

**INTERNATIONAL TRAVEL RISK TEMPLATE**

**We have provided an illustrative template to fill out as necessary; please note the examples listed below are only examples – you are responsible for identifying and mitigating all risks associated with your activity. Please add other potential risk areas to the template as appropriate to your activity.**

**Name:**

**Organisation:**

| **What are the risks?** | **Who might be impacted and how?** | **What is the impact of this risk? (Mild/Moderate/Severe)** | **What is the likelihood of this risk? (Low/Medium/High)** | **What are you doing to manage and/or mitigate this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *International border closures before or during my activity* | *Myself and/or other performers or production staff* | *Severe* | Medium | *For example: Make a detailed risk assessment of the event, destination country, travel requirements, quarantine costs and lengths, vaccination status, and COVID-19 exposure risk of travelling parties, and indicate what you are doing to address each risk/requirement.*  *For example: Ensure there is adequate budget to cover quarantine costs/ accommodation/per diem costs for travelling parties who may be stranded in the destination country.*  *For example: Ensure comprehensive travel insurance is in place for all travelling parties.*  *For example: Organise all necessary vaccinations (unless medically exempt), COVID-19 PCR tests, visas, travel and permits required to travel to destination country/region, and organise any tests or documentation required in advance of departure or upon return.*  *For example: Carry out my work taking into account the potential hazards & risks and where possible eliminate them or minimise the risk* | *Myself/the project producer/other participants* |  |  |
| Copyright infringement of participants work in digital/hybrid programs | Myself and/or other performers or production staff | *Moderate* | Low | *For example: Ensure contracts are in place with clear considerations for IP and copyright so my work or the work of my collaborators isn’t compromised in circulation. Consult with* [*Arts Law*](https://www.artslaw.com.au/)*, the* [*Copyright Agency*](https://www.copyright.com.au/about-copyright/)*,* [*APRA AMCOS*](https://www.apraamcos.com.au/about/what-we-do/how-music-copyright-works)*, and/or* [*Screenrights*](https://www.screenrights.org/) *as needed in relation to contract clauses.*  *For example: Check with collaborators, partner organisations and streaming platforms the length of time and for what cost the content will live online, as well as methods of access, recording and royalties. Ensure contracts are in place outlining the commitments of all parties involved.* | *Myself/the project producer/other participants* |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**You should continue to review your risk assessment leading up to and during your activity to ensure it remains current and appropriate or if you think it might no longer be valid or if there are any significant changes to your project or activity.**