



SCHOOL TRIP

Safety Guide

School Education

4

Key Benefits

16

Control Measures

19

Checklist Items

KEY BENEFITS

Real-World Learning

Provides real world experiences that deepen understanding of curriculum topics and local context.

Confidence Building

Builds independence and confidence as learners navigate unfamiliar places and routines.

Social Skills

Strengthens social skills through shared challenges, reflection, and group problem solving.

Cultural Awareness

Promotes cultural awareness and respect by engaging with diverse communities and settings.

KEY HAZARDS & CONTROL MEASURES**Transport Safety**

- ✓ Use reputable, licensed transport providers
- ✓ Headcount before and after each journey
- ✓ Seatbelts worn at all times during travel
- ✓ Supervised boarding and alighting procedures

Safeguarding

- ✓ All staff have appropriate background checks
- ✓ Buddy system and regular headcounts
- ✓ Clear protocols for public interactions
- ✓ Designated meeting point if separated

Weather Exposure

- ✓ Weather forecast checked before departure
- ✓ Sun protection and water available
- ✓ Appropriate clothing guidance issued
- ✓ Indoor alternatives identified

Medical Emergencies

- ✓ Medical information collected for all pupils
- ✓ Medications carried with clear protocols
- ✓ First aid trained staff on trip
- ✓ Emergency contacts readily accessible

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- | | |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures | |

Planning

- | | |
|---|---|
| <input type="checkbox"/> Risk assessment complete | <input type="checkbox"/> Venue pre-visited |
| <input type="checkbox"/> Parent consent obtained | <input type="checkbox"/> Itinerary shared with school |

Staffing

- | | |
|---|--|
| <input type="checkbox"/> Ratios appropriate | <input type="checkbox"/> First aider designated |
| <input type="checkbox"/> Roles clearly assigned | <input type="checkbox"/> Emergency contacts listed |

Medical

- | | |
|--|--|
| <input type="checkbox"/> Medical forms collected | <input type="checkbox"/> Medications packed |
| <input type="checkbox"/> Allergies communicated | <input type="checkbox"/> First aid kit ready |

On the Day

- | | |
|--|---|
| <input type="checkbox"/> Weather checked | <input type="checkbox"/> Headcount completed |
| <input type="checkbox"/> Communication devices working | <input type="checkbox"/> Emergency procedures briefed |



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