

Queen's University
Off-Campus Activity Safety Policy
Preliminary Risk Assessment Form – Form PRA

The personal information on this form is collected under the authority of the *Royal Charter of 1841*, as amended. The information collected will be used to document the risk assessment of your proposed off-campus activity, in accord with the Off-Campus Activity Safety Policy (OCASP). This information may be shared with the Queen's University Department of Environmental Health and Safety and the Queen's University Emergency Support Program Office. This information may also be shared with the host institution (if applicable) and with the Department of Foreign Affairs and International Trade Canada (DFAIT) in the event of an emergency. If you have any questions, please contact the Department of Environmental Health and Safety at Queen's University at 613-533-2999.

This form (**Part 1 and Part 2**) must be completed for all activities covered by OCASP **except**:

- Activities judged by the Principal Investigator/Activity Coordinator (PI/AC) to be included in the University List of Low-Risk Activities (ULLRA) or the applicable Department List of Low-Risk Activities (DLLRA); and
- Activities deemed by definition to fall into the higher-risk category (i.e., activities involving undergraduate students in first-entry baccalaureate programs), in which case full planning, risk assessment and approval (Form 1) are required.

Part 1: Activity Description

Principal Investigator/Activity Coordinator (PI/AC):

Name: _____ Staff/Student Number: _____

Department/Faculty/Unit: _____

Proposed Activity start Date: _____ Proposed Activity End Date: _____

Site(s)/location(s)/Country of proposed activity: _____

Nature of Activity: _____

Part 2: Preliminary Risk Assessment

In connection with the proposed off-campus activity at the above-referenced site(s)/location(s):

1. We the undersigned have carefully identified, reviewed and considered the risks of the proposed off-campus activity, including travel to and attributes of the site(s)/location(s)/country and the activity itself, including by reading the most recent relevant Department of Foreign Affairs and International Trade – Canada (DFAIT) and the World Health Organization (WHO) Travel Warning(s) available through http://www.voyage.gc.ca/countries_pays/menu-eng.asp and <http://www.who.int/en/>
2. We have determined that the activity noted above falls into the following category of risk (*check one only*):
 - Manageable, Low Risk** [An activity is deemed to be of low risk if it entails hazards no greater than those encountered by the participants in their everyday lives.]
 It is understood that appropriate planning and preparation are required for such activities, but further approval is not required.
 - A risk level higher than Low Risk** [An activity is deemed to be of higher risk if it has the potential to expose participants to hazards that are significantly greater than those likely to be encountered in their everyday lives.]
 It is understood that planning, preparation, documentation, further risk assessment and approvals are required in advance of such activities. These will be carried out in conformity with the Off-Campus Activity Safety Policy <http://www.safety.queensu.ca/gi_ocasp.htm>.

This form must be signed by both parties in order to be considered complete.

 Signature of Principal Investigator or Activity Coordinator

 Signature of Department/Unit Head (Person in Authority)

 Please print name clearly

 Please print name clearly

 Date

 Date

The completed Form PRA must be kept on file in the office of the Department/Unit Head (Person in Authority for a period of one (1) year after completion of the activity.