

## **Preparation for Fieldtrips - CHECKLIST for Supervisors**

- 1.  I have completed a Fieldtrip Plan and Notification Form**
- 2.  I have completed a Risk Assessment for the trip/activity and I will ensure adequate controls will be in place to address any hazards identified**
- 3.  I have given these two documents to my Head of School for prior approval**
- 4.  I have nominated a Fieldtrip Leader (if applicable)**
- 5.  I have obtained next of kin details for all participants and given a copy to the school office and kept a copy myself**
- 6.  I have obtained a completed medical questionnaire from each participant (optional)**
- 7.  The normal administrative procedures for obtaining a vehicle have been followed**
- 8.  I have conducted a Fieldwork Safety Briefing**
- 9.  I will ensure adequate supervision (as appropriate)**
- 10.  I will ensure adequate communication & navigation equipment is taken on the trip**
- 11.  I have ensured that there is an appropriate number of first aiders in the group.**