

### **Basic Risk Management for Field Trips**

The following list is not exhaustive, but presents the minimum steps that should be taken in preparation for Field Trips. If your Faculty/Department has an official risk management manual, this list should be used only as a supplement to it. For more detailed information please contact the Office of Risk Management:

- (1) To ensure coverage by the University's liability insurance, every proposed Field Trip must first receive official approval from the Faculty out of which the Field Trip will be conducted.
- (2) A Field Trip Coordinator ("FTC") must be put in charge of the Field Trip, from start to finish, to ensure that:
  - a) The objectives of the Field Trip are met;
  - b) All significant risks associated with the Field Trip are identified, evaluated, and prepared for;
  - c) All participants adhere to basic rules of safety;
  - d) All participants adhere to the rules of the Field Trip venue;
  - e) All participants can be accounted for throughout the Field Trip;
  - f) Assistance and/or contact of emergency services can be expeditiously provided in the event of an accident.
- (3) Well prior to the Field Trip the FTC should conduct a risk analysis with the following components (if a factor that could aggravate a risk, e.g. harsh environmental conditions or bad weather, is a real possibility it should be identified and analyzed as a separate risk):
  - a) Identification of each risk in the Field Trip;
  - b) Likelihood of the risk materializing;
  - c) Gravity of the risk materializing;
  - d) Calculation of the risk's Severity = Likelihood x Gravity (the more likely or grave the risk, the higher the risk Severity);
  - e) Response(s) to each risk:
    - i. Risks with low Severity can be accepted with little or no mitigation;
    - ii. Risks assessed to have moderate Severity should be mitigated to the point where the risks are acceptable – or they should be avoided; and
    - iii. Risks that have high Severity should be avoided.The FTC should briefly identify the proposed appropriate response(s) to each risk.
- (4) When the risk analysis has been completed, it should be reviewed and approved by the Faculty/Department authorizing the Field Trip before further action is taken.
- (5) If a Field Trip activity with significant risk Severity is involved, or the Field Trip will take place outside Canada:
  - a) an informed consent, waiver or liability disclaimer should be considered for participants (check with the Office of Risk Management);
  - b) participants must use/wear appropriate safety equipment (e.g. life jackets) – including, if required by the Faculty/Department authorizing the Field Trip, specified Personal Protective Equipment;
  - c) someone with CPR/First Aid certification must be present for the Field Trip activity; and
  - d) the FTC should ensure that a St. John's Ambulance First Aid Kit or equivalent either accompanies

the Field Trip or will be easily accessible at the Field Trip venue(s).

- (6) The Field Trip should be kept alcohol-free - or the University's insurance coverage will be jeopardized in the event of an accident.
- (7) The FTC must know how to contact emergency services immediately in the event of an accident, illness or other serious mishap.
- (8) Emergency contact information of all participants should be confirmed before the Field Trip.
- (9) Medical Concerns:
  - a) Before the Field Trip each participant should confirm to the FTC that they are in satisfactory health and condition to participate in the Field Trip;
  - b) Participants should be required confidentially to disclose to the FTC any medical conditions or allergies they may have that could be affected by any of the Field Trip's circumstances – and that should be made known to medical responders in the event of an injury or other emergency;
  - c) Participants should be advised that, if they wish to be considered for accommodations for disabilities, they must make those accommodations known to the FTC well in advance of the Field Trip – on the understanding that, due to limited resources, not every requested accommodation can be made. As far as accommodations for students are concerned, the University's *Accommodations for Students with Disabilities Policy* (at <https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/accommodations-for-students-with-disabilities>) and the related *Procedures Associated with the Policy on Academic Accommodation of Students with Disabilities* (in a pdf linked to the *Policy*) have overriding authority.
  - d) Participants should be formally reminded that they are responsible for ensuring that they have a sufficient supply of their own prescribed medications and that they are responsible for administering their own medications in the correct manner and dosage.
- (10) Participants should travel to the Field Trip venue by, in order of preference in descending order (i.e. from most to least preferred):
  - a) Commercial transportation with professional drivers;
  - b) University fleet vehicles authorized for this purpose and driven by individuals authorized by the University;
  - c) Rented vehicles;
  - d) Personal vehicles.

In the case of rented or personal vehicles participants should be advised beforehand in writing that the University discourages car-pooling and that drivers and their passengers travel at their own risk.
- (11) If common transportation is used, there should be a plan in place, of which participants are informed, for responding to absences of participants at departure times.
- (12) If the Field Trip will be conducted outside Canada and the U.S.A., the FTC should ensure that all participants register with the nearest Canadian High Commission, Embassy, or Consulate.
- (13) Both Lakehead Security and the official contact for the Faculty/Department authorizing the Field Trip should be informed about the Field Trip prior to departure.