**Student Life Programs Risk Assessment Form**

This form is to be completed and submitted 10 days before the event. All sections must be completed.

Part 1: Person, Department, Event Information

Primary Event Organizer:

|  |  |
| --- | --- |
| Name: | Phone: |
| Position: | Email: |
| Direct Supervisor: | |

Name of Event: \_\_

Location of Event: \_\_\_

Event Date(s):\_

Event Start Time:\_\_ Event End Time:\_

Event Description & Timeline:

dd

Is this an all ages event? Yes No

Is there a ticket price? Yes √ No If yes, what and why?

Publicity/Marketing Plan:

Part 2: Risk

Within this section please identify any hazards and/or associated risks, any risk management strategies that will be implemented and measures in place to ensure appropriate monitoring and safety measures are in place to protect the participants and the institution.

1. **Travel**

Is there travel involved? Yes No If no, skip to Section C: Personal Activity/Personal Safety

Yes No Are you arranging group transportation? Details: A school bus has been booked.

Yes No Is travel by our transportation plan mandatory?

Yes No Do you have a contingency plan for people who miss the return transportation?

Address of Site:

What is the distance from Humber College:

1. Physical/Personal Safety Risk Involved

Are there physical/personal safety risks involved? Yes No If no, skip to Section D: Community Relations

Level of Physical Activity:

Please provide examples of physical activity:

High

Moderate

Low

List reasons for risk and potential injury

Describe action planned to reduce risk (ie. first aid volunteers, first aid kits available, etc)

Yes No Is there a need for additional security?

If yes, who is responsible for booking the additional security? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Community Relations (on & off campus) Risk

Yes No Will there be amplified music or speeches?

Yes No Adherence to noise by-laws?

Yes No Letter of notice to surround neighbours/businesses?

Yes No Clean-up crew has been designated?

Yes No Venue Staff will clean up?

Yes No Is the transportation AODA compliant?

|  |
| --- |
| **Student Life Programs Leadership Team Review** |
| Review Comments: |
| Reviewed and signed by: |
| Primary Event Organizer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SL Leadership Team Rep:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate Director, Student Life Programs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Notification |
| Dean of Students Arboretum  SVP, Student & Community Engagement School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Associate VP, Administrative Services Marketing & Communication  Public Safety Human Resources  IGNITE |