Greater Essex County District School Board

Policy: Risk Management (Insurance)

Reference No: P-AD-16

The Greater Essex County District School Board is committed to its vision, mission and strategic priorities of supporting student success and well-being. Through its work, the Board acknowledges that there are elements of strategic, financial, operational and, legal and compliance risks that must be appropriately managed to prevent, reduce and mitigate risk to students and school board staff, property and reputation.

Risk management is critical to the operational and budget planning processes.

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Risk management is a key element in the Board's decision-making processes, and requires the consideration of financial, operational, and legal and compliance risks. The Board's risk tolerance may vary, depending on the situation. For example, risks related to programming may be different from those related to safety, compliance and regulatory requirements.

Conducting a risk assessment as part of the decision-making process is fundamental to the principles of good governance. In conducting a risk assessment, consideration shall be given to the following:

- Assessment of the risk versus benefit;
- Consideration of the types of injuries that may occur;
- Consideration of whether activities can be modified to reduce risk;
- Assessment of supervision requirements;
- Consideration of experience and / or qualifications of individuals interacting with staff and students (e.g. vendors);
- Consideration of the educational value of the activity.

Risk Management Embedded in Policies, Regulations, Administrative Procedures and Standard Operating Procedures:

Risk management is embedded in the Board's policies, regulations, administrative procedures and standard operating procedures. All board staff must be familiar with and comply with these documents. Specific board policies and regulations which address risk management for specific activities include, but are not limited to:

Reference	Policy / Regulation / Administrative Procedure
PL-03	Community Use of School Facilities (CUS Rentals)
PR-06	Extra-Curricular Activities
PR-01	Field Trips and Excursions
AD-64	Extreme Weather Conditions
AD-05	Inclement Winter Weather – Emergency School Closings and Transportation
IT-02	Network Security and Access
BA-01	Procurement
AD-52	Public Concerns
HR-17	Video Surveillance
AD-11	Volunteers (Non Board Employees)

Informed Consent:

A key principle of participating in any Board or school activity is Informed Consent. Informed Consent not only includes appropriate parent / guardian signatures of consent but requires that this consent is based on a clear understanding of the event / activity, including the inherent

risks. Informed Consent also requires that parents/ guardians understand the information provided to them, including the signing of any waivers associated with an activity or event.

Risk management is embedded in the Board's Health and Safety management program including:

- Workplace Hazardous Materials Information System (WHMIS);
- Designated Substances Manual;
- Emergency Resource Manual;
- Occupational Joint Health and Safety Committees; and
- Workplace Violence and Harassment Program.

Staff are required to participate in mandatory training related to health and safety.

Other Risk Mitigation Considerations:

School sports and Physical Health and Education Activities:

The Ontario Physical Education Safety Standards in Education (Ophea) shall be followed for all school sports, including curricular, intramurals and interschool athletics. Adherence to this guideline provides the minimum standard of care that will be expected of all school staff involved in physical education activities.

Human Element Loss Prevention program:

The Board shall participate in the Ontario School Boards' Insurance Exchange ("OSBIE") Human Element Loss Prevention program (HELP) annually. HELP is a program designed by OSBIE to review the policies and actual practices of the participating school board to determine applicable property and / or liability insurance premium credits for which the Board can qualify. The Superintendent of Business shall review the recommendations from the annual HELP with appropriate Board staff for assessment and potential implementation.

Unmanned Air Vehicle System (UAVs) – Drones:

UAVs fall under Transport Canada regulations. It is the responsibility of every operator to ensure that the use / operation of a UAV is in accordance with all applicable federal, provincial or municipal laws governing its use.

Due to risks associated with compliance with the appropriate legislation, including safety and privacy concerns, the use of UAVs by schools shall not be permitted.

Other Prohibitions:

The following activities are prohibited due to high risk. Please note that the following list is not exhaustive and other activities may be added based on risk assessments completed by the school principal or the school Superintendent.

- Dunk tanks;
- Animal rides (e.g. Fun Fair);
- Demolition of derelict vehicles, equipment or buildings;
- Use of fireworks or other types of pyrotechnic devices;
- Aircraft or helicopter rides except for commercial travel;

- Downhill skiing or snowboarding;
- Trampolines;
- Air-filled “fun structures”;
- White water rafting;
- Canoeing or kayaking in rapids;
- Wilderness or winter camping;
- Diving or sliding into foam, mud, ice or snow;
- Extreme sports activities (e.g. skateboarding, cliff rappelling, downhill mountain biking, skydiving, rock climbing in natural terrain);
- Paint-ball games;
- Amazing Race type events.