Checklist for international activities

1. **Conferences**
   - Itinerary attached
   - Details of personal contact(s) attached
   - Appropriate immunisation(s) obtained

2. **Work or study**
   - Completed risk assessment of activity, including details of risk controls, attached

3. **Group activities**
   a. Attached lists of:
      - Student names
      - Student identification numbers
      - Personal contact details

4. **Emergency procedures**
   - Details of appropriate emergency procedures attached
   - Provided participants with a list of general emergency procedures and contact numbers (attached)
   a. **First aid**
      - Arranged for sufficient, appropriate first aid kits to be prepared
      - Checked that first aid kits are fully stocked
   b. **Transport**
      - Arranged appropriate transport
      - Details of licensed and trained drivers for vehicles attached
   c. **Supervision**
      - Briefed all supervisors on their duties, responsibilities and obligations (details of briefing and attendance records attached)
   d. **Information**
      - Provided all participants with information outlining safety issues (attached)
      - Given safety briefing to all participants (attendance records attached)
      - Received acknowledgment forms from student participants (attached)

5. **Field activities**
   a. **Information**
      - Developed and distributed ‘Student guidelines for safety on undergraduate field activities’ (attached)
   b. **Access**
      - Obtained permits and/or permission for access to the area of field activity
   c. **Safety equipment:**
      - Provided essential safety equipment (list attached)
      - Essential safety equipment has undergone checking and maintenance and is in good working order
      - Provided appropriate navigation aids
d. Communication

- Provided appropriate means of daily communication and ensured its effectiveness in the proposed area of the field activity
- Developed communication protocols (attached)
- Provided back up means of communication