

**(Reference) Items to be considered when planning safety measures (common to both outdoor and off-campus activities)**

Safety measures that have a significant impact and require special mention should be included in the implementation plan.

**<About implementation plan>**

- Is the schedule and plan with a plenty of time?
- Is the number of instructors to be accompanied appropriate?
- Is prior safety training scheduled?
- Have past accidents and near-misses been reviewed?

**<About the training site>**

- Are emergency exits, evacuation routes, and evacuation sites checked?
- Follow the staff, rules, and policies of the visited place

**<About the transportation >**

- Is the means of transportation to the site appropriate?
- Are there any hazardous hours, such as nighttime travel?
- Has the traffic volume been monitored?

**<About outdoor activities >**

- Are hazards identified and preliminary inspections conducted?
- Have you checked the location of nearby hospitals, police stations, etc.?
- Are there any problems with cell phone coverage?
- Have you checked information on dangerous plants and animals, bees, etc.?
- Have you checked the local weather information in advance?
- Have the measures against heat stroke been taken (water and salt replenishment, shade)?
- Conduct the roll call during the activity?
- Do not act alone (in principle, act in a group)

**<Related to permits >**

- Have you got the owner's permission to visit the site?
- Have you got the owner's permission for logging, collecting, etc.?
- Have you got permission when conducting interviews, questionnaires, filming, etc.?
- Have you got permission from the police, fire department, or municipality?

**<About interpersonal problems >**

- Are you careful about handling personal information and considerations during interviews?
- Do you ensure safety during practical training with children (e.g., do not leave hazardous materials (scissors, etc.)?)
- Aren't you in a situation where you are alone with the interviewee without a means of communication?

**< About response to chronic disease >**

- Do you check for allergies, chronic disease, medications, hospital visits, etc. (Bring health insurance card, medications, EpiPen)

**< About countermeasures against infection>**

- Are basic measures against infection in place?  
(health observation, wearing masks, hand sanitization, ventilation, vaccination, ensuring social distance, etc.)
- Have you taken necessary vaccinations required by the training site (e.g., measles vaccination, etc.)?

**<About clothing>**

- Have you prepared for equipment and safety protective gear (life jacket, safety shoes, military gloves/gloves, helmet, etc.)?
- Is the clothing appropriate (protection against cold, sunshade, rain/insect repellent, backpack to destroy exhibits, accessories mixed in, etc.)?
- When using machines, are you dressed in a way that you will not get caught in the machines?

**<About what to bring>**

- Have first aid kits and poison remover, etc. been prepared and checked?
- Do you have mobile phones, walkie-talkies, and other means of communication?
- Have you prepared for mobile phone batteries, spare batteries, etc.?

**<Response in case of trouble>**

- Have you decided on the division of roles in case of trouble?
- Do you have the contact information of parents in case of emergency?
- Have you joined in the necessary insurance (GAKKENSAN, supplementary liability, etc.)?