Checklist for off-campus activities in urban areas

Low risk activities in urban areas

1. Itinerary attached
2. Risk assessment
   - Completed risk assessment of project to be undertaken, including details of risk controls, attached
3. Information provided to participants
   - Provided all participants with information outlining safety issues (attached)
   - Given safety briefing to all participants (attendance records attached)
4. Transport
   - Arranged appropriate transport
5. Access
   - Obtained permits and/or permission for access to the area of activity

High risk activities in urban areas

In addition to the above, information should be provided regarding:

- Details of participants attached
- Details of personal contact(s) attached

6. Communication
   - Provided appropriate means of communication and ensured its effectiveness in the proposed area
   - Provided back up means of communication

7. Emergency procedures
   - Details of appropriate emergency procedures attached
   - Participants provided with a list of general emergency procedures and contact numbers (attached)

8. First aid
   - Arranged for sufficient and appropriately trained first aiders to attend activity
   - Arranged for sufficient, appropriate first aid kits to be prepared
   - Checked that first aid kits are fully stocked

9. Safety equipment:
   - Provided essential safety equipment (Attach list)
   - Essential safety equipment has undergone checking and maintenance and is in good working order
Undergraduate activities in urban areas

In addition to the above, information should be provided regarding:

10. Supervision

☐ Briefed all activity supervisors on their duties, responsibilities and obligations (Details of briefing and attendance records attached)