

Risk Management at a Glance

for Manitoba Schools

HED

Hayhurst
Elias
Dudek Inc.

INSURANCE AND RISK SERVICES

MANITOBA
**School
Boards**
ASSOCIATION

A publication of the Manitoba School Boards Association, Manitoba Schools Insurance (MSI),
191 Provencher Boulevard, Winnipeg, MB R2H 0G4, 1-204-233-1595, 1-800-262-8836, www.mbschoolboards.ca
Administered by HED Insurance and Risk Services, 777 Portage Avenue, Winnipeg, MB R3G 0N3,
1-204-943-0331, 1-800-265-0314, www.hedinc.com/msba

Introduction

The Manitoba School Boards Association adopted its current name in March 2009. Documents that predate that change may refer to the Association by its previous name, the Manitoba Association of School Trustees (MAST).

The Manitoba Schools “Risk Management at a Glance” material is intended to provide guidance and direction in the major Risk Management areas facing school administrators, principals, vice-principals, teachers and all other school staff on a daily basis.

Although this reference material is not intended to replace School Board policies and procedures, it is intended to supplement the Risk Management considerations which should go into making the decisions on the most common day-to-day school activities.

The design of this publication is intended to promote the display of this document in a calendar-like format in order to facilitate “Risk Management at a Glance”. This can be used by every employee who may be called upon to make a decision about permitting or organizing any activity listed.

For any activities not listed in this material, it is recommended that you contact your Board office, or refer to the policies and procedures as stated by your School Board, or contact Keith Thomas, Risk Manager, at the Manitoba School Boards Association (Manitoba Schools) at 1-204-233-1595 or 1-800-262-8836.

Keith Thomas, Risk Manager
Manitoba School Boards Association
January 2010

We wish to extend our appreciation to the Ontario School Boards’ Insurance Exchange (OSBIE) for their contribution of material included in this publication.

Emergency Response Plan

An Emergency Response Plan (ERP) is a comprehensive document which should be prepared and administered by your School Board office, with the necessary refinements made to suit your school location.

Your Board's ERP should cover policies and procedures, training and evacuation planning or lock-down procedures for the following types of situations:

- (1) **Man-made** – murder, suicide, shooting, hostage-taking, bombing, arson, etc.;
- (2) **Accidental** – chemical spills, transportation (rail, air, road) accidents, equipment malfunction, fire, explosion, etc.;
- (3) **Natural** – tornado, hurricane, earthquake, ice/snow storm, etc.

The following individuals should be identified at your school:

(1) The **Emergency Response Co-ordinator** is _____

Phone: _____

(2) To notify **police/fire/ambulance**, contact _____

Phone: _____

(3) **Fire Sprinkler Valve** contact is _____

Phone: _____

(4) The **Emergency Response Plan** for this school is located

(5) The **Emergency Response Team** for this school meets

(frequency)

Playground Safety Rules

Every year over 100,000 accidents are reported on school playgrounds across Canada. Many of these injuries are avoidable with proper supervision, safety education and good maintenance and inspection programs for playground equipment.

The following examples of playground rules should be refined to suit local school needs. Teachers, students and volunteer supervisors should be introduced to these rules with periodic reminders – e.g. September, January and March.

General Rules:

- (1) No pushing.
- (2) No running around play structures.
- (3) Take turns.
- (4) No fighting.
- (5) In case of injury – **DO NOT MOVE THE PERSON.** Report to supervisor immediately.

- (6) No throwing of sticks, stones or other objects.
- (7) No eating while on playground equipment.
- (8) Skipping ropes, ropes or strings are not permitted on playground equipment.
- (9) No scarves or loose drawstrings are permitted on playground equipment.
- (10) Set rules for specific pieces of play equipment – define maximum number of students, and age levels permitted.
- (11) Stagger recess periods by age/grade categories to limit confrontations between younger and older children (e.g. separate recess for grades K-3 and 4-6).
- (12) Train teachers, volunteer supervisors and the students about the playground rules. Reinforce.
- (13) Post appropriate signs – such as: “Use at your own risk – not supervised”.

Manitoba Schools’ “Guide to Safer School Yards” can be found in the “Playing it Safe Guidebook”.

Playground Maintenance

The Canadian Standards Association (CSA) has defined maintenance and inspection requirements under standard CSA-Z614-07.

Compliance with this CSA standard is necessary to reduce injuries on playground equipment and the following is a summary of the points relevant to a school maintenance/inspection program:

(1) Installation:

- Equipment installation should be performed by qualified personnel (e.g. manufacturer or vendor).
- Volunteer installations should not be permitted unless supervised by qualified personnel.
- All newly installed equipment must be inspected by a qualified inspector prior to use. Retain inspector's report for future use.

(2) Inspection/Maintenance Schedule:

Daily/Weekly: Visual inspection for broken equipment components, broken glass, vandalism, animal droppings. **Replenish or rake ground cover.** This inspection should be conducted before students arrive in the morning, and can be performed by the Principal or a custodian. The inspection and any corrective action should be logged in a daily journal. Remove equipment from service (off limits) until repairs are completed.

Monthly: This is a more detailed inspection and must be recorded on an appropriate equipment checklist form. This inspection should be conducted by a certified inspector. Any maintenance or repairs noted on the checklist should be acted on immediately, and recorded when completed.

Annual: This is a comprehensive audit of the playground site which should be conducted by a certified playground inspector. Contact your Board office. (See Manitoba Schools' website for Playground Inspection Course).

(3) Signage:

- Post appropriate signs identifying the owner and a contact number in case of problems, as well as notice that the playground is inspected regularly.

More detailed inspection forms, signs and inspection courses can be found at:

www.mbschoolboards.ca/whatwedo/Risk_Management/rm_at_a_glance_forms_r2009.pdf

General Safety

Gymnasiums are used for a wide variety of functions including various public events.

These functions present a number of potential hazards such as slip and fall injuries, vandalism, theft and fire.

The following is a summary of points relevant to the operation, maintenance and inspection of gymnasiums.

Exterior:

- (1) Check condition of sidewalks, stairs and ramps for broken, uneven surfaces, missing or damaged non-slip stair edging and missing or broken handrails. Make repairs immediately or barricade the area until repairs can be completed.
- (2) Check exterior of building for formation of icicles that could fall onto walkways or parking spots. Remove the icicles or cordon off the area to prevent people or vehicles from using these areas.
- (3) Check drainage from roofs and eavestroughs to ensure that water does not drain onto sidewalks or walkways where it can freeze creating a serious ice hazard. Redirect drains away from walkways as necessary to prevent water and ice accumulations.

- (4) Clear snow/ice accumulations regularly from sidewalks, stairs, ramps and parking lots. Extra attention should be paid to handicapped parking spots and access routes.
- (5) Sand/salt frequently to remove icy spots. (Note: Salt has limited effectiveness below -10°C).

Interior:

- (1) Check condition of floors and stairs for uneven or broken surfaces. Check handrails on stairs to ensure they are secure and in good condition.
- (2) Check and test emergency lighting and exit lights monthly to ensure that they are fully operational. Replace burnt out bulbs immediately.
- (3) Do not block emergency doors during functions.
- (4) Be aware of fire regulations regarding number of attendees permitted.

Log inspection and repair work.



Water Safety

We all know that swimming is fun and a wholesome activity that is enjoyed by many students. We also know that tragic water accidents happen quickly.

The most common reason for water mishaps is lack of knowledge. Teachers, school personnel, and volunteers who take students on outings that involve the water must be particularly vigilant.

Preparation is the key to success. Protecting students involves:

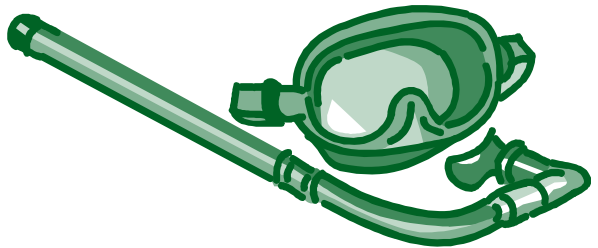
- Becoming familiar with this *Swim Safe Programs* reference guide.
- Planning carefully for the swimming excursion.
- Obtaining and forwarding all necessary documentation.
- Planning and reviewing *Swim Day Controls*.
- Preparing and reviewing an *Emergency Action Plan*.
- Reviewing *Swimmer's Rules and Expectations* with students.
- Supervising all aspects of the aquatic outing.

Steps for providing supervision that actively encourages all participants to swim safely, while at the same time supporting and enhancing your education program include:

- Meeting insurance requirements.
- Providing adequate supervision.
- Completing the *Swim Trip Preparation Checklist*.
- Attending to *Swim Day Controls*.

Swim Safe Program:

www.mbschoolboards.ca/whatwedo/documents/Swim%20Safe%20Program.pdf



Transporting Students

Traffic accidents are the leading cause of death and injury for people between the ages of four and 21. Travelling on the highway is the most dangerous single activity we do each day.

In spite of the risk, it is still necessary to transport students as part of the education process. The safest means of transporting students is in a school bus. According to Transport Canada, a passenger travelling in a school bus is 16 times safer than in any private passenger vehicle.

This fact should be taken into consideration whenever students must be transported.

Risk Management Recommendations:

General:

- (1) Use school buses or public transportation whenever possible.
- (2) Use of 15 passenger vans is **NOT** recommended.

Volunteer Drivers:

- (1) It is highly recommended that students not be used to transport other students, or to act as “trip drivers”.
- (2) Do not permit volunteer drivers under age 21 to transport students.

- (3) Teachers or volunteers driving their personal vehicles to transport students to school activities must sign a Volunteer Driver Form which includes a declaration about proper licensing and insurance. See your Board's policies and procedures.

Rental Vehicles:

- (1) Ensure the driver(s) carries the proper class of license. Vehicles rented to transport students for school purposes may require special classes of license to legally operate the vehicle. Operating a vehicle with an improper class of license is illegal, and may void or limit insurance coverages on the vehicle.
- (2) Ensure the vehicle complies with the safety requirements under the Highway Traffic Act.

More detailed forms and checklists can be found at:

www.mbschoolboards.ca/whatwedo/Risk_Management/rm_at_a_glance_forms_r2009.pdf



Building Security

The level and type of building security will vary from school to school. Several factors must be considered when determining the level of security for your school, such as:

- Location of the school – urban vs. rural, local crime rates (vandalism, arson, assaults);
- Age of students attending school – elementary vs. secondary;
- Building design – alcoves, hiding places, roof access, overgrown shrubs;
- After-hours use of the building.

One of the major problems with school buildings is the number of entry points. Most of these entrances are in remote parts of the building, making it difficult for the office staff to “intercept” visitors before they can proceed to other parts of the building.

Risk Management Recommendations:

During School Hours:

- (1) Restrict external access to the building. Fire codes require exit doors to open freely from the inside, but entrance into the building should only be permitted through designated doors.
- (2) The designated entrance doors should channel all “traffic” into the main office, a reception area or main lobby where school staff are on duty.

- (3) All visitors must sign in and out. It is highly recommended that badges marked “VISITOR” be issued. Visitors should not be left to wander the halls looking for the person they are meeting. If possible, have them wait in the central area for the person they are meeting.
- (4) All school staff should be aware of the visitor sign-in policy. An unknown person wandering the halls without a “VISITOR” badge should be escorted to the main office. If this is not possible, or there is resistance or personal threat, do not challenge the person – contact the office immediately and request assistance.

After School Hours:

- (1) See section on “Outside Users”.
- (2) Special events, such as dances, graduation ceremonies, parent-teacher nights, fun fairs, etc. may require special security measures. Contact your Board office.



Crime Prevention

Burglaries and theft losses have been increasing even in the rural areas. Many of these losses could have been prevented or minimized with some basic crime prevention methods. Even though you may think there is little of value to steal, considerable vandalism damage can be done while the thieves search the premises.

The following is a summary of points related to the prevention and minimization of crime losses:

Risk Management Recommendations:

Crime:

- (1) Install good quality locks on all exterior and interior doors to offices and storage rooms. **Use the locks!** Often doors to buildings, offices and storage rooms are left unlocked when unattended.
- (2) Exterior doors opening outward should be equipped with security hinges which prevent hinge pins from being removed from the outside. They should also be equipped with steel pry plates over the locks and frame, which prevents a pry bar from being used near the locks to force open the doors.
- (3) Opening windows on the grade floor or those accessible from lower roof sections should be protected by grills or heavy wire screens.
- (4) Lock up money in a secure safe at night or deposit at a bank. Leaving money in the building often becomes known and acts as a magnet for thieves.

- (5) Target items for thieves such as sports equipment, televisions, DVDs, stereos, etc. should be securely locked up at night. Electronics used in lounge areas should be anchored down to prevent easy removal.
- (6) Install a burglar alarm system in buildings that contain valuables and those that could suffer considerable damage from vandals.

The burglar alarm system should include:

- Contact switches on all exterior doors, roof hatches etc. as well as doors to offices and storage rooms.
 - Motion detectors in hallways, offices and other areas containing valuables. Detectors should be placed so that an intruder cannot move around the building without being detected.
 - Glass breakage detectors in high target areas such as computer rooms with grade floor windows and those accessible from lower roofs.
- (7) Burglar alarms should be connected to a 24 hour central monitoring station to increase notification and reduce police response times.
 - (8) Additional alarm features such as water sensors on the floors and low temperature sensors can be added.
 - (9) Do not leave valuables in your vehicle.
 - (10) Laptop Security – special precautions should be taken to secure laptops to counter-tops or desks using heavy duty cable locks.



Fire Prevention

Fires may not happen frequently in school buildings but when they do the results can be devastating. Fire prevention is not complicated, it just takes consistent efforts to check and remove potential hazards. In the event of a fire, quick detection and notification of the fire department can make the difference between a small fire and total destruction.

The following is a summary of points related to prevention, detection and notification of fires:

Fire:

- (1) Check building for possible smoldering fires each night before closing.
- (2) Remove garbage (especially any highly combustible materials) nightly.
- (3) Check to ensure that all combustible storage is kept at least three feet away from heaters and electrical panels.
- (4) Check that any portable heaters are unplugged at night. Portable heaters, if required, should be provided by the School Board. No outside heaters allowed.
- (5) Check fire extinguishers monthly to ensure pressure is adequate. Pressure gauge should read in normal range. If pressure is low have unit recharged immediately.
- (6) Have fire extinguishers serviced and recharged annually.
- (7) Have smoke/heat detectors tested annually to ensure they operate effectively.
- (8) Fire alarms and sprinkler alarms should be connected to a 24 hour central monitoring station to improve the notification and response times in the event of a fire.

- (9) Manual fire alarms (pull stations) should be tested annually to ensure that they are operational.
- (10) Fire hoses should be checked annually by removing the hose from the cabinet, checking for cracks and re-hanging the hose, moving the folds to different spots. This prevents premature deterioration and cracking of the hose.
- (11) Sprinkler systems should be tested annually to ensure that the alarms are functioning and that the water supply line is not blocked or shut off. The main control valve should be checked monthly and after any sprinkler repair work to ensure valve is not shut off.
- (12) Fire alarm and sprinkler system annual test certificates shall be kept in the school and be available upon request.
- (13) Check emergency lighting monthly to ensure that they operate properly. A battery pack should maintain lights for a minimum of 15 minutes.



Fire and Security for Garages

Bus garages and maintenance shops have a wide variety of hazards for liability, fire and burglary. The following represent methods to prevent or reduce accidents:

Fire:

- (1) Clay compounds (such as Zorb-all) should be used on oil spills. Sawdust or wood shavings should only be used for quick cleanups. Remove dirty sawdust from the building immediately (oil soaked sawdust is susceptible to spontaneous combustion).
- (2) Keep oils, flammables, and solvents at least 20 feet away from all welding operations. A non-combustible welding curtain should be provided between welding and flammables to ensure sparks and embers do not reach flammables.
- (3) Check fire extinguisher pressures monthly and have units recharged annually.
- (4) Check fire detection (smoke and heat detectors) systems annually.

Security:

- (1) Install deadbolt locks on all exterior doors and lock all doors whenever building is unattended.
- (2) Install steel pry plates over door locks and high security hinges on doors opening outward to prevent forced opening of doors.
- (3) Install padlocks on the inside of all overhead doors to prevent opening of doors if thieves do gain entry.
- (4) Restrict public access to the garage and yard areas (reduces liability hazards).
- (5) Set strict policy for employee use of garage to work on own vehicles during evenings and weekends. Limit hours and provide supervision.

- (6) Install eight foot high heavy chain link fencing around the yard compound to restrict access to the equipment. Use of yard for pedestrian or vehicle traffic should not be permitted as this poses a security and liability risk.
- (7) Install shrouded padlocks on the yard gates to prevent intruders from cutting off the locks.



Fire Evacuation

Fire in the School

- (1) Activate fire alarm to alert others.
- (2) Call fire department (9-1-1) and report location of fire (see emergency numbers).
- (3) Use appropriate fire extinguisher to put out fire.

Fire extinguisher instructions:

P PULL safety pin from handle.

A AIM (nozzle, cone, horn) at base of fire.

S SQUEEZE the trigger handle.

S SWEEP from side to side (watch for reflash).

- (4) For larger fires, get out, close the doors, and contain fire as much as possible.
- (5) If your clothing catches fire...

STOP... DROP... ROLL.

When a Fire Alarm is Activated in Your School

If Caught in Smoke:

Drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose and use blouse, shirt, or jacket as filter.

If Forced to Advance Through Flames:

Hold your breath; move quickly; cover head and hair; keep head down and eyes closed as much as possible.

Evacuation

Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use (check evacuation drawing).

- (1) Follow instructions of emergency personnel.
- (2) **DO NOT** use elevators.
- (3) Do not rush or crowd; use handrail in stairwells – stay to the right.
- (4) Move to your evacuation point.
- (5) Assist people with disabilities.

Evacuating the Building

- (1) Move away from the building... quickly.
- (2) Watch for falling glass.
- (3) Do not talk to the press... if asked any questions, refer them to your principal. Wrong or partial information can cause bigger problems.
- (4) If you have evacuated the building, **DO NOT** return until you are notified that it's safe to do so.



Weather Maintenance

The Manitoba School Insurance program (MSI) has paid out a number of slip-and-fall related claims. The majority of these injuries are usually the result of inadequate salting and sanding procedures during winter months. A smaller, but still significant number of claims occur on wet surfaces inside the building – the result of melting snow or rainy weather.

Many of these claims could have been avoided if the school had been following an effective maintenance program. Other claims could have been successfully defended if the school had maintained accurate documentation of their maintenance programs. In the absence of proper documentation, the courts will be less likely to accept that a school took all reasonable steps to prevent a hazardous situation.

Risk Management Recommendations:

Winter Months:

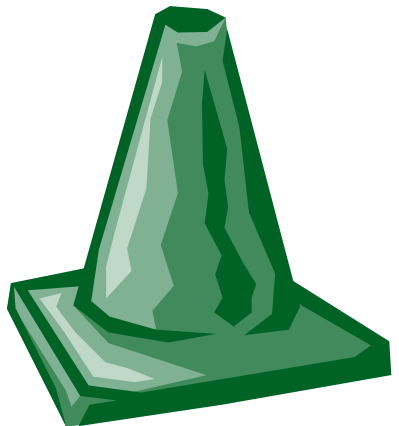
- (1) If an outside contractor has been hired to clear the snow, the contract should state clearly when snow removal is to be conducted, or when salting/sanding is to occur. The activities of outside contractors should be documented in a Maintenance Log Book.
- (2) During a snowfall, a regular inspection of all walkways and parking lots should be conducted to monitor the build-up of ice and snow. Roofs should be checked regularly for unusually high accumulations of snow and ice.
- (3) Place safety cones around entranceways, internal stairs or any other areas which may be wet from snow tracked in from outside. Mop up excess moisture and dry as soon as possible.
- (4) Ensure staff is available for snow clearing activities that may be required for Outside Users using the premises after regular school hours.

Summer Months:

- (1) A visual inspection of all external walkways and stairwells should be conducted weekly, or after a heavy rainfall. The date and time of the inspection and any corrective measures should be documented in a log book at the school.
- (2) During rainy weather, place safety cones around entranceways, internal stairs or any other areas which may become wet due to foot traffic. Mop up excess moisture and dry as soon as possible.

Water Main Breaks/Flooding:

- (1) Locate and mark shut off valves on water main line(s) into building. In addition, a map showing these shut off valves should be readily available at the school.
- (2) Raise all storage at least 6" off the floors in basement and lower levels.
- (3) Install water sensor alarms on floors in lower levels.
- (4) Develop an action plan to shut off water and mitigate damage in the event of a water main break or flooding.



Work Experience Programs

An effective Work Experience Program should have the following goals:

- (1) The safety of the students.
- (2) Making the program a beneficial educational experience for the students.
- (3) Establishing and maintaining good relationships with participating employers.

In order to achieve these goals, consideration must be given to the following Risk Management issues:

High Risk Work Placements:

Work placements which expose students to a high risk of personal injury should be avoided if possible. Examples of high risk placements would include, but are not limited to, the following:

- Law enforcement patrols – riding with or accompanying police officers on patrol duty;
- Emergency response – riding with ambulance, fire or rescue teams;
- Ground or air crew member of any aircraft;
- Activities involving the handling of nuclear or other hazardous materials or chemicals;
- Medical labs – exposure to hazardous bacteria, Hepatitis, AIDS (HIV);
- Activities that place students in dangerous environments resulting from noise, pollution, chemical reactions, wild animals, or the use of dangerous equipment.

Risk Management Recommendations:

- (1) Work experience teachers should regularly visit the work sites.
- (2) Establish a list of high risk job placements (see above examples).
- (3) Follow up immediately on any safety-related concerns reported by work experience students.
- (4) Ensure students are physically/mentally/emotionally capable of the job duties.
- (5) Ensure employers are fully aware of their responsibilities and any insurance coverage issues related to students operating vehicles.



Outside Users

An Outside User is considered to be any independent group or organization that has been granted permission to use school facilities by any School Board employee(s) who has the authority to do so.

The nature of Outside Users' activities should be monitored as these can place an additional risk on the School Board should an injury occur. Many groups who seek to use school facilities are "ad hoc" and usually do not carry their own liability insurance. Permitting uninsured groups to use school facilities may make the School Board liable for any injuries resulting from that group's activities.

Extremely High Risk Activities:

The following list contains common examples of high-risk activities that require proper planning and safety precautions:

- Any activity involving the discharge or use of weapons – e.g. guns, archery, cross-bow, knives;
- Activities involving the sale or consumption of alcohol;
- Activities involving the use of Board-owned equipment by unqualified/untrained individuals;
- Activities involving fireworks or other pyrotechnical devices;
- Other activities: Careful consideration should be given to activities such as wall climbing, white water rafting, poker derbies, demolition derbies and skateboarding for safety recommendations. Before permitting these activities, consult with Manitoba Schools Risk Management at 1-204-233-1595 or 1-800-262-8836, or HED Insurance at 1-800-265-0314. Reviews should be made of contracts with companies renting inflatable equipment and dunk tanks and offering high-risk activities, to ensure that the Board is not assuming responsibility for the integrity of the rental devices or facilities. Determine the level of supervision and protective equipment required.

Risk Management Recommendations:

- (1) Request certificates of insurance coverage, (minimum \$1 million limit) from all Outside Users.
- (2) Prior to permitting uninsured groups, carefully consider their activities.
- (3) Insurance is available for most Outside User Groups by completing the Outside User Insurance application form.
- (4) Ensure that the Outside User is aware of his/her responsibility with respect to maintenance issues – e.g. who is responsible for snow clearing or salting/sanding, etc.
- (5) Never give an Outside User a key to the premises.
- (6) School building custodian(s) should be on duty during the time the building is in use by the Outside User.

Outside User Insurance application form can be found at:

www.hedinc.com/msba/risk/outsideUsers.asp



Bomb Threats

Bomb threats are usually received by telephone but sometimes by note or letter. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic. All calls must be taken seriously and handled as though an explosive device is in the building. If you receive a note or letter, immediately contact the police.

When there has been a threat, or if you see a package or foreign object in an unusual place – don't touch it. Survey your immediate work area and immediately call police to report the device.

If You Answer a Bomb Threat Call, Follow These Steps:

- Ask a lot of questions: Where is the bomb? When is it going to go off? What kind is it? What does it look like? Let the caller talk as long as possible without interruption.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc.
- Call police to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.
- All bomb threats are assumed to be real; they are to be considered a threat to students and employees. After police have been notified, you will be advised if evacuation is necessary. Follow the instructions given by emergency personnel.
- If an explosion of any type occurs at any time, it should be reported immediately to the fire department.
- See bomb threat report below for easy reference.

Bomb Threat Report

Questions to ask:

- | | |
|--|-----------------------------|
| (1) When is the bomb going to explode? | (5) Did you place the bomb? |
| (2) Where is it now? | (6) Why? |
| (3) What does it look like? | (7) What is your address? |
| (4) What will cause it to explode? | (8) What is your name? |

Exact wording of the threat:

Sex of caller: _____

Approximate age: _____

Length of call: _____

Time: _____

Date: _____

Number at which call is received:

Caller's Voice:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Laughing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Cracked Voice |

If voice is familiar, who does it sound like?

Background Sounds:

- | | |
|--|--|
| <input type="checkbox"/> Static | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Music |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> PA System |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Other: _____ | |

Language/Tone:

- | | |
|---|--|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well spoken
(educated) |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by
threat maker |
| <input type="checkbox"/> Remarks: _____ | |



Use of Student Helpers

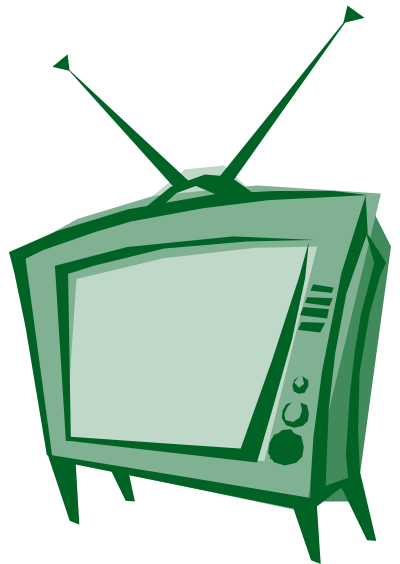
Sometimes schools ask students to help clean up for the end of the school year – moving tables, taking down classroom decorations, moving TVs and DVD Players. Unfortunately, student injuries from these activities continue to happen – some very serious.

Therefore, use of student labour is not recommended.

Student Helper Safety

If it necessary to use student helpers ensure:

- They are properly trained in the task and supervised by the staff.
- They are not left unattended to complete a task or to move heavy objects (i.e. pianos).
- They do not use ladders, step stools or scaffolding.
- Manitoba Workplace Safety & Health regulations are followed.



School Activities

A school activity is deemed to be any event that is approved, organized, directed and controlled by any School Board employee(s) who has the authority to do so. Often times misunderstandings occur when independent organizations are granted permission to conduct their activities on school premises. These are not considered school activities – please refer to the section on “Outside Users”.

Approval of school activities should always take into consideration the educational value and the injury risk factors associated with the activity. Schools should refer to the “**Youth Safe Outdoors Manitoba**” manual for more details on school activities.

Out of Class Physical Education Activities:

Refer to: www.edu.gov.mb.ca/k12/cur/physhlth/out_of_class/index.html

High Risk Activities:

The following list contains common examples of high-risk activities that are **NOT** recommended:

Travel:

- Excursions to natural disaster areas – e.g. earthquake, flood, hurricane, tornado;
- Excursions to areas with potential health risks – e.g. Polio, Malaria, Mad Cow Disease, Hoof and Mouth Disease;
- Excursions to war zones – imminent or existing;
- Excursions to regions with political or civil instability – e.g. civil war, terrorism;
- Excursions requiring the use of non-commercial aircraft – e.g. private planes.

Fun Fairs/Pep Rallies:

- Dunk tanks;
- Diving into or sliding on foam, mud, ice or snow;
- Hot air balloon rides;
- Aircraft or helicopter rides from school property;
- Animal rides;
- Demolition of derelict vehicles, equipment or buildings;
- Sky-diving;
- Use of fireworks or other pyrotechnic devices;
- Use of air-filled “Fun Structures”.

Field Trips:

- “Extreme” sport activities – e.g. skydiving, skateboarding, downhill mountain biking, snow-blading;
- White water rafting;
- Cliff rappelling;
- Climbing walls or rock climbing;
- Firing ranges;
- Paint-ball warfare games;
- Wilderness and/or winter camping.

Risk Management Recommendations:

- (1) Do not permit ineligible activities or any activity with a high risk of injury.
- (2) Use Informed Consent forms – must be signed by parents.
- (3) Ensure activities are appropriate for age group and physical/mental abilities of all participants.
- (4) Ensure that all school activities are properly supervised by teachers and competent volunteers.
- (5) Ensure students carry Student Accident Insurance and, if necessary, out-of-province medical insurance.
- (6) Check for current bulletins and warnings from travel agents and Health Canada.

More detailed forms and checklists can be found at:

www.mbschoolboards.ca/whatwedo/Risk_Management/rm_at_a_glance_forms_r2009.pdf



Claims Reporting/Important Links

Claims Reporting – HED Insurance and Risk Services

As Plan Administrator of the Manitoba Schools Insurance program, our office is responsible for monitoring and maintaining records respecting claims. As such, and in an attempt to streamline procedures, all Commercial Insurance claims should be reported directly to our office (not to adjusters, which has been done in the past by some Divisions).

Following, for your information, is a listing of contacts/telephone numbers:

During office hours:

1 st	Linda Baker	204-942-2555/1-800-265-0314	ext. 7220
2 nd	Art Elias	204-942-2555/1-800-265-0314	ext. 7201
3 rd	Bert Walker	204-942-2555/1-800-265-0314	ext. 7295

After office hours:

1 st	Linda Baker	204-510-2147
2 nd	Bert Walker	204-228-7791
3 rd	Ken James	204-981-1155

For more information visit:

www.hedinc.com/msba/claimsreporting/commercial.asp

Important Links

Publications:

www.edu.gov.mb.ca/k12/docs/support/pehe_safety/

Swim Safe Program:

www.mbschoolboards.ca/whatwedo/documents/Swim%20Safe%20Program.pdf

Manitoba Physical Education – Safety Guidelines:

www.edu.gov.mb.ca/k12/cur/physhlth

www.mpeta.ca

Risk Management for Out-of-Class Physical Activity:

www.edu.gov.mb.ca/k12/cur/physhlth/out_of_class/index.html?print

School Accident Incident Report Forms:

www.hedinc.com/msba/claimsreporting/forms.asp

Risk Management – Forms:

www.mbschoolboards.ca/whatwedo/Risk_Management/rm_at_a_glance_forms_r2009.pdf

Outside User Groups:

www.hedinc.com/msba/risk/outsideUsers.asp

Risk Management Bulletins:

www.mbschoolboards.ca/whatwedo/bulletins.htm

Public Playground Safety:

www.mbschoolboards.ca/whatwedo/documents/public%20playground%20safety%20manual.pdf

Emergency Phone Numbers

Claims Reporting – HED Insurance and Risk Services: **1-800-265-0314**

Emergency	Day Number	Night/Weekend Number
Fire Department	_____	_____
Police	_____	_____
Ambulance	_____	_____
Gas Company	_____	_____
Water Company/Hydro	_____	_____

Fire Protection

Sprinkler System Service	_____	_____
Fire Extinguisher Service	_____	_____
Alarm Company	_____	_____

Services

Refrigeration	_____	_____
Electrical Contractor	_____	_____
Plumbing Contractor	_____	_____
Heating Contractor	_____	_____
Trash Pickup Services	_____	_____
Snow Removal Services	_____	_____
Roofing Contractor	_____	_____
Locksmith (Approved Only)	_____	_____

School (School Personnel – Emergency Contacts/Telephone Numbers)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____