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|  | Checklist for Assessing a Safety Plan  Resource Code CSE3-CC |

The following checklist is provided as a series of prompts for Coordinators when assessing information supplied as part of the **Permission to Proceed** process.

# Safety Information (*CSE3-SS)*

* The form has been adequately completed.
* A list of Team Members has been supplied.
* Each Team Member has been properly appointed according to policy.
* Adequate contact information has been supplied, so that you are confident that the Team Leaders can be contacted should the need arise.
* A first-aider-in-charge has been appointed.
* The program has adequate first aid expertise, taking into consideration the nature of the activities, the location and duration of the program.
* The ratio of Team Members to participants is adequate for the context.

# Potentially Risky Activities

Certain activities carry greater risk. These are subject to various restrictions, and need a more thorough safety plan before being conducted within a program. *ChildSafe Team Leaders Guide* discusses in some depth the process of identifying such activities and deciding whether they are appropriate to undertake.

* A relevant industry standard for your jurisdiction has been sourced (where available), and its guidelines used to determine whether the activity will be properly and safely conducted.
* (If in doubt) Your **Risk Management Officer** is aware that the activity is being proposed, and has agreed to it being conducted in the manner described in the safety plan.
* There are no planned activities which are beyond the capacity of your organisation to deliver safely, or which are listed in your current Public Liability Insurance policy as being excluded.

# Activity Information *(CSE3-SA)*

For major activities planned for this program, and in particular where a different venue is to be used from the base location, further information is required. There may be several such activities. You will need to exercise some discretion in deciding when an Activity Information Form is required.

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| Activity 1 | Activity 2 | Activity 3 | Activity 4 |
|  |  |  | * The form has been adequately completed. |
|  |  |  | * The activity has adequate first aid expertise, taking into consideration the nature of the activities, the location and duration of the activity |
|  |  |  | * Emergency contact details for various services have been obtained and included. |
|  |  |  | * An adequate Risk Assessment and Management Plan has been supplied for the conduct of the activity at this location. |

# Emergency Response Information

* The Team Leader has information on your organisation’s Emergency Response process, specifically who to contact, how and under what circumstances.

# Other Steps

* A program outline has been provided if appropriate.
* A list of participants has been supplied, in situations where they are known (such as residential programs).