



FIELD TRIP

Safety Guide

School Education

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Checklist Items

KEY BENEFITS

Real-World Context

Connects classroom learning to real world contexts and environments.

Confidence Building

Builds confidence and independence in community settings.

Enquiry Skills

Strengthens enquiry skills through observation and interviewing.

Collaboration

Promotes collaboration and shared responsibility during travel.

KEY HAZARDS & CONTROL MEASURES**Transport Hazards**

- ✓ Licensed, reputable transport providers
- ✓ Supervised boarding and alighting
- ✓ Seatbelts worn at all times
- ✓ Headcount before and after travel

Lost Students

- ✓ Regular headcounts throughout trip
- ✓ Meeting point established if separated
- ✓ Buddy system in operation
- ✓ Hi-vis clothing for easy identification

Weather Exposure

- ✓ Weather forecast checked before trip
- ✓ Sun protection and water available
- ✓ Appropriate clothing requirements communicated
- ✓ Indoor alternatives identified

Medical Issues

- ✓ Medical information collected beforehand
- ✓ First aider on every trip
- ✓ Medications carried with protocols
- ✓ Emergency contacts accessible

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- Complete and review risk assessment for this activity
- Brief all staff on key risks and emergency procedures
- Ensure all identified hazards have control measures in place

Planning

- Risk assessment complete
- Parent consent obtained
- Venue pre-visited
- Itinerary shared

Staffing

- Ratios appropriate
- Roles assigned
- First aider designated
- Emergency contacts listed

Medical

- Medical forms reviewed
- Allergies noted
- Medications packed
- First aid kit ready

On the Day

- Weather checked
- Phones charged
- Headcount done
- Procedures briefed



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