

PLAN OVERVIEW OF POTENTIAL RISK ELEMENTS

Background

1. Site Characteristics

1.1. Is site suitable to meet the aims and objectives of the field trip?

1.2. Levels of risk assessed:

1.2.1. Terrain

1.2.2. water hazard

1.2.3. weather change

1.2.4. wild animals

1.2.5. traffic

1.2.6. remoteness

1.2.7. access to medical care

1.2.8. Other

1.3. Measures have been taken to complete site assessment

2. Activities

2.1. Activity is age appropriate

2.2. Potential of an activity to expose students to injury

2.3. Special skills/knowledge students/supervisors will require to minimize any potential risk

2.4. Equipment that will be required to ensure safety

(Please note that principals are not to justify a site/activity selection based solely on a history of past success. Ongoing re-assessment is necessary as sites change and each trip presents a new set of variables to be accounted for.)

3. Emergency Preparedness

3.1. Access to First Aid support

3.1.1. First Aid Kit (at the very least, a basic first aid kit is to accompany every trip)

3.1.2. Supervisor/chaperone with current First Aid certification

3.2. Access to medical care (Where is the closest facility?)

3.3. Communication accessibility in the event of an emergency

3.4. Plans to address injury/illness of the leader

3.5. Responding to student injury

- 3.5.1. How will the student get to the hospital?
 - 3.5.2. Who will accompany him/her?
 - 3.5.3. How will parents/Principal be contacted?
 - 3.5.4. Is there a medical form handy for each student?
 - 3.6. Plan to address a student who has gone missing/been left behind
 - 3.6.1. Who will wait for the student?
 - 3.6.2. Where?
 - 3.6.3. When will police/Principal/parents be contacted? By whom?
 - 3.7. Review behavioural expectations with students and supervisors/ chaperones
4. Students
- 4.1. Special group characteristics that might pose a safety hazard on the trip.
 - 4.2. Special needs students who will require special consideration to ensure safety.
 - 4.3. Students must have the necessary skills, knowledge and abilities to participate safely in the trip
 - 4.4. Students must be advised of the risks inherent in the trip and of the behaviours expected of them to help minimize these risks.
5. Communication
- 5.1. A detailed trip itinerary/route left with the Principal that includes information on how to contact trip supervisors during the trip
 - 5.2. List of participating students, contact numbers and medical concerns must be available in the office
 - 5.3. Parents are to receive sufficient information to make an informed decision regarding student participation
 - 5.4. A pre-trip information meeting for parents is required for out-of-province trips, wilderness activities, and trips involving an activity with a significant degree of risk. Parents who are unable to attend must be contacted by a trip supervisor who will review the pertinent information with them

Reference: Sections 17, 20, 22, 65, 75, 85 School Act
 Motor Carrier Act
 Motor Vehicles Act
 Collective Agreements

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