



Safety Plan 2026 Template

ACII General Information

Onderdeel	Answer
Student organization	
For students of	
Name of activity/event	
Location(s)	
Date(s)	
Duration of entire activity/event	
Number of participants (approx.)	
What have you taken on board for this year based on last year's evaluation or plan?	

Responsible persons

Role	Name	Telephone number
Person in charge		
Alternate contact		

A. Activity Schedule

- Describe the programme* (a detailed programme can be added as attachment). *There is an additional table on the last page of this document.

Time Start and end time of the activity	Activity Brief description of activities	Location	Details Any details	Number of participants	Number of supervisors	Number of supervisors with first aid/BHV (ERT)

2. Transport and travel (what means of transport will be used for travel?):

Means of transport	Comments	Number of supervisors during travel
On foot		
Cycling		
Public Transport		
Hired transport		
Other, namely		

3. Supervision and responsibilities

Section	Answers
Total number of supervisors	
Total number of participants	
Number of supervisors with first aid /BHV (ERT)	
How many of the supervisors with first aid/BHV (ERT) hold a drivers licence?	
How is it ensured that a sufficient number of supervisors are sober during the activities?	

4. Nutrition, rest, sleep, hygiene. Are the following elements included in the programme?

Actions	Explanation
Meals	
Rest	
Sleep	
Personal hygiene	

B. Risk assessment and Health and Safety Policy

Describe preventive measures of the following topics (a detailed programme can be added as attachment):

Risks	Measures Which preventive measures are being taken to minimise risks?
Participants with health issues	
Alcohol consumption	
Drug use	

Sleep, rest and hygiene	
Social safety	
Safety of accommodation	
Extreme weather conditions	
Waste/dishwashing/cleaning	
Other risks such as:	

C. Incident protocol: Guidelines and Step-by-Step plan

1. Crisisteam en Coordination

Section	Answer
Crisis team roles	Name
Crisis coordinator	
Crisis team members	
First aid/BHV (ERT)	
Step-by-Step plan for incidents	
What are the steps to follow in the event of (medical) incidents	
Communication	
How are participants informed in the event of an incident?	
Who informs parents/carers?	
External communication	
Who liaises with RUG/Hanze spokespersons?	
Who is responsible for press relations and acting as a spokesperson?	
Who reports incidents to the ACII via the webform or by telephone?	
Follow-up on incidents	
Who is responsible for aftercare	
How is the follow-up organised?	
Who is responsible for the evaluation?	
How is the evaluation organised?	

