

Forms Only

Risk Management at a Glance for Manitoba Schools

HED

Hayhurst
Elias
Dudek Inc.

INSURANCE AND RISK SERVICES

MANITOBA
**School
Boards**
ASSOCIATION

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Critical Heights of Protective Surfacing

Note: This table lists the critical height for each of the eight materials commonly used under play structures, when tested in an uncompressed state at depths of 150 mm (6 in), 225 mm (9 in), and 300 mm (12 in). The table also reports the critical height when a 225 mm (9 in) depth of each material was tested in a compressed state.

The table should be read as follows:

If, for example, uncompressed wood chips are used at a minimum depth of 150 mm (6 in), the critical height is 2.1 m (7 ft.). If 225 mm (9 in) of uncompressed wood chips are used, the critical height is 3.0 m (10 ft.). It should be noted that, for some materials, the critical height decreases when the material is compressed.

Critical height value - equivalent to the height of the designated play surface above the finished surfacing material (fall height).

	Uncompressed Depth	Uncompressed Depth	Uncompressed Depth	Compressed Depth
Material	150 mm (6 in.)	225 mm (9 in.)	300 mm (12 in.)	225 mm (9 in.)
Wood chips	2.1 m (7 ft.)	3.0 m (10 ft.)	3.3 m (11 ft.)	3.0 m (10 ft.)
Double-shredded bark mulch	1.8 m (6 ft.)	3.0 m (10 ft.)	3.3 m (11 ft.)	2.1 m (7 ft.)
Engineered wood fibres	1.8 m (6 ft.)	2.1 m (7 ft.)	3.6 m (12 ft.)	1.8 m (6 ft.)
Fine sand	1.5 m (5 ft.)	1.5 m (5 ft.)	2.7 m (9 ft.)	1.5 m (5 ft.)
Coarse sand	1.5 m (5 ft.)	1.5 m (5 ft.)	1.8 m (6 ft.)	1.2 m (4 ft.)
Fine gravel	1.8 m (6 ft.)	2.1 m (7 ft.)	3 m (10 ft.)	1.8 m (6 ft.)
Medium gravel	1.5 m (5 ft.)	1.5 m (5 ft.)	1.8 m (6 ft.)	1.5 m (5 ft.)
Shredded tires	3.6 m (12 ft.)	N/A	N/A	N/A

* Source of Data – Table 1, Page 97 - CSA-Z614-98 - Children’s Playspaces and Equipment (May, 1998)

Playground Safety:

As many as 70% of serious playground injuries result from falls onto inadequate or improperly maintained ground surface beneath the play structures. Although it may be difficult or expensive to retrofit or replace the play structure with CSA-compliant equipment, maintaining proper protective surfacing can be one of the most effective risk management strategies to reduce serious playground injuries.

The above table indicates the MINIMUM depth of the given materials necessary to protect against head injuries from the fall heights indicated.

Maintaining the protective surfacing to at least the MINIMUM depth indicated is crucial to providing reliable protection against injury.

Protective surfacing material requires regular **raking** to maintain a consistent minimum depth.

Most types of protective surfacing are ineffective at temperatures below freezing – CAUTION IS ADVISED WHEN USING PLAYGROUNDS DURING WINTER CONDITIONS.



Informed Consent/Permission Form for Education Trips

School Division/District: _____

Name of School/Facility: _____

Description of Activity: _____

Date(s) of Activity: _____

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

Elements of Risk: Educational activity programs, such as the above activity involve certain elements of risk. Injuries may occur while participating in these activities. Following are examples of the types of injury which may result from participating in the above activity. There may also be risk of other types of injury.

1. _____
2. _____
3. _____

The risk of sustaining injuries results from the nature of the activity and can occur without fault of either the student, or the School Board, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to participate in the above described activity, you must understand that you bear the responsibility for any injury that might occur. The School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

Acknowledgement: WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Name of Student (print): _____

Signature

Date

Name of Parent/Guardian (print): _____

Signature

Date

Permission:

I give _____ permission to participate in the _____
(print name of student) (description of activity)

to be held on or about _____
(date)

Name of Parent/Guardian (print): _____

Signature

Date



Weekly Playground Inspection Checklist

School Division/District: _____

Name of School/Facility: _____

Playground Location/Name: _____

Address: _____

Date Inspected: _____ Time: _____

- Check for and remove loose garbage, debris, broken glass, and animal droppings on play area ground surface.
- Check play structure for obvious signs of damage, vandalism, or broken parts.
(Advise Management immediately if service is needed).
- Check for and remove skipping ropes or any other ropes or climbing devices which have been attached to but are not a permanent part of the playground structure.
- Rake sand/gravel to replenish areas beneath swing bays, slide exits, and fire poles.
- Empty garbage can(s) located in playground area.

Action Items or General Comments: _____

Completed by (print name): _____

Signature

Date

Monthly Playground Maintenance Inspection Report

Equipment	Swing, Tot	Swing, Belt	Swing, Tire	Slides	Spring Toys	See Saws	Climbers	Merry - Go - Rounds/Whirls	Campsite Playstructure	Campsite Playstructure 2	General Site Conditions		
Chains													
S-Hooks/C-Hooks													
Seats/Tires													
Hanger Bearings													
Grease Fittings													
Stability in Ground/Tilting													
Exposed Concrete													
Entanglement Points													
Universal Joint													
Chain Covers													
Hand Railings													
Support Bars/Legs													
Fastening Point Areas													
Sidewalks & Bedways													
Entrapment Point Areas													
Sharp Edges/Points													
Stairs/Steps													
Plastic Component – Damage													
Spring & Bar													
Handles													
Pivot Points													
Nuts & Bolts													
Ground Clearance													
Locking Devices (int./ext.)													
Wood Checking (max. 3/4")													
Protrusions													
Caps/Plugs													
Protective Surfacing													
Equipment Spacing/No Encroach													
Benches													
Debris/Broken Glass													
Asphalt Paths, Etc.													
Lighting													
Signs													
Fencing													
Condition – Satisfactory													
Condition – Attention Required													
Action Required													
Date Completed													

LOCATION: _____
 INSPECTED BY: _____
 DATE: _____
 TIME: _____

NOTES: _____

CONDITION LEGEND
 ✓ Satisfactory
 * Attention Required



Play Space Inspection Report

This play space is regularly inspected by _____

Please report any damage or problems by calling:
school maintenance # _____

This play space is **UNSUPERVISED** after school hours and is intended for users between the ages of _____ and _____ years.

Equipment may be slippery during winter months – caution is advised.

Please...

- **No skipping rope on play structure**
- **No clothing with drawstrings**



Release and Indemnification Form for Education Trips

(Students 18 years and older)

School Division/District: _____

Name of School/Facility: _____

Description of Activity: _____

Date(s) of Activity: _____

THIS FORM MUST BE READ AND SIGNED BY ALL STUDENTS WHO WISH TO PARTICIPATE.

Elements of Risk:

Educational activity programs, such as the above activity, present various elements of risk. Injuries may occur while participating in these activities. Following are examples of the types of injury which may result from participating in the above activity. There may also be risk of other types of injury.

1. _____

2. _____

3. _____

Acknowledgement:

I, _____ understand and accept the above and provide the _____
(print name) (name of School Board)

with the following waiver of liability and indemnification agreement:

Release and Indemnification Agreement:

I, _____ hereby release the _____ and its staff and agents from
(print name) (name of School Board)

any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation
in the _____ on _____
(name of activity) (activity date)

I further agree to indemnify and save harmless the _____
(name of School Board)

and its staff and agents from any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student

Date



Application for Safe Grad Liability Insurance Coverage

1. School Division/District: _____
2. Name of School: _____
3. Address: _____
4. Coordinators: _____
5. Date of Safe Grad: _____
6. Location of Safe Grad (name of hall, arena, etc. and address): _____

7. Have local police been notified of event? Yes
8. Activities planned: _____

9. Detailed plan of transportation: _____
10. Please indicate the name and address of the person to whom the approval notice is to be sent.
Name: _____
Address: _____
City: _____ Postal Code: _____ Phone Number: _____

NOTE: STUDENT DRIVERS ARE NOT PERMISSIBLE

MAIL TO:

**Manitoba Safe Grad
191 Provencher Boulevard
Winnipeg, MB R2H 0G4**

OR: Fax: 204-231-1356 OR: Email: safegrad@mast.mb.ca

Please Note: There is no charge for liability insurance coverage for Safe Grad Committees (including members and volunteers thereof) of Manitoba public schools involved in the Safe Grad program. Coverage applies in respect of their operation of Graduation exercises sanctioned by the Manitoba Safe Grad Steering Committee.

Daily Activity – Salt & Sanding Log

School Division/District: _____

Name of School/Facility: _____

Date: _____ From: _____ a.m./p.m. To: _____ a.m./p.m.

Weather Conditions:

Temperature: _____ Celsius

Check one:

- Clear
- Rain
- Freezing Rain
- Snow – Indicate accumulation _____ cm
- Other – Indicate _____

Location(s) Checked:

- Sidewalks All _____ Or _____
- Walkways All _____ Or _____
- Driveways All _____ Or _____
- Parking Lots All _____ Or _____
- Entrances All _____ Or _____
- Steps All _____ Or _____
- Perimeter All _____ Or _____

Action Taken:

- None Required Indicate areas: _____
- Snow Removal Indicate areas: _____
- Ice Removal Indicate areas: _____

Applications:

- Sand Indicate areas: _____
- Salt Indicate areas: _____
- Salt/Sand Indicate areas: _____
- Ice Melter Indicate areas: _____

Comments: _____

Completed by: Custodian Contractor

Completed by (print name): _____

Signature _____

Date _____

Transportation of Students – Part A

SUMMARY OF INSURANCE

1. Private Vehicles Used as School Bus:

Transportation of students (other than the person's own children) by persons (including School Board employees) to and from school for which they receive compensation from the School Board.

- The vehicle/owner should be added to the MSEF 6H (Permission to Carry Students for Compensation) extension of the School Board's automobile extension (SRE) policy.
- Autopac coverage on the vehicle should be "All Purpose", with a suggested minimum Third Party Liability limit of \$2,000,000.

2. Private Vehicles Transporting Students on Incidental Basis:

Transportation of students by persons (eg. parents, employees, volunteers, students) for sponsored/authorized school related (including extra-curricular) activities.

- The Manitoba Schools Insurance program includes coverage for these persons, excess of that provided by Autopac, and brings the Third Party Liability limit to a total of \$30,000,000.
- The Autopac coverage on the vehicle is the primary coverage, under which incidental use of the vehicle is permitted (with both Pleasure and All Purpose coverage).
- Complete the 'Volunteer Driver – Authorization to Transport Students form (Part B).

Please keep in mind: with the implementation March 1, 1994 of the no fault provisions for automobile insurance in Manitoba called "Personal Injury Protection Plan", persons injured in automobile accidents no longer can sue anyone, because they qualify for benefits on a no fault basis.

- ** It is recommended that the Board obtain a copy of both the driver's license and the vehicle registration from all persons transporting students.
- ** The School Board policy should determine the period this authorization applies. (Eg. Trip by trip basis, or school year).

Volunteer Driver – Authorization to Transport Students – Part B

School Division/District: _____

Name of School/Facility: _____

This will authorize: _____

(Name of volunteer driver)

to transport students participating in school sponsored/authorized activities effective between _____ and _____.
(dd/mm/yy) (dd/mm/yy)

Vehicle: Make _____ Model _____ Licence Plate # _____

Principal's Name (print): _____

Signature

Date

NOTE: It is the policy of the School Board that persons transporting students:

- (1) Use a licensed automobile which carries valid automobile Third Party Liability Insurance as required under Manitoba legislation;
- (2) Provide the School Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (3) Be aware that the School Board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;

N.B. – A "trip driver" is defined as any person authorized by the Board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes but is not limited to: trustees, employees, teachers, parents, volunteers, students or officials of the School Board.

Declaration to be signed by the driver:

- I declare that I hold an unrestricted driver's license and am authorized to drive in Manitoba, and the vehicle described above is insured by a valid automobile liability insurance policy as required by Manitoba law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

Declaration to be signed by the owner (if driver does not own the vehicle):

- I declare that I have authorized _____ to drive my vehicle to transport students.
- I declare that he/she holds an unrestricted driver's license, and is authorized to drive.
- I declare the vehicle is mechanically fit and that there are seat belts in working condition for all passengers.

Name (print): _____

Signature

Date