

Approval Date: June 17, 2011

Parent Policy: [Off-Campus Activity and Travel Policy](#)

## Risk Assessment for Off-Campus Travel Involving Students Procedure

<b>Office of Administrative Responsibility:</b>	Insurance and Risk Assessment (Risk Management Services)
<b>Approver:</b>	Vice President (Finance and Administration)  Provost and Vice President (Academic)
<b>Scope:</b>	This procedure applies to all members of the University Community involved in off-campus activities and travel where students are participants and to all travel organized by registered Student Groups for curricular or non-curricular activities.  This procedure does not apply to activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).  If unsure whether the procedure applies to specific off-campus activities and travel please contact the Office of Insurance & Risk Assessment for clarification.

### Overview

The University supports and encourages students to engage in off-campus activities and travel. The University also owes a duty of care to its students and must do its due diligence in supporting safe and enjoyable travel experiences. For this reason a risk assessment is completed for all off-campus activities and travel involving students and actions are required to help manage risks.

The responsibility for assessing risk and creating and implementing comprehensive plans to manage or mitigate those risks is shared by the traveler and the institution. While it is important to do our best to implement safe travel practices, it is also important that the process not be overly complex or time consuming and that it be supportive of all involved. With this in mind a straightforward and easy to use Risk Assessment Matrix for Off-Campus Travel Involving Students (Appendix B) has been developed to guide individuals in assessing the risks and identifying appropriate actions to manage risks.

### Purpose

To outline the requirements and processes for assessing risks, obtaining approval if required and managing risks related to off-campus activities and travel involving students.

## **PROCEDURE**

All off-campus activities and travel involving students must follow the risk assessment process outlined below.

If the off-campus activity and travel involves one individual, that individual is responsible for following the risk assessment process. If the activity involves a group, the group leader is responsible for following the risk assessment process taking into consideration the group as a whole. In most cases there will be a person of authority, such as a faculty or staff member, who is the group leader and assessor. In cases where there is not, such as extra-curricular trips planned by registered Student Groups, one of the student participants will act as the leader and assessor.

The assessor will:

1. Use chart 1 in *Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students* to assess the risks based on the category of student traveling, the kind of activity they will be doing and where they are traveling to.
2. Assign a final risk level – this will be the highest risk level identified in any of the three areas assessed.
3. If required in chart 2 of *Appendix B*, obtain approval of the risk assessment. This is not intended to be an approval of the merits of the off-campus activity and travel. It is to verify that the risk assessment has been performed appropriately and that the off-campus activity and travel may proceed.

- Approval requests should include information such as location, duration of travel, the activity being performed and strategies to manage identified risks. Assessors may use existing approval mechanisms within their Faculties/Departments/Units, or they may choose to use the sample Approval of Risk Assessment for Off-Campus Travel Involving Students form.

- The approver may ask the assessor to re-visit and re-submit any portion of the assessment if they conclude that it was not appropriately or adequately completed.

- The approver may seek advice from others such as the Field Research Office, Insurance & Risk Assessment and University of Alberta International when deciding whether or not to approve and if they feel it necessary may escalate the level of approval required to a higher authority within the appropriate faculty, department or unit and ultimately to the Provost.

- The approver may require specific risk management strategies be developed and implemented.

- The approver may choose not to approve the off-campus activity and travel to proceed if they believe the risks are unacceptable or unwarranted and cannot be reasonably managed. Appeals regarding a decision not to approve a risk assessment may be made to the appropriate supervisor, Chair, Dean or Administrative Unit head. The Provost has the final authority.

4. Make sure the actions identified for the assessed risk level are completed prior to departure.

Some off-campus activities and travel programs may involve different domestic locations for each participant (eg: co-op and practicum placements) or several trips within a period of time to different domestic locations (eg: varsity athletics). In such cases the risk assessment should be performed for the program as a whole, rather than for each individual placement or trip. However, individual risk assessments should be performed for instances that are unique or different from the rest of the program (eg: domestic VS foreign location, office work VS field work).

Recurring off-campus activities and travel with a person of authority such as a faculty or staff member as the leader do not have to have a new risk assessment prior to each recurrence unless there has been a change to the category of student travelling, the type of activity being performed, the location or the risks associated with any of these. If there has been a change of this nature the leader will follow the full risk assessment process outlined above. Even if there was not a change of this nature, the actions identified in the existing risk assessment must still be performed prior to each recurrence.

Recurring off-campus activities and travel without a person of authority such as a faculty or staff member as the leader (eg: extra-curricular trips planned by registered Student Groups) must have a full risk assessment performed as outlined above prior to each recurrence.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Off-Campus Activities and Travel</b>	Activities and travel undertaken by a member of the university community that takes place away from university owned, leased or rented property
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for reasons related to the mandate of the University. This includes, but is not limited to teaching programs, field schools, practicum placements, research and graduate studies, faculty or student exchanges, conferences and seminars, extra-curricular activities that involve the formal representation of the University by student ambassadors such as varsity athletics and discipline-based competitions, and trips organized by registered Student Groups.

This does not include activities within the same municipality as the campus (eg: meetings, conferences and other activities such as student group movie night within Edmonton or Camrose).

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Approval of Risk Assessment for Off-Campus Travel Involving Students Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Appendix B: Risk Assessment Matrix for Off-Campus Travel Involving Students](#) (University of Alberta)

[Department of Foreign Affairs and International Trade Canada](#) (Government of Canada)

[Field Research Office](#) (University of Alberta)

[International Education Abroad](#) (University of Alberta)

[Office of Insurance & Risk Assessment](#) (University of Alberta)

[Office of the Dean of Students - Student Groups](#) (University of Alberta)

[Protective Services](#) (University of Alberta)

[Students Union - Student Group Services](#) (University of Alberta)