

Travel Risk Management Form

Traveller(s) Name:			
Purpose of travel (including benefits):			
Country/Region of Travel:		DFAT alert level <i>or</i> ISOS risk level	1. Exercise normal safety precautions 2. Exercise a high degree of caution 3. Reconsider your need to travel 4. Do not travel <i>or</i> Insignificant/Low/ Medium/High/Extreme
Period of Travel: (For multiple trips list known future dates)		Date of form completion:	

Completing this form:

- To determine when this form should be completed refer to the Travel Risk Management Decision Tree.
- There are some examples of “identified risks” under each risk category. Additional risks are found in the relevant International SOS country guide. Add or remove items on this list to make it specific to your trip.
- Refer to the list of Typical Risk Controls at the end of the document for suggestions to include in the “Risk controls in place” section of this form.
- Refer to the HS329 [Risk Management Procedure](#) to determine the assessment of risk.
- This form should be approved and signed by the UNSW Supervisor or Academic Advisor who should keep the document on the school files.
- For DFAT alert levels 3 & 4 or ISOS ratings High & Extreme, approval to travel may be needed from a member of the UNSW Executive Team.
- This form must be reviewed if there are any changes that could impact on the health or safety of the traveller(s) or others affected by the work.

Travel advice and emergency:

- For advice on travel safety, medical information, security information refer to the [International SOS Portal](#), or contact International SOS (ISOS) Tel: +61 2 9372 2468.
- For ongoing travel advice download the ISOS assistance mobile app or register for email alerts on the ISOS Portal.
- For insurance claims contact the UNSW insurance provider (ACE): Tel: 1800 688 640, UNSW policy number: 01PP528908.
- For insurance coverage questions contact [UNSW Risk and Insurance](#) by calling Azita Karpour on (02) 9385 1980 or Barry Dalton (02) 9385 6281.

Risk Category	Identified Risks	Risk controls in place
Personal Health & Safety Issues (medical issues, injury, environment)	<ul style="list-style-type: none"> ▪ Infectious diseases: Malaria, TB, Hepatitis B, HIV, H1N1, Japanese Encephalitis. ▪ Unsafe sources of food or water. ▪ Low standard health care, particularly during rural travel. ▪ Unsafe accommodation ▪ 	
Assessment of risk to personal health and safety		Low / Medium / High / Very high
Workplace Health & Safety Issues (injury, illness)	<ul style="list-style-type: none"> ▪ Poor workplace safety standards ▪ Lack of PPE (gloves, 	

	hand-wash, gowns, etc.)	
Assessment of risk to from workplace health and/or safety issues		Low / Medium / High / Very high
Political Issues (country stability, permits, visas)	<ul style="list-style-type: none"> ▪ Tension between ethnic, communal or clan groups, as well as between these and organisations such as mining/oil companies ▪ Outbreaks of violence ▪ Permit needed ▪ Visa needed ▪ 	
Assessment of risk of political issues		Low / Medium / High / Very high
Travel Issues (vehicle accidents, cancellations)	<ul style="list-style-type: none"> ▪ Vehicle travel (car / motorcycle) ▪ Travel in rural areas ▪ Small plane travel. ▪ 	
Assessment of risk of travel issues		Low / Medium / High / Very high
Cultural Issues (language, religion, social issues)	<ul style="list-style-type: none"> ▪ Is English / natural tongue of the traveller sufficient? ▪ Is a local interpreter necessary? ▪ Accommodation arrangements ▪ Dress and local customs ▪ 	
Assessment of risk of cultural issues		Low / Medium / High / Very high
Security Issues (terrorism, crime, theft)	<ul style="list-style-type: none"> ▪ High rate of theft and violent crime ▪ History of terrorism ▪ Unknown security threats ▪ 	
Assessment of risk of security issues		Low / Medium / High / Very high

Traveller(s) signature(s)		Date:
<i>I have read and understood the risk management form</i>		
<i>I have read the ISOS travel guide for the country/countries</i>		
Supervisor signature	<i>I approve / I do not approve</i>	Date:

Typical risk controls:

Personal Health & Safety Issues
Vaccination against TB, Hepatitis B, H1N1
Anti-malarial prophylaxis with you
Anti-retroviral drugs with you
Personal prescription drugs with you
Insect repellent
Protective footwear, avoidance of poisonous animal habitats and carriage of first aid (e.g. snake bandage)
Local contact can provide guidance on safe drinking/food sources
Water purification tablets
Consult DFAT's Travel Health pages, or other sources e.g. WHO Yellow Book, CDC Traveller's Health
Accommodation is chosen based on local area knowledge of safe locations
Accommodation fire precautions : Ensure there are smoke alarms, the building is accessible by emergency vehicles, there is a fire escape, windows are not obstructed or blocked, fire truck ladders often can't reach beyond the 7th floor so avoid living above this point
Accommodation room has a secure door
Locks on luggage, and luggage never left unattended
4-wheeled roller suitcase
Bring own syringes & needles to be provided to medic and used in case of medical emergency
Mobile phone with roaming or local SIM card. (Check in advance that local SIM card is reliable)
Note the location and contact details for a private hospital in case of severe medical emergency
Workplace Health & Safety Issues
Research already assessed for safety by Human Research Ethic Committee (HREC) or Animal Research Ethics Committee or local area Risk Management Form.
Site supervisor / contact has provided details of all foreseeable risks
Site supervisor / contact has provided details any PPE to bring
Medical students aid project donations arranged (e.g. gloves, masks, antiseptic)
No working alone, always accompanied by local supervisor / guide
The UNSW hazard and incident reporting system shall be used, in addition to any local area reporting arrangements
All relevant UNSW workplace safety training has been completed, and any local area training will also be completed when in the host country
Political Issues
Work visa and permits obtained
Avoidance of large public gatherings, rallies and demonstrations
Awareness of local advice regarding current cautions before and during travel
Avoidance of travel/movement around an area currently regarded as unsafe due to local tensions.
Constant awareness of DFAT advice
Have contact details for the Australian Embassy/Commission/Consulate of your destination, 24/7 emergency contact number of your destination and UNSW insurance phone number and policy number.
Above emergency phone numbers pre-programmed into your phone
Check with UNSW insurance whether the destination is covered by insurance
Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Do not travel' risk cannot be travelled to without consulting the Risk Management Unit and without the permission of an Executive Team member
Travel Issues
Travel with reputable airline
Any domestic travel inside the destination country is with a company recommended by locals as safe/trustworthy
Sufficient time between flights to account for delays
Arrive at destination during daylight hours
Travel with an approved taxi company
Road travel in rural areas are undertaken in private vehicles with known individuals with appropriate driving licences
Where Public Motor Vehicles are necessary, drivers known by local contacts for their safe driving will be used, and the trip undertaken in the presence of local contacts with language knowledge
Where vehicles are hired these are from reputable companies recommended by local contact and for a vehicle which the driver has previous experience driving / operating
Passport is valid for 6 months post trip return date
Where possible, some local currency obtained prior to departure that can be used in an emergency
Check in advance if rental cars are safe, otherwise always use a taxi.
Check in advance the details of the safe and reliable taxi firm

Luggage is kept to a minimum and within easy to handle weight range. Where smooth surfaces are mostly encountered wheeled luggage is used (preferably 4-wheels). If luggage will be taken over uneven surfaces, steps, in/out boats etc a backpack may be more suitable.

Cultural issues:

- Use of local contacts (as advisors/interpreters) in travel situations where miscommunication may be a possibility due to breakdowns in language.
- Have a basic level of cultural understanding, but will be guided fully, including specifically seeking out advice, by local contacts both before and during travel in regards to socially acceptable behaviours.
- Dress appropriate to the destination cultures (e.g. loose clothing covering chest, mid-riff and knees).
- Avoidance of practices potentially regarded by individuals/communities as inappropriate/offensive (e.g. drinking, disco dancing, betting, spending time alone with individuals of the opposite sex)
- Respect for local church authorities and customs, including inquiry into appropriate behaviour when working within these communities
- Follow advice on [DFAT Information for travellers](#) pages and International SOS country guide.

Security Issues

- All travel undertaken with reputable company (including pre-arranged airport pick-up and drop-off)
- Accommodation with a well-known hotel/motel/local contact, which has taken appropriate security precautions (e.g. including securing of the local premises, hiring of a private security company)
- Avoidance of walking outside the accommodation's compound when advised not to
- No solo trips or after-dark walks
- Use of a traveller's pouch and avoidance of carrying valuables in public (jewellery/electronic devices)
- UNSW has your mobile phone and accommodation details in order to quickly make contact in an emergency
- Australian citizen register online with [DFAT](#) prior to the trip. Otherwise, register with your home country embassy in the host country
- Copies of passports, visas, e-tickets, credit cards and travel itineraries with a family member or trusted friend and UNSW.

UNSW travel advice:
International SOS +61 2 9372 2468

UNSW travel insurance:
ACE Insurance 1800 688 640