



FIELD TRIP / EXCURSION RISK MANAGEMENT ASSESSMENT FORM

(A checklist to aid in assessing and mitigating risk)

EXCURSION DETAILS	
School:	Event Date(s)
Destination:	Start: _____
Activity:	End: _____
Teacher in Charge:	

☐ EXCURSION IS TEACHER PLANNED/SUPERVISED (e.g., Provincial Parks, Splash
☐ What is the educational value?
☐ What type of injuries may occur? (e.g., Environmental, Medical, Wildlife, Activity)
☐ Is the activity appropriate for the age, ability and experience level?
☐ Can it be modified to reduce risk?
☐ Can it be properly supervised with qualified leaders? (e.g., First Aid, Orca)
☐ Is there any collateral risk? (e.g., transportation, other activities, free time)
☐ Does the school board allow this activity?
☐ Is a Pre-Trip Visit to learn local conditions/hazards required?
☐ Have you considered an evacuation plan, notification system, and emergency response procedure?

☐ EXCURSION IS WITH A THIRD-PARTY PROVIDER
☐ A copy of the Venue's Liability Insurance has been received (attached)
☐ A copy of the Service Contract has been received, read, and signed if approved (attached)
☐ A Risk Management Information Package has been received (attached), outlining the following: ☐ Policies & Procedures for: Emergency Response, Health & Safety ☐ Compliance with OPHEA Guidelines ☐ Practices regarding testing and training of students in the planned activity ☐ Supervision practices/ratios ☐ List of emergency equipment on-site and safety protocols in place ☐ Training/Certification of employees

ROUTING: Teacher → Submit with Field Trip Form, with any attachments needed, for any trip containing an Element of Risk