Application to Conduct an Excursion
Risk, Health and Safety

This Form relates to OHS Procedure – Student Excursions

School / Directorate / Centre: .................................................................

Name of Staff Member in Charge: .............................................................

Course: ........................................................................................................ Group: ..............................................

Aim of Excursion: ..............................................................................................

Destination: ........................................................................................................

Dates: From: ........../......../......... To: ........../......../.........

Names of Participating Staff Members: ...............................................................

Number of Other Participants: ............................................................................ (also provide list – see below)

Transport Details (University, private, public, etc.): ...........................................

Special Equipment Required (e.g. first aid, communications, other): .................

Special Requirements regarding Payments, Deposits, Advances: ......................

Costing Details

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<tr>
<td>Transport</td>
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<td>Accommodation</td>
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Approval Signature(s)

By signing below, you confirm that:
- all necessary precautions and requirements have been identified,
- all necessary equipment and resources are available, and
- you approve the conduct of the excursion

Supervisor of Staff Member in Charge: ........................................ Date: ........../......../........

Dean or Director: .................................................................................. Date: ........../......../........

Attach: HIRAC Report (including emergency plan), List of Excursion Participants

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.