprehensive list and you should use your own judgment as to additional measures that might apply. If you think it appropriate you must also complete the Risk Assessment D3 Model Form.*

*Supervisors are advised to seek further advice if in doubt about any matters relating to duty of care.*

*For further assistance or clarification on aspects of Travel Risk please contact the Risk Management Office website, <http://www.unimelb.edu.au/rmo/travel/risk.html> Contact Annie Devlin on 8344 6030 or Reception on 8344 3444.*