

# Checklist for Activity Risk Assessment

## General Information

Proposed Activity: \_\_\_\_\_ Proposed Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Activity Organizer: \_\_\_\_\_

Description of Activity:  
\_\_\_\_\_  
\_\_\_\_\_

Participants: (Age group; special needs; skill set requirements)  
\_\_\_\_\_  
\_\_\_\_\_

Instructors/Program Leaders: (Any required qualifications)  
\_\_\_\_\_  
\_\_\_\_\_

Equipment: (What's required; who's providing; CSA approved)  
\_\_\_\_\_  
\_\_\_\_\_

Location: (Inside/outside; location suitable for activity)  
\_\_\_\_\_  
\_\_\_\_\_

Transportation: (Does the Municipality need to provide transportation)  
\_\_\_\_\_  
\_\_\_\_\_

Staffing/Supervision: (What's required)

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Accreditation/PSO/Regulations:

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# Checklist for Activity Risk Assessment

Department:	Staff Contact:	Telephone #:
Date:	Time:	Name:

	YES	NO	COMMENTS
<b>Equipment</b>			
Will meet CSA standards			
New Equipment/activity course will be designed to standard			
Designed by:			
Formal contract with designer			
Proof of Insurance			
Equipment/course will be inspected (how often)			
Inspected by:			
When not in use equipment will be stored at:			
<b>Health &amp; Safety</b>			
Protective equipment required			
Provided by:			
Protocol for dealing with allergies developed			
Protocol for storing Epi-pen/medications completed			
Emergency evacuation procedures completed			
First aid kits required to be carried			
Guardian pick-up of children – protocol established			
<b>Transportation</b>			
All drivers have valid driver's licenses			
Proof of Insurance on file for personal vehicles			
Restraints/car seats required			
Vehicles equipped with above			

# Checklist for Activity Risk Assessment

Department:	Staff Contact:	Telephone #:
Date:	Time:	Name:

	YES	NO	COMMENTS
Location			
Suitable for the activity			
Last date of inspection:			
Outstanding maintenance issues			
Site inspection will be completed			
Site inspection completed by:			
Offsite Activities			
Is the location suitable for the activity			
All hazards identified			
Cell phone service available			
Transportation/pick up protocol in place			
Emergency plan developed			

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