

## Royal Roads University Off-Site Student Activity Risk Assessment Form

*Review to be completed by Faculty or Staff Activity Organizer*

Off-Site Activity Risk Assessment Chart (adapted from the University of Alberta Risk Assessment Matrix for Off-Campus Travel Involving Students)				
<i>Risk Element:</i>	Low Risk	Medium Risk	High Risk	Extreme Risk
<i>Who is travelling?</i>	Graduate students engaged in research or course related activities / residencies.	Undergraduate students engaged in research or course related activities / residencies.  Any students engaged in a non-academic event or social activity.	Minors and Students with Accessibility requirements	
<i>What kind of activity are they doing?</i>	An activity that entails hazards or risks no greater than those encountered by participants in their everyday lives (e.g. meetings, conferences).	Activities that that involve a higher level of risk than participants would encounter in their everyday lives (e.g. most field trips, events involving moderate physical activity like running, hiking, skating, or sharps use).	Activities that may expose participants to hazards that are significantly greater than those experienced in everyday life (e.g. work with wildlife, use of motorized equipment, boating, swimming, hiking, skiing, or being in an isolated or remote location).	An activity for which there is substantial risk to participants which strategic planning cannot effectively minimize with any reasonable probability (e.g. activities where there is the probability of an incident that could result in serious injury or death).
<i>Where are they going?</i>	Travel within Greater Victoria Area.	Travel within B.C., Canada or international locations where there are no travel advisory concerns.	Any international location for which Foreign Affairs and International Trade Canada issue a request to “exercise high degree of caution.”	Any location where Foreign Affairs and International Trade Canada issue a request to “avoid non-essential travel” or “avoid all travel.”

- 1) Assess all elements of risk. Assign a final risk level by identifying the highest risk level in any of the three elements.
- 2) Determine if additional reviews are required and complete the risk mitigation section on the other side of this form.

*Medium Risk:* requires review by the relevant Program Head (academic activities) or Manager, Student Engagement (non-academic activities).

*High Risk:* requires review by the relevant School Director (academic activities) or Director, Student Services (non-academic activities).  
When High Risk is determined for Students with Accessibility Requirements, Accessibility Services.

*Extreme Risk:* requires review and approval by the relevant Dean (academic activities) or Associate Vice President, Student and Academic Services (non-academic activities).

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Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Faculty/Staff Organizer Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Event Risk Level (circle one):            Low            Medium            High            Extreme

Plans to mitigate risks (please describe how the identified risks will be addressed through pre-planning and event oversight):

- Please include considerations for students who may need to self-isolate if they test positive for COVID-19.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

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