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| SAFETY REVIEW AND RISK ASSESSMENT FOR RESEARCH PROJECTS OR OTHER UNIVERSITY ACTIVITIES INVOLVING WORK OVERSEAS **AND ADDITIONAL PROCEDURES RELATING TO TRAVEL TO HIGH**  **OR EXTREME RISK DESTINATIONS ON UNIVERSITY BUSINESS** |  |

Research or other University activities conducted overseas involve a number of potential hazards which must be assessed during planning, and prior to travel. To apply for approval to undertake International research and/or travel to a high or extreme risk location (DFAT or ISOS ratings: see below) a Safety Review Form and associated risk assessment must be completed (refer to Work Health and Safety [Managing Health and Safety Risks](http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/managing-health-and-safety-risks) webpage) and submitted to the Health and Safety Team, who will assess the level of review required for the activity, and seek the approval of a Deputy Vice-Chancellor or the Vice-Chancellor if required (high or extreme risk destinations).

University travellers are required to check the [International SOS (ISOS) website](http://www.internationalsos.com/MasterPortal/default.aspx?membnum=12ACPA000086) and Department of Foreign Affairs and Trade (DFAT) website http://www.smartraveller.gov.au/ for travel advice and warnings that apply to intended travel destinations. ISOS provides ratings of Low, Medium, High, and Extreme for travel and medical risks (with particular attention to medical risks), while DFAT advisories fall into four levels and pay particular attention to safety and security risks:

**Level 1** - *Exercise normal safety precautions*; **Level 2** – *Exercise a high degree of caution*;

**Level 3** – *Reconsider your need to travel*; and **Level 4** – *Do not travel*. Where the country you intend to travel to has an ISOS rating of **High or Extreme** or a DFAT rating of **Level 3 or 4**, you will need to complete the following form (page 2) in addition to the Safety Review Form. High or Extreme medical risks will also need approval advice from the [University Health Service](http://www.newcastle.edu.au/current-students/campus-environment/medical-services/medical-centres/make-an-appointment-at-newcastle). The Health and Safety team will then forward the documentation to the DVC or VC for consideration/approval.

For “in-country” nationals (such as student researchers from overseas) the process for high and extreme risk locations still applies, in order for UON to meet its duty of care in assessing that ‘in-country’ involvement in a UON activity is not increasing their exposure to risk in any way.

**Please note**: International travel not involving Research, to countries rated as DFAT 1 or 2 or ISOS rating of low or medium, does not specifically require a Safety Review Form and risk assessment to be completed and reviewed by your local area or the Health and Safety team. However it can be extremely beneficial to do so, particularly if you are not familiar or experienced with the country, and you should regularly review the [DFAT](http://www.smartraveller.gov.au/) and [ISOS](http://www.internationalsos.com/MasterPortal/default.aspx?membnum=12ACPA000086) websites for risk ratings.

All University staff and students undertaking travel on University business must be familiar with the University’s Travel Policy (<http://www.newcastle.edu.au/policy/000782.html>) and associated procedures and guidelines. You should also consult the University Health Service or your own GP regarding vaccination requirements and other medical advice well before you intend to travel.

Any questions regarding Safety Review and Risk Assessment for International travel should be directed to the Health and Safety Team. Contact details are available via this weblink: <http://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/contact-us>.

**Specifically for Research:** The DVC or VC may also require a letter or email from the relevant overseas institution/organisation (in countries rated DFAT 3 or 4 or ISOS High or Extreme Risk) to the lead investigator agreeing ‘in principle’ to research being undertaken within/through the organisation. A template has been provided on page 3 of this document which provides an approved format for requesting this ‘in principle agreement’. Please also refer to the [Human Research Ethics Guidelines: Contacting Organisations, Institutions, or Businesses for Research Purposes.](http://www.newcastle.edu.au/Resources/Divisions/Research/Units/Human%20Ethics/Contacting%20Organisations.pdf) When Human Ethics approval is required, this must be obtained prior to the travel application going to DVC or VC, and a copy must be provided to the Health and Safety team.

In order to expedite the approval process it is recommended that the Researcher initiate contact with the potential Host organisation using the following template (page 3), and complete and submit the Safety Review Form at the time of submitting the Ethics approval application. Thus all processes will occur in parallel, and expedite the paperwork required, reducing delay.

**APPLICATION TO DEPUTY VICE-CHANCELLOR OR VICE-CHANCELLOR TO UNDERTAKE RESEARCH OR OTHER ACTIVITY OVERSEAS IN A HIGH TO EXTREME RISK LOCATION**

Supervisor of activity: \_\_\_\_\_\_\_\_\_\_\_

Project or Activity: \_\_\_\_\_\_\_\_\_\_\_

Person(s) travelling: \_\_\_\_\_\_\_\_\_\_\_

Country or countries: \_\_\_\_\_\_\_\_\_\_

Current DFAT travel warning rating 1 2 3 4

Current ISOS Rating(s):

Proposed period of time for activity\_\_\_\_\_\_

I have read the DFAT and ISOS advisory information and fully understand the risks involved with travel to this area.

I have completed a Safety Review Form and risk assessment (as part of my application for safety clearance) for my project or activity where all foreseeable hazards have been identified and appropriate controls introduced to eliminate or reduce the risk to an acceptable level.

I am familiar with the area in question or have taken steps to ensure I will be familiar with the location prior to commencing the activity, and have reviewed ISOS and DFAT medical advice including vaccination requirements for the countries I intend to travel to, and consulted the University Health Service or my own GP regarding my vaccination and other medical requirements.

I have attached documentation regarding the agreement in place with the overseas institution/organisation (if applicable).

Name/s

Signature/s

Date / /

Approved by Vice-Chancellor and / or Deputy Vice-Chancellor

Signature/s

Date / /

insert date

To:

Contact Name

Organisation/ Institution/ Business Details

**RE: RESEARCH PROJECT: “insert proposed research proposal title”**

Dear,

I am writing in regard to the above proposal to undertake research. The proposal includes the participation of your organisation in the proposed research.

Should the project proceed, it is anticipated that the research will occur between (insert dates) and will involve (include a brief outline of the activity).

The proposed research is currently under review by the University of Newcastle (or Hunter New England) Human Research Ethics Committee and if their approval is granted then formal approval from your organisation will be sought prior to the project commencing.

To assist in the planning of the research I request *in principle* agreement for your organisation’s involvement. I also seek your organisation’s notification in regard to all potential health or safety risks of which the researchers should be aware.

Could I ask you to please respond in writing on organisational letterhead with the endorsement of a member of the organisation with the authority to approve this request. Alternatively this advice may be emailed to ...........

Please do not hesitate to contact me should you require any further information.

Yours Sincerely,

Name

**Name and Surname**

Position Title

School / Faculty / Division details

The University of Newcastle

University Drive Callaghan NSW 2308 Australia

Telephone: + 61 2 XXXX XXXX

Facsimile: + 61 2 XXXX XXXX

Email: [@newcastle.edu.au](mailto:Dylan.Mitchell@newcastle.edu.au) CC: Head of School or Pro Vice-Chancellor