

# Checklist for off-campus activities in urban areas

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## Low risk activities in urban areas

*Academic/Administrative Unit:* \_\_\_\_\_

*Date form completed:* \_\_\_\_\_

*Head of Organisational Unit or delegate*

*Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

### 1. Brief outline of activity (full itinerary attached)

**Date of activity:**

**Details:**

### 2. Risk assessment (attached)

- Completed risk assessment of project to be undertaken, including details of risk controls for;
- Non-consensual sexual activity
  - Drug & Alcohol abuse
  - Unacceptable behaviour

### 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)