



Field Trip Risk Assessment
(to be completed by Teacher Leader & signed by Principal)

This form must be completed for all field trips, including day trips, where there may be a risk of danger (**refer to Field Trip Manual - Chapter 4**). A copy of this form must be given to the school principal.

School Name: _____

Day Trip Overnight Field Trip

Destination: _____

Date: _____

Teacher Leader: _____

Is there an appropriate number of supervisors (specific ratio requirements by grade level) Yes No
and are there sufficient teacher supervisors available (refer to Field Trip Manual - Chapter 6).

SITE VISIT:

Wherever possible, the teacher leader should undertake an exploratory field trip 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 field trip is not feasible, then the teacher leader will need to consider how to complete adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue via letter, responses from other users who have recently visited it, and from local organizations such as tourist boards.

As teacher leader, are you directly familiar with the destination proposed? 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 (refer to Field Trip Manual Chapter 8)

PRE-TRIP risk management check list:

- 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.
- Familiarize yourself with the destination and potential risks. Contact someone who has been to the destination or at least aware of the current conditions to review risk elements as required.
- There is a \$2 million per occurrence liability insurance. Yes No
- RVS has a service provider agreement in place. Yes No



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- Send service provider waiver forms to your Area Director of Schools for review prior to event. Ensure forms are appropriately worded and do not eliminate accountability and responsibility of the service provider.
- Develop a plan to address any special needs.
- Develop a proposed itinerary for the field trip.

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 approval.
- 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 should be made aware of any known or possible hazards.
- Clearly outline all behaviour expectations for participants on the field trip. 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 special needs. Discuss any behavioural, medical or physical limitations with the Principal to determine whether that individual is a suitable participant.
- Develop an emergency action plan including:
 - location and ready access to a first aid kit
 - location and ready access to a telephone or other reliable means of communication (cell phones do not work in all areas)
 - telephone number of ambulance 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 Volunteer Driver Application Form (FT 002).

Signature of Teacher Leader

Date

Signature of Principal

Date