

Appendix 6: Class trip form

Please complete this form and send a copy to b.sowman@auckland.ac.nz at least 10 working days before you intend to undertake field work. A copy of this plan must be held by the field party and key contacts for the duration of the trip.

It needs to be completed by the person undertaking the field work if possible. They are the field leader and are responsible for all field trip participants. If you have any questions or concerns see the School Health and Safety Officer. By submitting this you are confirming you have read and understood the School of Environment Total Health and Safety Manual. You are aware of the hazards that you will encounter, and you will take all practical steps to keep yourself and others safe.

Description of the activity and general destination(s):			
Coordinator and leader(s) details			
Name(s):	Mobile phone numbers:	Role:	Holds a first aid cert?
Please send the student list to the Health and Safety Officer separately.			
Itinerary			
Date of departure:			
Intended departure time:			
Date of return:			
Intended return time:			
Daily check in person:			
Daily check in time:			
Who will be notified on return:			
Specific travel route and destinations (including estimated times)			
Accommodation address and contact details			
Hazards			
<input type="checkbox"/> By ticking this you are confirming that you are aware of the hazards you will encounter whilst undertaking this work. This manual identifies many hazards, however it cannot be applied to every field activity. If you are concerned about any of the work you are undertaking then you need to stop immediately and reassess the situation.			
Note any hazards you can think of that have not been identified in this manual:			

Transport and vehicles					
<input type="checkbox"/> ENV 4WD (FAH690) – Manual Toyota Hilux	<input type="checkbox"/> ENV Gear Van (FAH691)	<input type="checkbox"/> ENV Pinto Trailer			
<input type="checkbox"/> ENV 4WD (JGF595) – Automatic Toyota Hilux	<input type="checkbox"/> ENV Highlander 7-Seater (KEB630)	<input type="checkbox"/> ENV Uwitec Trailer			
<input type="checkbox"/> Rental Van	<input type="checkbox"/> Rental Car	<input type="checkbox"/> Bus			
Other road vehicle (specify make, model, license plate, registration expiry and warrant expiry)					
Other non-road vehicle (specify what and ticket/flight number if necessary)					
Landowner approval					
<input type="checkbox"/> By ticking this you are confirming that you have spoken to the relevant landowner/authority in order to undertake field work in the area. Please provide a copy of this approval to the Technical Manager.					
Key contacts					
	Name	Phone number	Relationship		
ENV Contact	Blair Sowman	0278011066	ENV H&S Manager		
Contact 1					
Contact 2					
Communication equipment being carried					
<input type="checkbox"/> Cell phone	<input type="checkbox"/> Satellite phone	<input type="checkbox"/> Handheld GPS			
<input type="checkbox"/> Radio	<input type="checkbox"/> EPIRB	<input type="checkbox"/> SPOT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
First aid					
Number of first aid kits being carried					
Staff/tutor to student ratio					
Food (if applicable)					
<input type="checkbox"/> By ticking this you acknowledge that you have purchased enough food for the duration of your trip.					
Student field trip acknowledgement forms					
<input type="checkbox"/> By ticking this you are confirming that you have sent out, and received back, Student Field Trip Acknowledgement Forms from all student participants.					
Emergency Management					
Police, Fire Service, Ambulance Service	111				
Unisafe	86000 (from University Phone)				
Coastguard	*500 (from mobile) or VHF 16				
Local Doctor					
Local Emergency services (if overseas)					
Emergency Management Basic Steps					
Safety: Get yourself and others out of immediate or further danger	First aid: Tend to serious injuries	Contact emergency services: Arrange for emergency services and/or medical attention.	Regroup: Ensure all participants are accounted for and are safe. Tend to those in distress. Arrange evacuation if necessary.	Review and plan: Review the incident, noting any information that may be important. Discuss the continuation or non-continuation of the field trip.	Contact the School: Contact ENV to advise of the incident and to notify any changes in itinerary.
Specific emergency plan for your situation (fill in if appropriate)					