



Field Trip Safety Checklist

The key to safety on field trips is advance planning. All field trip leaders must be aware of the need for attention to safety during field trip planning. Field trip safety is a shared responsibility. Such excursions may expose participants to a variety of hazards. The school has a responsibility to attempt to identify these hazards, to communicate their existence to participants, and to mitigate their impact where possible. The potential dangers that could occur during field trips can be mitigated by careful planning, implementing safe procedures, and training of leaders and participants. Participants have a responsibility to give careful attention to safety-related matters and to conduct themselves with due regard to the safety of themselves and others.

The following checklist outlines important considerations that should be taken prior to the date of the field trip:

Field Trip Safety Checklist	Yes	No
Has formal approval for the trip been gained from the head of the department?	<input type="checkbox"/>	<input type="checkbox"/>
Have duties and responsibilities been made clear to the supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
Have duties and responsibilities been made clear to all staff, students and visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Have all potential hazards been identified and controls put in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures for accident/incident reporting clear?	<input type="checkbox"/>	<input type="checkbox"/>
Has written consent been granted to participate by guardians of students?	<input type="checkbox"/>	<input type="checkbox"/>
Are the procedures for dealing with emergencies in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate safety equipment available (if needed)?	<input type="checkbox"/>	<input type="checkbox"/>
Have participants been instructed in the use and care of special equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is it necessary to obtain permits for particular activities?	<input type="checkbox"/>	<input type="checkbox"/>
Have medical conditions such as allergies, asthma, and diabetes been documented by the supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
Is a qualified person trained in first aid included in the party?	<input type="checkbox"/>	<input type="checkbox"/>

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Is there a suitable stocked first aid kit available?	<input type="checkbox"/>	<input type="checkbox"/>
When arriving has a head count been taken? Subsequently, has a head count been taken before departure?	<input type="checkbox"/>	<input type="checkbox"/>
Has all essential information been made available to all concerned parties?	<input type="checkbox"/>	<input type="checkbox"/>
Has a communication procedure been set if the field trip is in a remote area?	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of your school's code of conduct, or health and safety program, available for reference?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate ratio of adults to students? -More congested areas may require more supervision.	<input type="checkbox"/>	<input type="checkbox"/>
Have all volunteers had a criminal background check performed?	<input type="checkbox"/>	<input type="checkbox"/>
Has a buddy system been established?	<input type="checkbox"/>	<input type="checkbox"/>
Are chaperones familiar with the names of the students?	<input type="checkbox"/>	<input type="checkbox"/>
When arriving at the destination has there been a "lost student" area identified?	<input type="checkbox"/>	<input type="checkbox"/>
If lunches are provided, are they stored at a proper temperature?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a list of information available at the main office that includes route, destination, and departure and return times, list of students involved, permission slips, and contact information? This is so if a guardian is unsure of information they can call and the school staff can quickly relay information.	<input type="checkbox"/>	<input type="checkbox"/>

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