EBE05c – Authorisation 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 and lodged with the Head of Department prior to the commencement of the activity. * The following completed and signed forms should be submitted at the same time:   + [EBE05a](http://www.forms.uct.ac.za/ebe05a.docx) - Basic Risk Assessment for Outdoor / Off-campus Activity   + [EBE05b](http://www.forms.uct.ac.za/ebe05b.docx) – Student Information and Consent for Outdoor / Off-campus Activity (one per participant) * 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 details | | | |
| Department |  | | |
| Course code |  | Course |  |
| Activity description |  | | |
| Destination |  | | |
| Departure details | | | |
| Time |  | Date |  |
| Venue |  | Transport mode |  |
| Return details | | | |
| Time |  | Date |  |
| Venue |  | Transport mode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Participant details | | | |
| Student Number | Student Name | Student Number | Student Name | |
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|  |  |  |  | |
| **Total number of participants** (Attach list if required) | | |  | |

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| --- | --- | --- | --- |
| Emergency contacts | | | |
| Safety Officer | | | |
| Name |  | Contact number |  |
| First Aider | | | |
| Name |  | Contact number |  |

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| --- | --- | --- | --- |
| Staff member in charge | | | |
| Name |  | Contact number |  |
| Staff number |  | Signature |  |
| Date |  |

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| --- | --- | --- | --- |
| Head of Department authorisation | | | |
| Name |  | Signature |  |
| Date |  |