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 |  |

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| 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 |  |