

1. Complete all necessary sections as required by the level of risk.

Risk Assessment	Approval(s) Required	Documentation Required
Low	Chair/Dean	OCA Planning Form: <i>Sections A, B and D</i>
Medium	Chair/Dean	OCA Planning Form: <i>Sections A, B, C and D</i>
High	Chair/Dean Vice President Academic	
Extreme	Chair/Dean Vice President Academic President	

2. Use the following matrix to assess the overall level of risk of the planned/proposed Off-Campus Activity (OCA).

Risk Assessment		Participants	What kind of activity are they doing	Types of activities
<input type="checkbox"/>	Low	<input type="checkbox"/> Students	An activity that involves hazards or risk no greater than those encountered by participants in their daily lives.	Meetings, local events, conferences
		<input type="checkbox"/> Staff		
		<input type="checkbox"/> Faculty		
<input type="checkbox"/>	Medium	<input type="checkbox"/> Students	An activity that involves a higher level of risk than individuals would encounter in their daily lives, but those risks are easily mitigated.	Field activities, off- road vehicle use
		<input type="checkbox"/> Staff		
		<input type="checkbox"/> Faculty		
<input type="checkbox"/>	High	<input type="checkbox"/> Students	Activities that have the potential to expose participants to hazards or risk that are significantly greater than those likely to be encountered in their daily lives, but which can be minimized through planning, training, standard operating procedures, etc.	Direct work with potentially dangerous wildlife, or work in extremely isolated locations or dangerous situations.
		<input type="checkbox"/> Staff		
		<input type="checkbox"/> Faculty		
<input type="checkbox"/>	Extreme	<input type="checkbox"/> Students	An activity for which there is substantial risk to participants, which appropriate planning cannot effectively minimize with any reasonable probability.	Activities that result in a high probability of an incident that could result in serious injury or death.
		<input type="checkbox"/> Staff		
		<input type="checkbox"/> Faculty		

SECTION A: ACTIVITY DETAILS

3. Provide details of the proposed activity below.

Activity Lead(s):			
Program		Course (if applicable)	
Name		Title	
Code		Code	
Details and Logistics			
Description			
Purpose			
Objectives			
Activity Location (s)		Date(s)	
Type	New to participants <input type="checkbox"/>		Repeat/continuation of previous <input type="checkbox"/>
Transportation: Transportation is determined by the College. If students decline the College-supplied transportation, they must complete the Off-Campus Alternative Transportation Waiver Form .			
Mode	Bus	Total Cost	
Departure Location		Start time	
		Return time	
Activity Duration	(hrs/days)	Group Size	
Requirements			
Equipment		Provided by College	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clothing (e.g. PPE)		Provided by College	Yes <input type="checkbox"/> No <input type="checkbox"/>
Special requirements		Other Considerations	

SECTION B: RISK ASSESSMENT MATRIX

4. Identify all probable risks associated with the proposed activity.

Risk (s)	Description	Consequence/ Impact	Probability	Impact
List all possible	Provide a brief description	Briefly outline any impact/ consequence associated with each identified risk	Unlikely Possible Probable	Very Low Low Medium High
			Probable	Very Low
			Probable	Very Low
			Probable	Very Low
			Probable	Very Low

SECTION C: RISK MITIGATION PLAN

5. Use the following template to formulate a *Risk Mitigation Plan* for all **medium or high impact risks**.

Risk	Mitigation Strategy	Control Type	Control Effectiveness
	Describe how each risk may be controlled/ managed.	Mitigates Impact Mitigates Probability	To be completed by Dean/Chair
		Mitigates Probability & Impact	Acceptable Not acceptable
		Mitigates Probability & Impact	Acceptable
		Mitigates Probability & Impact	Acceptable
		Mitigates Probability & Impact	Acceptable
		Mitigates Probability & Impact	Acceptable

SECTION D: APPROVAL (s)**For the Approver(s):**

Please sign below to signify that you have reviewed the planning form and have found the mitigation strategies to be acceptably effective measures, in your judgement, to control or manage the identified risks.

X**X**

Activity Lead

Chair/Dean

X**X**

Vice President Academic

President