# This form must be completed by every Unitec staff member travelling overseas on Unitec business and for every Unitec student traveling overseas as part of their study requirement

**Unitec Overseas Travel - Risk Assessment Form**

# Travelling without appropriate risk assessment may prejudice subsequent insurance claims

# Traveller

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Staff/ student Number | Network / Support Group | Telephone -  mobile & landline | E-mail  University and/or personal |
|  |  |  |  |  |

Add more rows for additional travellers

# Emergency Contacts

|  |  |
| --- | --- |
| Insurance details | **Emergency claims –** |
| Travel Management Company details |  |
| NZ Embassy / consulate  Please note for staff/ students who are not NZ nationals please enter your own Government embassies in this section. |  |
| In Country Emergency Services |  |
| In country guide/ local contact during trip  (Address/ e-mail/ mobile/ landline) |  |
| Unitec key numbers   * Line manager/ supervising academic/office * Security (24 hours) | **Security** +64 21 610 877 (24-hours)  [security@unitec.ac.nz](mailto:security@unitec.ac.nz)  **Manager**  **Other Key Contact(s)** |
| Health Insurance details (if applicable) |  |

# NZ Government Foreign Travel Advice

What is the travel advice for your destination(s)? For trips to more than one country please tick all the levels of travel advice which apply for all the countries you are planning to visit.

|  |  |
| --- | --- |
| NZ Government Travel Advice | <https://www.safetravel.govt.nz/> |
| FCO advice categories | Destination Country  Please name all destination countries |
| Advise against all travel  No staff or students are permitted to travel to these destinations. |  |
| Advise against all but essential travel  Under Graduate students are not permitted to travel. Post Graduate students and staff may travel but the risk assessment **must** be approved by the Unitec CEO |  |
| No specific travel restrictions but read NZ Government travel advice before travelling |  |

# Itinerary

If travel and accommodation has been booked using one of our preferred travel agents the traveller only needs to complete the ’Summary of Travel and Meetings and Events’ sections on the next page. **I confirm I have booked using a Unitec approved group travel agent(s)**

|  |
| --- |
| Summary of Travel Please provide a summary of your work activity/ project/ research which requires you to travel |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgDeparting Flight | | | |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

Add additional lines as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7E415H9Z\hotel-clip-art2[1].jpg Accommodation (hotels/ apartments/ hostels etc.) | | | |
| Check in date | Check out date | Name & address | Website |
|  |  |  |  |

If accommodation changes whilst ‘in country’ please update risk assessment & share with School/ Institute ASAP

|  |  |  |
| --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\sbGroup[1].jpg Meetings/ events/ research or fieldwork locations | | |
| Date(s) | Description of activity | Venue/ location/ telephone |
|  |  |  |

Add additional lines as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgReturn Flight | | | |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

# Risk Assessment

| What are the hazards / risks (bullet points)? | What controls have you put in place? |
| --- | --- |
| **Accommodation**   * Physical defects * Risk of fire * Risk of robbery, physical or sexual assault * Terrorist incident e.g. bomb * Falls from balcony’s |  |
| **Work activity**   * Risks from work activities including fieldwork e.g.   + Operating machinery   + Hazardous substances   + The physical state of the site (rough terrane, construction site etc)   + Wild animals |  |
| **Travel and transportation**   * Risk of theft/ attack at airport or on public transport * Road traffic accident whilst self-driving or passenger in taxi or other vehicle * Carjacking or road blocks * Struck by vehicle whilst walking * Falls from vehicles * Poor road infrastructure * Density of traffic * Poor driving standards * Poorly maintained vehicles * Lack of emergency response or help after accident |  |
| **Location and or regional factors**   * Crime- risk of robbery, physical or sexual assault * Kidnap and ransom * Terrorist attacks/ bombs * Political instability * Corruption- requests for bribes * Remote working * Poor communications / poor phone network / Wi-Fi * Religious tensions * Cultural misunderstandings e.g. clothing, alcohol or other behaviour * Wild dogs (rabies) |  |
| **General health/ environmental factors**   * Natural disasters e.g. floods/ cyclones/ earthquakes * Food and drink (poor hygiene) * Infectious diseases * Biting insects or animals including risks from rabies, malaria, Zika virus etc. * Poor or distant medical facilities * Sexually transmitted diseases |  |
| **Individual factors**   * Disability * Level of cultural awareness * Inability to speak Language * Cultural/ religious or sexual orientation leading to increased risk * Pre-existing medical conditions, physical injuries or weaknesses or mental health conditions requiring management |  |
| **Other hazards**  Please change hazard title and enter additional hazard(s) as required. |  |

# Approval

**Traveller**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Date: |  | Signature: |  |

The completed risk assessment form should be e-mailed to authorising staff member to provide an audit trail.

**Authorised by (line manager, supervising academic, CEO)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Date: |  | Signature: |  |

The authorising staff member should approve, refuse or modify risk assessment e.g. suggest further controls. A copy of the final risk assessment should be kept by the traveller/ travel authoriser and central location e.g. shared drive maintained by Unit office in case of emergency outside normal hours.

For further advice, contact the Unitec Health & Safety Team.