

Risk Assessment Checklist for School Field Trips

Trip Details

Trip Title	
Date of Trip	
Location	
Organiser/Supervisor	
Number of Students	
Number of Staff	

Risk Assessment

Hazard	Risks Identified	Measures to Control Risk	Person Responsible	Additional Notes

Emergency Procedures

Procedure	Responsible Person	Contact Information

Review & Approval

Reviewed By	
Date	
Comments	