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 555 135  Outside Australia: +61 2 6261 3305  SMS: +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/:w:/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. * 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/:w:/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/ies 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 | | |
| **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/:b:/r/sites/CESAShare/Governance/Excursions%20-%20including%20Camps%20and%20Overseas%20Travel/Camps,%20Excursions,%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 |  |
|  | | | |  | | | |  |