

OFF-SITE ACTIVITY RISK ASSESSMENT

(To be completed by **Lead Teacher** and **Principal**)

This form must be signed by the school principal.

School: _____ Lead Teacher: _____

Destination: _____ Date(s): _____

Day Trip ☐

Interprovincial / Overnight Trip ☐

Is there an appropriate number of adult supervisors (specific ratio requirements by grade level)?

Yes ☐ No ☐

SITE VISIT:

Wherever possible, the lead teacher should visit the site prior to the activity to:

- ensure that the venue is suitable to meet the aims and objectives of the field trip
- assess potential areas and levels of risk
- ensure the venue can cater to the needs of the staff and participants in the group
- become familiar with the area before a group is taken to that venue/location

If an exploratory excursion is not feasible, then the lead teacher will need to consider how to complete adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue.

As off-site activity lead teacher, are you directly familiar with the destination proposed in the season the trip is planned? If no, attach information stating how risk assessment was completed. Yes ☐ No ☐

Have you analyzed the safety aspects of the destination, identified potential risks and provided training for supervisors if required? Yes ☐ No ☐

EMERGENCY PROCEDURES:

PRE-TRIP risk management check list:

☐ Is the facility or any service provider asking parents of students or the school to sign a waiver of liability form? Yes ☐ No ☐

If yes, the school will not be able to participate in the trip/activity. Contact the OHS Office for next steps.

☐ Discuss the proposed field trip and receive permission from the Principal prior to discussing it with students/parents. For trips outside Alberta/Canada approval is required from the Superintendent of Schools prior to discussion with students/parents.

☐ A written plan has been developed for any students with behavioural, medical, or physical needs or limitations.

☐ Develop a proposed itinerary for the off-site activity. As applicable, include dates and times, transportation/food/housing arrangements, supplies/equipment for staff to bring, supplies/equipment for students to bring, suitable dress, etc.

ONCE APPROVED:

- ☐ Ensure parents have been given all relevant information about the field trip and ensure the appropriate permission form is signed and returned by all participants. It is essential that no one participate without written consent.
- ☐ Discuss the safety aspects of the trip with the students and all supervisors in advance of the trip. Talk about the known or potential risks and hazards. Stress safety first and the prevention of accidents. Supervisors must be familiar with the general supervision expectations while on the field trip and aware of any known or potential hazards.
- ☐ Clearly outline all behaviour expectations for participants on the field trip. Communicate that behaviour that creates risk for the participants will not be tolerated.
- ☐ Prepare a list (to be taken on the trip) of the names of the participants including parent/guardian contact information and any identified individual needs. Discuss any behavioural, medical or physical limitations with the Principal to determine whether that individual is a suitable participant.
- ☐ A written emergency action plan has been developed that includes the following components:
 - ☐ location and ready access to a first aid kit
 - ☐ location and ready access to a telephone or other reliable means of communication
 - ☐ telephone number of school emergency contact person, local emergency services, and hospital
 - ☐ provision of a suitable means of transportation in the event of an emergency
 - ☐ supervision plans for emergency situations (who is second in command, who takes injured individuals to hospital, who reports problems to school administration, etc.)
- ☐ Arrange appropriate transportation (no student drivers). All volunteer drivers must complete the *Automobile Driver Authorization Form (720 E 007)*.

Signature of Lead Teacher

Date

Signature of Principal

Date

Reference: Administrative Procedure 720 P 001 Off-Site Activities