Template only MUST modify to site conditions

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| Site / Area: |       | Date of Assessment |       | Risk Assessment # | **028RA** |
| Completed by (name) |       | Signature |       |
| In Consultation with: |       | Signature |       |
| Identify / describe activity, equipment, area or event you are assessing: | **INTERNATIONAL TRAVEL (describe nature of travel, including the destination and transit ports, dates duration, size and composition of group)** |
| Authorised by: |       | Signature: |       | Date: |       |
| Travel is not permitted to be undertaken to countries identified by DFAT as Level 4: Do not travel (health and safety are at extreme risk).Level 3: Reconsider your need to travel (Avoid non-essential travel – serious and potentially life-threatening risks exist) | All adults required to take an internationally enabled mobile phone. | **24-hour consular emergency helpline**Within Australia: 1300 555 135Outside Australia: +61 2 6261 3305SMS: +61 421 269 080 |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| **FITNESS TO TRAVEL / TRAVELLING** |
| **Hazardous Manual Tasks / Biological*** Fitness to travel – illness/unfit prior to departure

**Other*** Carrying medically prescribed drugs through customs
 | * Further injury
* Illness worsens
 | * Staff /student guardian to sign written declaration in advance of travel:
* stating that they are fit to travel and participate in the activities planned and will immediately advise any change to status.
* disclosing any medical condition that may be adversely affected by the travel.
* agreeing to delegate decisions to trip leader in response to any medical or first aid assistance to be rendered.

**Special conditions / requirements*** Where restrictions or special conditions due to medical reasons are required, these should be listed on a support plan for the staff/student.

**Medication*** Staff/students requiring medication to be administered while travelling overseas must have a medical plan in place. Refer to [Appendix E\_ Student Health and Medical Information-Plan.docx (sharepoint.com)](https://cesacatholic.sharepoint.com/%3Aw%3A/r/sites/CESAShare/_layouts/15/Doc.aspx?sourcedoc=%7B7BA8EBE0-6F33-45BF-B79B-9018FA4CD8A4%7D&file=Appendix%20E_%20Student%20Health%20and%20Medical%20Information-Plan.docx&action=default&mobileredirect=true&DefaultItemOpen=1) CESA for further information
* School to ensure that the medication is not prohibited or requires special documentation for the country / countries travelling through/to. Contact the consulate of the country and/or refer to <http://www.smarttraveller.gov.au/zw-cgi/view/TravelBulletins/General>
* Medication must be in original packaging and clearly labelled
 |
| **Biological*** Disease outbreak
 | * Communicable diseases / illnesses
* Death
 | * Appropriate vaccinations must be obtained in advance of travel and in accordance with the relevant schedule, and evidence provided to the school by staff/student guardians.
* Refer to <http://www.smartraveller.gov.au/tips/health.html> and <http://www.traveldoctor.com.au/>
 |
| **Biological*** Food poisoning
 | * Unwell staff/students
* No access to medical treatment
* Deteriorating condition
 | * Ensure staff travelling have up to date First Aid training.
* Staff to travel with First aid kit.
* Location/contact details of hospitals and medical centres identified prior to departing Australia with details held at school and copies taken by staff who are travelling.
* Destination has reliable/safe drinking water and if tap water is unsafe, appropriate access to bottled water has been planned.
* Reliable/safe food is provided from reputable sources. No street food is to be eaten.
* Hand sanitiser/gel used prior to eating.
 |
| **Biological*** Anaphylactic reaction during international flight / in overseas country
 | * Serious illness
* Death
 | * [Anaphylactic Action Plan](http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx) (AAP) is in place for those with known allergies
* Prepare translated AAP with susceptible travellers identified for use in-country.
* Accompanying staff trained to recognise symptoms of anaphylactic reaction and implement AAP.
* Student brings their own food/snack.
* Student to be seated adjacent to accompanying staff member trained to recognise symptoms of anaphylactic reaction and implement AAP, and to eat only (safe/approved) food products provided by parent/guardian (where a special meal is not available).
* Isolate student with accompanying staff member eating BYO (safe/approved) food products.
* Multiple staff carry epipens endorsed with appropriate documentation in English and local language.
* Establish and then follow airline medical clearance requirements prior to departure (choice of airline).
* Inform in-country support personnel of AAP.
* Brief in-country personnel/carers/host families of AAP including identifying susceptible travellers.
* Student able to alert in-country staff of special dietary needs in local language, verbally and/or in writing.
* Establish whereabouts of locally based emergency services able to treat an anaphylactic reaction in-country.
 |
| **Other*** Staff/students attacked/assaulted, arrested, abducted
 | * Psychological stress, fatigue, anxiety
 | Local Embassy/Consulates in transit/destination countries identified before departure and details retained at school and copies taken by staff who are travelling – refer <http://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>* Buddy system for students.
* Local Embassy/Consulate contacted for assistance.
* School’s Critical Incident Management Plan is implemented and SPL notified.
* Students have regular contact with family at home for morale support
* Trip cancelled early depending on the situation
* EAP available in Australia.
 |
| **Hazardous Manual Tasks / Biological*** Fitness to travel – illness/unfit prior to departure

**Other*** Carrying medically prescribed drugs through customs
 | * Further injury
* Illness worsens
 | Staff /student guardian to sign written declaration in advance of travel: * stating that they are fit to travel and participate in the activities planned and will immediately advise any change to status.
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* Medication must be in original packaging and clearly labelled
 |
| **DOCUMENTATION** |
| **Other*** Inadequate Travel Insurance
 | * No medical assistance or costly to family
 | * Ensure staff/students have travel insurance which includes if excursion is cancelled at short notice.
* All insurance information of all participants retained at school and copies taken by staff who are travelling
* If non-insurable costs are incurred, ensure there is clear agreement prior to the trip as to who will meet these costs.
 |
| **Other*** Lapsed Clearances
 | * Child protection issues
 | * All supervising adults have a current WWCC and be up to date with RRHAN-EC.
 |
| **Other*** Lost passport
 | * Person held by customs
* Anxiety
 | * Passport must be valid for at least 6 months from when you plan your trip to end.
* Copy of all passports retained at school and copies taken by staff who are travelling. .
* School to have *planned* how *to supervise the group if an adult or student* is *detained* by customs*.*
* Contact local embassy/consulate for assistance
* <http://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>
 |
| **EMERGENCY PREPAREDNESS** |
| **Other*** Unexpected political / religious activity in country being visited
 | * Not identified prior to departure
* Injury
* Loss of contact details
* Group detained
* Held hostage
* Fire
* Explosion
 | * Refer to DFAT General Advice for Australian Travellers and when planning the trip subscribe with DFAT for Travel advice email updates at <https://www.smartraveller.gov.au/consular-services/subscribe>.
* Prior to departure, obtain up to date travel advice information from the Department of Foreign Affairs at <http://www.smartraveller.gov.au/>
* During trip exercise caution and monitor developments that might affect your safety**.**
 |
| **Other*** Staff/students attacked/assaulted, arrested, abducted
 | * Psychological stress, fatigue, anxiety
 | * Local Embassy/Consulates in transit/destination countries identified before departure and details retained at school and copies taken by staff who are travelling – refer <http://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>
* Buddy system for students.
* Local Embassy/Consulate contacted for assistance.
* School’s Critical Incident Management Plan is implemented and SPL notified.
* Students have regular contact with family at home for morale support
* Trip cancelled early depending on the situation
* EAP and student counselling available in Australia.
 |
| **Other*** Communication breakdown
 | * Loss of information
* Miscommunication amongst group
* Loss of communication with home site (college)
 | * Contact Person to be nominated at the School AND who is travelling with the group
* School Contact Person contactable at all times.
* All mobile phone numbers of staff and students held with them.
* Family (next of kin) information held with college contact person. Travel Contact person retains all the same information too.
* Itineraries held by all staff in group.
* Designated College Person holds emergency/ contingency plans
* All contact details for embassy in all countries of destination held by each staff member.
* Check to ensure all mobile phones are on international roaming.
* Check that the destination visiting supports the mobile phone. If not, SIM to be purchased of that country.
* If this is to be considered, check that the handset (mobile phone) is unlocked.
 |
| **Other*** Mobile devices inoperable or not working (loss of communication)
 | * Phones/mobile devices not charged
 | * Ensure all adults travelling overseas carry a mobile phone which is internationally enabled.
* Check local power supply requirements and ensure appropriate adaptors are taken.
* Check voltage of electrical items being taken to ensure can be used in the country being visited.
* Hard copy of phone numbers written out in the event of phone missing.
 |
| **Other*** Staff / students separated from group
 | * Anxiety
* Stress
 | * Specific procedures to be developed and communicated to all students of contingency arrangements.
* Regular head counts conducted.
* Meeting points identified regularly.
* Students to carry cards with staff mobile numbers printed out.
* Relevant emergency information provided to each student containing (not limited to):
* Emergency help phone number for country of destination (e.g. 000 in Australia).
* How to say “HELP” in the country’s language.
 |
| **OTHER AREAS TO CONSIDER** |
| **Hazardous Manual Tasks / Other*** Travel to/from Adelaide Airport
 | * Vehicle accident
* Accidents
* Manual handling of luggage
 | * Parent and student information evening prior to the excursion to be facilitated by school.
* Parent to alert a staff member via mobile phone of any breakdowns on way to the airport.
* Parents advised to leave a lot of time for travel and organisation at the airport.
 |
| **Other*** Financial management
 | * Theft
* Assault
* Limited/nil access to funds
 | * Traveller’s cheques/ Debit or credit cards are organised by the School prior to departure.
* Parents are informed to have foreign currency ready for students if they wish to purchase goods.
* Students to carry money securely. E.g., use of money belt.
* Emergency money/credit card available in the event of staff/students losing their money.
 |
| **Other*** Commercial Accommodation
 | * Fire
* Gas leak
* No water/power
 | * Details of hotel/s are obtained regarding accommodation and emergency procedures of hotel/ accommodation.
* Adequate rooms booked for number of staff/students
* Separate accommodation for male/female students and staff
* Sanitation is appropriate.
* Portable smoke detectors to be taken where smoke detectors are not fitted
 |
| **EXURSION PROGRAM ACTIVITY** |
| **Other*** Inadequate supervision
 | * Loss of students
* Stress on staff
 | * Refer to SACCS [Camps, Excursions, Sporting and Adventure Procedure](https://cesacatholic.sharepoint.com/%3Ab%3A/r/sites/CESAShare/Governance/Excursions%20-%20including%20Camps%20and%20Overseas%20Travel/Camps%2C%20Excursions%2C%20Sporting%20and%20Adventure%20Activities%20Procedure.pdf?csf=1&web=1&e=sa0NMt) for applicable supervision ratios for activities.
* Also refer to SACCS [Student Overseas Travel Excursions Procedure.pdf](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcesacatholic.sharepoint.com%2Fsites%2FCESAShare%2FGovernance%2FForms%2FAllItems.aspx%3Fid%3D%252Fsites%252FCESAShare%252FGovernance%252FExcursions%2520-%2520including%2520Camps%2520and%2520Overseas%2520Travel%252FStudent%2520Overseas%2520Travel%2520Excursions%2520Procedure.pdf%26parent%3D%252Fsites%252FCESAShare%252FGovernance%252FExcursions%2520-%2520including%2520Camps%2520and%2520Overseas%2520Travel&data=05%7C01%7Clnowak%40cshwsa.org.au%7Cda693b80354c4d52e5bf08dabdfb197f%7Cdd31f72247f8465195f82a82dcff0df9%7C1%7C0%7C638031183620033641%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FuvtBQ6a9aM1OdrjeCpfvPC3HDDxk11rqDEOOny9Amk%3D&reserved=0) for further information.

 |
| **Other*** Conduct of staff/students whilst visiting the country
 | * Inadequate attire for excursion
* Conduct causing offence
* Student / Staff injured or jailed
 | * Organise to consult with WHS Coordinator (& any other relevant person) to ascertain whether excursion program has any specific hazards/risks and what controls are to be implemented.
* School to ensure they are aware of local customs and laws e.g., public etiquette (no kissing in India, no spitting in Hong Kong, etc) and communicate this clearly to participants.
* Staff/students to pack clothing and footwear appropriate to the activities they will be participating in (e.g., tracksuits, bathers, sneakers, hiking boots, hats sunglasses etc) and cognisant of local customs.
 |
| **Extreme Temperatures / Biological*** Environment
 | * Exposure
* Sunburn
* Bites / stings
 | If the conditions require it, * ensure sunscreen and hats are packed by all travellers.
* Participants pack attire to protect against excessive cold.
* pack insect repellent.
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| **HEALTH ALERTS** |
| **Biological*** Pandemics
 | * Death
* Serious illness
* Feeling unwell
 | * Check Australian and transit/destination country inbound/outbound testing and vaccination requirements, as well as the requirements of the airlines and vessel operators and activity operators. For example, some operators may require a pre-departure test result at check-in before you can board your flight or ship. More information can be found at the [SmartTraveller website](https://www.smartraveller.gov.au/COVID-19/planning-travel-during-covid-19)
* Check airline/vessel requirements regarding the wearing of masks. Ensure a supply of masks are readily available to all travellers in the event that such rules are implemented during the trip.
 |
| **Biological*** Other health alerts (e.g., Monkeypox; Japanese encephalitis virus)
 | * Death,
* Serious illness
* Feeling unwell
 | * Before travelling, check this website for any known health alerts [Health alerts | Australian Government Department of Health and Aged Care](https://www.health.gov.au/health-alerts)
 |
| **Other / Biological*** Management of symptomatic persons, positive cases and close contacts.
 | * Anxiety / stress
 | * Review travel insurance and check what the policy covers for COVID-19. Make sure the student / staff have sufficient funds to cover an extended stay if needed to quarantine or isolate.
* Trip leader to carry a supply RAT kits in the event of someone showing symptoms, so they can self-test. In the event someone tests positive, the school must implement their management plan on how the case will be managed. This plan must be communicated to all parents / guardians prior to departure.
 |
| **Other** | *
 | *
 |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |

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| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
|  |  |  |