



International Travel Risk Assessment

To be Completed and Submitted by Prospective Travellers Prior to Gaining Approval for Travel
Refer Note 1

Name		Phone	
Faculty/Division/Other area			Date
Travel Period:	Depart	Return	
Purpose of trip			
Destination(s)			

Deakin recognises the significance of travel to teaching, learning and research however such travel offers unique risk exposures.

Deakin has a **duty of care** under relevant health and safety legislation to ensure that policy and process associated with safety and travel are followed. As a minimum staff¹ undertaking travel must complete and submit this risk assessment, and any required attachments, with any request to their Travel Authorising Officer for approval to travel. Deakin Travellers undertaking travel that involves field related research or working for, alongside or in the premises of other entities must also complete a risk management plan that details all risk mitigation measures to be put in place in such situations.

1.	Have you arranged your travel through the approved Deakin travel management consultant? If not, you are required to provide a full copy of your itinerary and contact details to travel@deakin.edu.au	Yes	No	N/A
2.	Have you provided a full copy of your itinerary and contact details to your immediate supervisor?	Yes	No	N/A
3.	I will be travelling with a Deakin provided mobile phone or a personal mobile phone with international roaming. If Yes, provide the mobile number in the controls below. If No, answer item 4. Please Note: If an emergency or critical incident occurs and you are contacted by Reho or a Deakin Representative it is mandatory that you respond to those messages stating your situation.	Yes	No	N/A

For questions 4, 5 and 7 to 14 please record details in comments and controls below

4.	Further to item 3. I have provided Deakin with other means of contacting me if required (viz. accommodation provider, email addresses etc.).	Yes	No	N/A
5.	I have provided Deakin with first and second points of contact details in Australia (a first contact should be next of kin or similar).	Yes	No	N/A
6.	I am planning to travel with a valid passport and appropriate visa.	Yes	No	N/A
7.	I have consulted the DFAT Smarttraveller website specific to the countries or areas I will be visiting and understand the advice contained on it. I have registered my travel details on the Smarttraveller website .	Yes	No	N/A
8.	Are you aware of Deakin's policy regarding travelling in countries or areas with a DFAT Red Level 4 grading or other restrictions or advisories? (Travel Insurance Policy does not cover if Red Level 4 is determined before departure.)	Yes	No	N/A
9.	Further to item 8, at the time of seeking approval for my travel the DFAT grading of the countries or areas in which I will be travelling are:			
	Green 1	Yellow 2	Orange 3	Red 4
10.	If travelling in a Yellow Level 2 or Orange Level 3 country or area I have a critical incident / emergency management plan in place.	Yes	No	N/A
11.	I have previous experience or knowledge of the countries or areas in which I will be travelling. Add details in Comments and Controls.	Yes	No	N/A
12.	I have an understanding of the local culture and customs of the countries or areas in which I will be travelling.	Yes	No	N/A
13.	I am able to speak the language in the countries or areas in which I will be travelling.	Yes	No	N/A
14.	I have a local contact and/or guide in the countries or areas in which I will be travelling.	Yes	No	N/A

15.	I have consulted the Deakin travel website, the Deakin travel guidelines and the DFAT website relating to the health and hygiene of travellers in the countries or areas in which I will be travelling and have considered the resulting risks and will be taking the appropriate health precautions.	Yes	No	N/A
16.	I have seen my medical practitioner and am fit to travel. If No contact the Insurance Office for further advice.	Yes	No	N/A
17.	I have saved my travel insurance emergency contact details on my mobile phone.	Yes	No	N/A
18.	I am aware of the vaccination recommendations for the countries or areas in which I will be travelling and have completed a full course of the applicable vaccines. Refer Travelvax , World Health Org .	Yes	No	N/A
19.	Are you travelling in addition to the Deakin authorised travel in excess of 10 days. Have you covered your excess travel with travel insurance?	Yes	No	N/A
20.	I have familiarised myself with the availability and contact details of the consular services in the countries or areas in which I will be travelling (locations of consular services are available through the travel guidelines or from www.embassyworld.org	Yes	No	N/A
21.	In the event of an emergency I am familiar with how to make contact with my Deakin supervisor, the approved travel agency, Travel Insurer emergency contact details, emergency medical treatment facilities and Deakin travel staff, all as applicable.	Yes	No	N/A
22.	Are you aware of Deakin's requirements for incident notification (also refer Appendix 8 of the Travel Guidelines)?	Yes	No	N/A

Comments and Controls

What controls are in place and what actions will be implemented for any item ticked 'No' above or where further information is requested?

Signature of person travelling

Date

Please provide this completed form to your immediate supervisor and send it to travel@deakin.edu.au following approval and prior to travel.

Note 1: Staff means anyone who travels on pre-approved Deakin business irrespective of who is paying for the travel and includes staff (inc. casuals), members of Deakin Council, HDR students, consultants, contractors and other persons or visitors whose travel is associated with Deakin. (Dependent children and/or adult non-dependent family member accompanying staff are not considered staff and will need to source their own travel insurance. See Insurance Office for more information [Insurance Office](#)) Students do not need to complete this form.