

**LEVEL 1 RISK ASSESSMENT AND MITIGATION PLAN (RAMP)**

1. A single form may be used for multiple activities in the same semester, provided the activities and risk assessment are similar, information that is unique to each activity is specified, and separate Participant lists are created for each activity.
2. Once approved, this plan is to be housed by the Activity Coordinator and a copy is to be sent to the office of the EA VPAAR.

<b>Department:</b>	<b>Description of the student group (e.g., course #, team, etc.):</b>
<b>Category of Activity:</b> Research <input type="checkbox"/> Academic <input type="checkbox"/> Athletics <input type="checkbox"/> Student Life <input type="checkbox"/> Other <input type="checkbox"/>	
<b>Description of the activity (including date/times):</b>	
<b>Location of Activity (Town/City, Province):</b>	

<b>Travel</b>
If your activity is happening at a location other than your campus, please indicate the following information.
<b>Mode(s) of Transportation (check all that apply):</b>
College Owned Vehicle <input type="checkbox"/> (attach itinerary – departure/return, who driving, planned stops, etc.)
College Rented Vehicle <input type="checkbox"/> (attach itinerary – departure/return, who driving, planned stops, etc.)
Individual Transportation: public transportation, personal vehicles for individual use, walking, etc. <input type="checkbox"/>
Other <input type="checkbox"/> : Explain -
<small>Note: The College’s insurance does not provide coverage for private-owned vehicles. Employees must not transport students in personal vehicles while on College business.</small>

<b>Host Organization/Venue Additional Requirements</b>
<b>List any known additional requirements for participants as deemed necessary by the host organization or venue (some examples may include vaccinations, criminal record check, or safety certifications):</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"><ul style="list-style-type: none"><li>•</li></ul></div> <div style="width: 45%;"><ul style="list-style-type: none"><li>•</li></ul></div> </div>

<b>Anticipating Accommodations and Needs</b>
When planning an event, these are the things that should be considered to make activities as accessible as possible and to identify potential accommodations. Some events will not be accessible to all students due to the nature of the event (e.g., skiing, swimming, hiking), but all events need to consider accommodations and planning for such needs. <b>Consider</b> visual, auditory, mobility, environmental, service animal, and mental health accommodations.
Are there any anticipated accommodation needs, if known?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any parts of the activity that cannot be accommodated due to safety issues?    Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Risk Assessment</b>
Consider the list of risks and identify which hazards/risks are applicable to your activity and fill in the risk assessment pieces (what could happen, how will you mitigate or respond). If additional space is required, follow the same format on a blank page and attach.
<b>HAZARD/RISK EXAMPLES</b>
<ul style="list-style-type: none"> <li>• <b>Travel</b> – Are you travelling as a group? Examples: walking – getting lost, someone falls behind, pedestrian accident; or professional transportation – driver fatigue, road conditions, accidents, vehicle issues.</li> <li>• <b>Weather/Outdoors</b> - Is the activity outdoors or are the students travelling as a group outside? Consider sun exposure, weather changes, storms.</li> <li>• <b>Physical and Mental</b> – Fatigue? Injury? Illness? Fatality? Witnessing tragedy or emergency?</li> </ul>

- **Crime** – Theft, kidnap, violence, other crime?
- **Finances** - Is there a financial component to your activity? If yes, what is the risk to the college? Risk to the participants?
- **Reputational Risk** - Consider reputational risk of representing the College on activities.
- Any **other** risks not listed.

**RISK ANALYSIS (what could happen?)**

**RISK MITIGATION PLAN (how will you mitigate and/or respond?)**

**Emergency Procedures**

**Emergency Plan – change or add additional information if necessary.**

- Prior to activity, fill-in Participant List, identify with participants how to contact Emergency Services in event Leader(s) is injured or sick, and identify First Aid certified participants.
- In event of emergency, call 9-1-1. Follow proper emergency plans and/or evacuation plans of venue of the activity. Contact emergency contacts of participants, if necessary.

**Communicable Disease Considerations**

**Rapid Response for infectious disease – change or add additional information if necessary.**

- Isolate individual as much as possible until safe transportation for that individual arrives, while ensuring any youth participants are still supervised and all participants can safely leave the activity (if necessary, such as activity leader falls ill).

**Activity Coordinator**

The Activity Coordinator is also the Activity Leader

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Activity Leader**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**APPROVAL - Dean, Director, or Designate**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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