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| **Date of assessment:** |  | **Site / Area:** |  | **Risk Assessment #:** | **028RA** |
| **Department/Area/School:** | |  | | | |
| **Identify / describe activity, equipment, area, or event you are assessing:** | | | Outbound International Travel by school staff and students (NB: staff includes volunteers who are attending).  <Describe the nature of the travel, including the destination (and transit ports), dates, duration, size and composition of group etc> | | |

| 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 |
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| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer hazard sheet) | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer hazard sheet) | **Step 3: Reducing the risk**: What do you believe can be done to reduce the risk? (Refer hazard sheet) |
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| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Fitness to Travel & while travelling** | | |
| Fitness to travel – illness/unfit prior to departure  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 |
| 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/> |
| 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. |
| 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. |
| Staff/students attacked/assaulted, arrested, abducted | * Psychological stress, fatigue, anxiety | Local Embassy/Consulates in trainsit/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. |
| **Documentation** | | |
| 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. |
| Lapsed Clearances | * Child protection issues | * All supervising adults have a current WWCC and be up to date with RRHAN-EC. |
| 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** | | |
| 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**.** |
| 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. |
| 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. |
| 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. |
| 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 (eg. 000 in Australia). * How to say “HELP” in the country’s language. |
| **OTHER AREAS TO CONSIDER** | | |
| 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. |
| 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. |
| 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 |
| **EXCURSION PROGRAM ACTIVITY** | | |
| 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 icon 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. |
| 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. |
| 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. |
| **HEALTH ALERTS – MANAGING COMMUNICABLE DISEASES (e.g. COVID-19, Monkeypox etc)** | | |
| Pandemic – COVID-19 | * 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. |
| 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) |
| 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. |

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| **Completed by (name):** |  | **Signature:** |  | **Date:** |  |
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| **In consultation with (name):** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |