

Checklist for international activities

Academic/Administrative Unit: _____

Date form completed: _____

Head of Organisational Unit or delegate

Name: _____

Signature: _____

Activity details

Date of activity:

Brief outline:

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 for;
 - Non-consensual sexual activity
 - Drug & Alcohol abuse
 - Unacceptable behaviour
- Risk assessment attached

3. Group activities

a. Attached lists of:

- Student names
- Student identification numbers
- Personal contact details

4. 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

5. 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)