



FIELD TRIP RISK ASSESSMENT AND PERMISSION TO PROCEED

Please complete the **Proposal** portion and the **Risk Assessment Chart** and submit to your school principal for approval.

Proposal

School	Today's date
<input type="text" value="Clover Bar Junior High (7-9)"/>	<input type="text" value="September 11, 2018"/>

Trip Supervisor/Staff Liaison (if not a staff member)	Position
<input type="text" value="Mr. Richard Benson"/>	<input type="text" value="Teacher"/>

Departure Date	Time	Return Date	Time
<input type="text" value="Friday, September 14, 2018"/>	<input type="text" value="10:30 AM"/>	<input type="text" value="Friday, June 21, 2019"/>	<input type="text" value="11:15 AM"/>

<input type="button" value="+"/>	Add a row
<input type="button" value="-"/>	Remove a row

# of Students	Subject/Block	Grades
<input type="text" value="26"/>	<input type="text" value="Leadership/3"/>	<input type="text" value="9"/>

Destination(s), include the address whenever possible

List any special needs of participating students (do not include student names)

Explain the supervision arrangements

Explain the transportation arrangements

Risk Assessment Chart

Describe the activity(ies).	Activity meets requirements of the Safety Guidelines for Physical Activity in AB?	List potential risks/hazards and how students may be exposed.	How probable is exposure to the risk/hazard?	List protective measures provided including on-site resources, specialized equipment, etc.
Volunteer, Leadership & Mentorship Opportunities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Walking Across Street Possible injuries in relation to activities planned for each Grade 1 Buddy Visit	Minimal	First Aid Kit On Site Instructions clear to all participants Teacher Supervision

Add a row Remove a row

Approval

- Risk Assessment Chart is approved.
- Permission is given to proceed with the field trip plan.

Principal Signature

Date

Notes



A copy of this form, along with the Field Trip Risk Assessment and Permission to Proceed (Form 1), signed by the principal, must be on file in the school office 3 days prior to the trip.

Purpose of Field Trip and Supervision Arrangements

School: Clover Bar Junior High (7-9) Today's date: September 11, 2018
Trip Supervisor/Staff Liaison (if not a staff member): Mr. Richard Benson Position: Teacher Contact # while on trip: 780-919-6039

Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer): Mills Haven Staff

Purpose of the trip (include curriculum/program alignment): Leadership & Mentorship Opportunities with Mills Haven Grade 1 Buddies

Revisions to Proposal

Have there been any changes to the Field Trip Risk Assessment and Permission to Proceed (Form 1)? [] Yes [x] No

If yes, please complete the appropriate information.

Departure date, Time, Return date, Time, Grades, Subject/Block, # of Students

Destination(s), include the address whenever possible

List any special needs of participating students (do not include student names)

Risk Assessment Chart

Table with 5 columns: Describe the activity(ies), Activity meets requirements of the Safety Guidelines for Physical Activity in Schools in AB?, List potential risks/hazards and how students may be exposed, How probable is exposure to the risk/hazard?, List protective measures provided including on-site resources, specialized equipment, etc.

+ Add a row - Remove a row

Transportation Arrangements

Please check all that apply:

[x] Students will walk. [] Bus transportation will be used. Bus # [] Booking required
[] Other transportation will be used. Identify []

Refund Statement (AP 505)

How will refunds be issued? We are unable to issue refunds for this activity.

Checklist

Please ensure the following are in place:

- A Field Trip Risk Assessment and Permission to Proceed (Form 1) is attached.
- Private vehicles have sufficient insurance coverage (if applicable).
- The activities meet all the requirements of the Safety Guidelines for Physical Activity in Alberta schools and EIPS insurance.
- All supervisors have access to relevant student information.
- Signed EIPS Field Trip Permission forms have been received for all students who will participate.
- A first aid kit is available.
- Volunteer drivers have completed the appropriate forms (if applicable).
- An emergency plan is in place (if deemed necessary).

Approval

Principal Signature

Date