



Australian Government



**AUSTRALIA COUNCIL INTERNATIONAL ENGAGEMENT FUND 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: Daniel Pini

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 or travel disruptions before or during my activity	Myself	Mild	Medium	<p>Stay informed as to governmental travel advice regarding quarantine, travel requirements, destination status, and COVID-19 exposure risk.</p> <p>Ensure digital solutions (Zoom calls) are an option in case of contingency wherever they are appropriate.</p> <p>The creation of a contingency fund of 5% in the budget enables a source of funds to cover costs in emergency cases when travel disruptions occur.</p> <p>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.</p> <p>Take out comprehensive travel insurance before travelling.</p> <p>Carry out my work considering the potential hazards &amp; risks and where possible eliminate them or minimise the risk.</p> <p>Allow for extra time when travelling.</p>	Myself	01/06/2022	

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Illness, injury, or incapacitation preventing the completion of the project.	Myself	Severe	Low	<p>Ensure that my vaccinations are complete and current.</p> <p>Practise good hygiene.</p> <p>Ensure safety when travelling internationally through:            Paying attention to the direction of traffic,            Travelling in well-lit and safe areas,            Eating foods which are known and hygienically prepared,            Ensuring that clothing is prepared matching the country's weather.</p>	Myself	01/04/2022	Yes
Withdrawal of participation in the project by a teacher.	The conducting teachers involved in this project and me.	Mild	Low	<p>Communicate clearly with all the people participating in this project with all expectations, potential challenges, and payment discussed upfront.</p> <p>Create a contingency plan in case a participant withdraws from the project e.g., who might feasibly replace them without causing the project to fail.</p>	Myself	11/04/2022	Yes
War spreading in Europe from Russia's invasion of Ukraine	For the purposes of this project, myself and all other participants.	Severe	Low	<p>Keep appraised of international news.</p> <p>Make contingency plans in case a destination becomes unsafe.</p>	Myself	11/04/2022	Yes

**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.**