EBE05a – Basic Risk Assessment for   
Outdoor / Off-campus Activity

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| Note: |
| * This form must be completed by the staff member in charge of the outdoor / off-campus activity or resident site Health and Safety Officer, if one has been appointed. * For additional information on planning and authorising an outdoor / off-campus activity, see:  [EBE05hlp: Health and Safety Guidelines for Outdoor / Off-campus Group Activities](http://www.forms.uct.ac.za/ebe05hlp.docx) |

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| Outdoor / Off-campus activity summary | | | |
| Department |  | | |
| Course code |  | Course |  |
| Activity description |  | | |
| Destination |  | No. participants |  |
| Departure time |  | Departure date |  |
| Return time |  | Return date |  |
| Safety Officer | | | |
| Name |  | Contact number |  |
| First Aider | | | |
| Name |  | Contact number |  |
| Staff member in charge | | | |
| Name |  | Contact number |  |
| Emergency procedures |  | | |
| Site rules |  | | |

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| Risk Assessment | | | |
| Assessment Area | Hazard | Precautions / Safety Measures | Incident Risk  (Low / Medium / High) | |
| **Example:**  Surveying practice area (Table Mountain) | Slipping on the wet and stony ground can cause body and head injuries. | Team members will wear closed shoes with good grip and hard hats. | Medium | |
| **Example:**  Surveying practice area (Table Mountain) | Team members might lose sight of each other or accidentally leave practice grounds due to reduced visibility caused by misty weather conditions. | Practice area will be demarcated and cordoned off with red tape. Team members will wear bright-coloured safety vests and receive whistles and torches. | Low | |
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| Assessment conducted by | | | |
| Name |  | Signature |  |
| Date |  |