

 *Hanover Risk Solutions*

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?		
Have duties and responsibilities been made clear to the supervisor?		
Have duties and responsibilities been made clear to all staff, students and visitors?		
Have all potential hazards been identified and controls put in place?		
Are the procedures for accident/incident reporting clear?		
Has written consent been granted to participate by guardians of students?		
Are the procedures for dealing with emergencies in place?		
Is appropriate safety equipment available (if needed)?		
Have participants been instructed in the use and care of special equipment?		
Is it necessary to obtain permits for particular activities?		
Have medical conditions such as allergies, asthma, and diabetes been documented by the supervisor?		
Is a qualified person trained in first aid included in the party?		
Is there a suitable stocked first aid kit available?		
When arriving has a head count been taken? Subsequently, has a head count been taken before departure?		
Has all essential information been made available to all concerned parties?		

Field Trip Safety Checklist (continued)

	YES	NO
Has a communication procedure been set if the field trip is in a remote area?		
Is a copy of your school's code of conduct, or health and safety program, available for reference?		
Is there an adequate ratio of adults to students? More congested areas may require more supervision.		
Have all volunteers had a criminal background check performed?		
Has a buddy system been established?		
Are chaperones familiar with the names of the students?		
When arriving at the destination has there been a "lost student" area identified?		
If lunches are provided, are they stored at a proper temperature?		
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.		

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