

Administrative Procedure 546

Business Administration

RISK MANAGEMENT

BACKGROUND

The charter board's objective for this policy is to ensure the safety, security and wellbeing of students, staff, visitors and volunteers through a pro-active risk management program.

Recognizing that despite best efforts, injury and/or damage may occur, a secondary objective of its risk management program is to prevent physical and/or financial damage to the charter board.

The superintendent, secretary-treasurer or treasurer and principal are jointly responsible for the administration of this policy.

PROCEDURES

1. General

- 1.1 Risk management is the process of planning, organizing, leading and controlling the activities of the school in order to minimize the adverse effects of accidental losses on the charter board while doing so at a reasonable cost.
- 1.2 The risk management process should involve charter board members, school administrators, teachers and other staff members, service providers, outside agencies, parents and students.
- 1.3 The basic steps in preparing an effective risk management program are:
 - 1.3.1 risk identification and analysis;
 - 1.3.2 examination of risk management alternatives;
 - 1.3.3 selection of appropriate risk management strategies;
 - 1.3.4 implementation; and
 - 1.3.5 monitoring and adjustment.
- 1.4 Risk management issues affect a wide range and variety of school activities and/or support services. Many are subject to specific charter board policy. The list includes but is not limited to the following:
 - 1.4.1 safe environment (refer to AP-136 Occupational Health and Safety, AP-103 Facilities Planning and AP-336 Student Health and Safety);
 - 1.4.2 care of students with special needs;
 - 1.4.3 harassment (refer to AP-409 Personal Harassment and AP-341 Harassment by Students);
 - 1.4.4 physical violence (refer to AP-340 Student Code of Conduct);
 - 1.4.5 transportation (refer to AP-560 Student Transportation – Off Campus);
 - 1.4.6 physical activities (refer to AP-260 Field Trips);
 - 1.4.7 students' medical needs (refer to AP-336 Student Health and Safety, AP-316 Administration of Medication or Medical Treatment and AP-319 Severe Allergies);
 - 1.4.8 students' emotional needs and crisis counselling (refer to AP-336 Student Health and Safety);
 - 1.4.9 child abuse; and

- 1.4.10 privacy (refer to AP-170 Freedom of Information and Protection of Privacy).
 - 1.5 Risk management issues must also be considered in the school's business practices (refer to Administrative Procedures Section 500: Business Administration).
 - 1.6 Refer to AP-550 Insurance for specific insurance requirements.
 - 1.7 School administration is encouraged to consult with industry experts as required and to refer to published industry guidelines as part of the risk management process.
2. Equipment and Outside Facilities
- 2.1 The recommendations of equipment manufacturers will be adhered to and followed.
 - 2.2 The principal is responsible to develop a procedure for regular inspection of gymnasium, playground or other equipment and outside facilities as follows:
 - 2.2.1 gymnasium equipment should be inspected at least twice each school year;
 - 2.2.2 playground equipment and outdoor facilities (e.g. walking and playing surfaces, stairs, fencing, etc.) should be visually inspected on a weekly basis with a more thorough inspection made on a monthly basis (i.e. check that fasteners, slides and attachments are safely secure);
 - 2.2.3 the inspection schedule for any equipment or facilities to which the public has access should be maintained during school recess periods;
 - 2.2.4 other equipment, if any, should be inspected in accordance with industry guidelines;
 - 2.2.5 inspections should be documented by means of checklists to record the date of inspection, individual conducting the inspection and the items checked; and
 - 2.2.6 equipment checklists should be retained for at least three years or longer in the case of a serious incident or accident involving the equipment.
 - 2.3 The principal is responsible to ensure that any faulty equipment is removed, replaced or repaired as needed.
 - 2.4 The principal is responsible to ensure that:
 - 2.4.1 students using any equipment are adequately supervised;
 - 2.4.2 records of supervision are maintained for a period of three years or longer, if necessary; and
 - 2.4.3 records of any incidents or accidents involving school equipment are maintained for a period of three years or longer, if necessary.
3. Risk Determination
- 3.1 Refer to Appendix A to this policy for a description of activities which the school's insurers exclude from liability coverage and those considered high and moderate or low risk activities.
 - 3.2 The school shall not offer or sponsor any excluded activities.
 - 3.3 Appropriate risk management strategies shall be employed depending upon the assessed risk level of the activity.
 - 3.4 Parental consent is required to be obtained prior to student participation in any high-risk activity.
 - 3.5 This list shall be reviewed annually and revised as necessary as information is received from the charter board's insurer and shall be distributed at least annually to all teaching staff or others involved in the planning of student activities.
 - 3.6 The insurance company shall be contacted for any unique activities.

4. Informed Consent and Acknowledgement of Risk

- 4.1 Parents shall be informed at the beginning of each school year of the school's physical education program. This notice shall include both the importance of physical activity and of potential risks.
- 4.2 Parents will be asked to provide any pertinent medical information that may limit their child's physical activity and/or any strategies that may assist staff in providing a safe physical education program.
- 4.3 The school shall inform parents prior to their child's participation in any intra or extra-mural activities of the nature of the activities and of the potential risks.
- 4.4 Parents must consent in writing prior to their child's participation in any intra or extra-mural activity.

Cross Reference:	Safety Guidelines for Physical Activity in Alberta Schools AP-336 Student Health and Safety AP-136 Occupational Health and Safety AP-103 Facilities Planning AP-409 Personal Harassment AP-341 Harassment by Students AP-340 Student Code of Conduct AP-560 Student Transportation-Off Campus AP-260 Field Trips AP-316 Administration of Medical Treatment AP-319 Severe Allergies
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Appendix A

Excluded Activities

The following activities are excluded from coverage under the Charter Board's General Liability policy

Aviation - small aircraft, helicopter, hot air balloon rides, skydiving

Automobiles - racing, drag racing, motor cross, snowmobile rallies, off-road all-terrain vehicles

Demolition derbies

Mechanical bulls

Mountain climbing - ice climbing, deep caving, rappelling/apelling, rock climbing

Rodeos

Chuck wagon races

Bungee jumping

High Risk Programs

Archery

Firearms courses – rifle ranges

Downhill skiing

Gymnastics

Hunter training

Mountain biking

Roller blading – inline skating

Rope courses – high and low

Sailing

Scuba diving

Skateboarding – skateboarding parks

Trampolines

Wall climbing

Water skiing

Whitewater rafting

Winter orienteering – campouts

Moderate/Low Risk Programs

Canoeing

Court sports

Cross country skiing

Curling

Diving

Fishing

Golf

Gymnasium programs

Hay rides – sleigh rides

Hiking on trails

Horseback riding – trail riding

Ice hockey

Ice skating

Martial arts – karate, judo, kung fu, tae kwon do

Non-physical educational – cultural programs

Sports field programs – soccer, football, field hockey, baseball

Summer campouts

Swimming

Tobogganing