

“VITAL SIGNS” CHECKLIST

This checklist has been developed to assist you in ensuring you have considered some of the key Occupational Health & Safety risks associated with Outdoor Education (camps).

This checklist considers the risks associated with managing both:

- § internally based education programs (i.e. school owned sites)
- as well as
- § externally based education programs (contractor site)

Once this checklist has been completed, please refer to your Willis Risk Management contact for review and discussion (at nil charge).

A. EXECUTIVE MANAGEMENT

		YES	NO	UNSURE
1.	Does the school regularly assess outdoor education (camps) in line with its curriculum?	*	*	*
2.	Are Safety issues considered when the outdoor education program (camp) is set?	*	*	*
3.	Is someone at Board or Executive Committee level responsible for managing safety issues identified with outdoor education (for both internal and external based education centres?)	*	*	*
4.	Does the Board or Executive Committee have a way of reporting on previous incidents resulting from an Outdoor Education activity?	*	*	*
5.	Are parents and students updated on Outdoor Education plans prior to students attending ?	*	*	*

B. INTERNALLY BASED OUTDOOR EDUCATION PROGRAM (activities undertaken on a school owned premises)

		YES	NO	UNSURE
6.	Does the school regularly assess its outdoor education facilities in line with OHS requirements?	*	*	*
7.	Do parents have to sign their consent for outdoor education (camps) undertaken at a school owned premises?	*	*	*
8.	Are Safety issues reviewed prior to the commencement of any new group of students attending the camp site?	*	*	*
9.	Are there dedicated school staff that manage the camp site who are familiar with activities undertaken at the site?	*	*	*
10.	Are all staff managing the site trained in First Aid?	*	*	*
11.	Is there an emergency evacuation procedure for the outdoor education centre?	*	*	*
12.	Are all of the above considered and reviewed prior to any new outdoor education program being undertaken?	*	*	*

C. EXTERNALLY BASED OUTDOOR EDUCATION PROGRAM (activities undertaken a third party premises)

		YES	NO	UNSURE
13.	Does the school inspect the outdoor education facility prior to the camp commencing?	*	*	*
14.	Are Safety issues reviewed with the contractor prior to the commencement of any new group of students attending the camp site?	*	*	*
15.	Are there dedicated school staff that are required to assist the Outdoor Education contractor in managing camp activities?	*	*	*
16.	Has the school undertaken a review of the Outdoor Education contractor's risk assessments prior to the camp commencing?	*	*	*
17.	Does the school enforce regular meetings with the Outdoor Education Contractor to review any changes in the program of the camp (i.e. including weather warnings etc)?	*	*	*

D. COMMUNICATION WITH PARENTS AND STUDENTS

		YES	NO	UNSURE
18.	Does the school meet with parents prior to conducting an Outdoor Education program where students are required to stay overnight?	*	*	*
19.	Does the school provide parents with the opportunity to review assessments completed at the outdoor education centres (both internally or externally managed)?	*	*	*
20.	Does the school brief all students on procedures such as, "what to do in the event of an emergency" OR "First aid requirements"?	*	*	*
21.	Does the school brief parents following completion of the outdoor education programs if there has been an incident or emergency?	*	*	*
22.	Does the school use information obtained from outdoor education programs (camps) to improve future programs?	*	*	*

Some key areas you may want to include in your own review of Outdoor Education programs are:

Activities

- § Swimming
- § Canoeing
- § Hiking

Conditions

- § Heavy rain
- § Flooding
- § Bushfires
- § Sever Weather

General issues

- § Allergic Reaction
- § Severe Medical Issue
- § Equipment failure
- § Burns
- § Food/Water contamination
- § Local Flora, (including integrity of trees)
- § Lost Participant in Group
- § Driving Accident
- § Stranger into the group
- § Lost group

For further assistance in completing this checklist, please contact you Willis Risk Management contact;

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