



Session preparation checklist

Session details

Date	
Location	
Session leader	
Other staff	
N° of participants	

Transport

Vehicle reg.	
Designated driver	

Environmental conditions assessment

Description	
Temperature	
Wind direction	
Wind speed	

Site risk assessment

Time	
Carried out by	

Equipment

Resource	Quantity	Checked	Returned
Emergency bag	1		
Camera	1		
Classroom key	1		

Special considerations

Post session evaluation