

EOTC Safety Action Plan . (designed by Arthur Sutherland et al 2005)

Best practice includes consulting a colleague, visiting the location & looking at the Guidelines for writing a RAMS/SAP

Group/ Age (1)		Activity		(1) Names & details of their needs (medical, supervision, learning) are attached. (2) Qualified/experienced for the role (some adults will be novices/learners and thus participants).
No. of students		Date		
Teacher i/c		Venue		
Supervisors (2)		Route/map		
Other Adults		Start time		
Ratio		Finish time		

A) What could go wrong?	B) What could cause it to go wrong?	C) How could we prevent it from going wrong? *	D) Whose responsibility is it?	E) When/where will it be done?	F) Emergency plans & equipment

* include the ways you will eliminate, isolate, and reduce/minimise through proactive best practice, in line with National Standards.

continued

Group members requiring special consideration

Health

Behaviour

Other

Pre-activity checklist

Off-site venue visited

Trip application approved

Permission slips returned

Medical records checked

SAP form to all adults

Day of departure

Medication/Forms

First Aid Kits

List of all Cell Phones

Emergency contact numbers

Intentions left at office

Equipment checked

This SAP was generated/reviewed by (Teacher i/c) on (date)

It has been approved/not approved by (Principal or BOT or EOTC coordinator) on (date) for (Name of school)

Signed (Principal or BOT or EOTC coordinator)

Comment(s)