# Health and Safety Guidelines for Outdoor / Off-campus Group Activities

Health and safety planning is critical to the efficient organisation of an outdoor / off-campus group activity. The responsible staff member accompanying the group of undergraduate students must make sure that appropriate health and safety precautions are taken, which includes the proper management of emergencies.

## Planning and authorising an outdoor / off-campus activity

Prior to the commencement of an outdoor / off-campus activity, the planning and authorisation involves the following steps:

1. **EBE05a - Basic Risk Assessment for Outdoor / Off-campus Activity**
Complete the above form which outlines the details of the activity (itinerary, specifics to location, course code, number of participants etc.) and provides a basic risk assessment for the activity. If the site has a health and safety officer, he/she may be able to furnish you with the required risk assessment document. Otherwise, the risk assessment must be conducted by the staff member organising the activity. Michael Langley (021 650 3552) will assist you with the assessment if necessary.
2. **Inform the University Insurance Office**
Ensure you have informed the University Insurance Office of the planned outdoor / off-campus activity (Debbie Erasmus, 021 650 2204 debbie.erasmus@uct.ac.za).
3. **Hold a safety briefing**
Hold a safety briefing where the responsibilities for health and safety as well as emergency procedures (injury, missing person, vehicle accident, etc.) are communicated to all participants. This should be based on the location, site rules and hazards that have been identified.
4. **EBE05b – Student Information and Consent for Outdoor / Off-campus Activity**
After the safety briefing, all participants must complete and sign the above formto clarify that they understand the rules for the specific outdoor / off-campus activity, provide emergency contact details and disclose activity-relevant medical conditions.
5. **EBE05c - Authorisation for Outdoor / Off-campus Activity**
Complete the above form to obtain authorisation for the outdoor / off-campus activity by submitting this to the Head of Department together with the **EBE05a - Basic Risk Assessment for Outdoor / Off-campus Activity** and the signed **EBE05b – Student Information and Consent for Outdoor / Off-campus Activity** from all participants.

* The outdoor / off-campus activity must not commence without prior authorisation from the Head of Department.
* The group must be accompanied by the staff member in charge and a first aider, unless they are provided on-site.

## Important communication details

The staff member in charge of the outdoor / off-campus activity should be aware of the communication procedures and be in possession of all relevant contact details as follows:

* Register of all persons involved in the outdoor / off-campus activity including their emergency contact details.
* Emergency services contact numbers for local emergency services:
* ER24 Emergency Medical Services: 084 124
* Cape Town Emergency contact centre: 107 (from a landline) or 112 (from a cell phone)
* Contact details of the relevant staff members in the Department, for example:
* Dept. of Civil Engineering reception (Ms Wong): 021 650 2584
* Dept. of Civil Engineering management (Ms Dalwai): 021 650 2591

## Related forms

When organising an outdoor / off-campus group activity, the following forms should be completed by the relevant parties and submitted together, for authorisation, to the Head of Department:

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| Form | Completed by |
| [EBE05a](http://www.forms.uct.ac.za/ebe05a.docx) - Basic Risk Assessment for Outdoor / Off-campus Activity | Staff member in charge of the outdoor / off-campus activity (or by the resident site Health and Safety Officer, if applicable). |
| [EBE05b](http://www.forms.uct.ac.za/ebe05b.docx) – Student Information and Consent for Outdoor / Off-campus Activity | Each student participating in the outdoor / off-campus activity. |
| [EBE05c](http://www.forms.uct.ac.za/ebe05c.docx) - Authorisation for Outdoor / Off-campus Activity | Staff member in charge of the outdoor / off-campus activity; Authorised by the Head of Department. |