
Risk Assessments for Activities

Background

The Division recognizes that participation in activities can significantly complement our students' educational programs. The Division is committed to ensuring that a safe environment is provided to students, staff, and volunteers while participating in activities.

The Division is called upon to balance risk and experience. The Urban School Insurance Consortium (USIC), of which the Division is a member, has adopted a process for assessing the risk or risks associated with student activities. Activities have been allocated to one of three areas: Green, Red, or Amber. The allocation of the activities to these areas will determine the process to be followed. In all activities, whether occurring within or outside of the school, the Safety Guidelines for Physical Activity in Alberta Schools must be reviewed to ensure that activities are aligned.

USIC is committed to reviewing the activities lists and allocations on a periodic basis. Therefore, the Division's activities lists may be updated as well.

The Green, Red, Amber Activities lists are included in the appendix to this administrative procedure.

Procedures

1. Green (Approved) Activities

Green activities are considered low risk activities and are permitted so long as they follow established administrative procedures and align with the Safety Guidelines for Physical Activity in Alberta Schools. Activities must be suitable for the age and abilities of each student participating.

2. Red (Prohibited) Activities

Red activities are prohibited in all circumstances.

3. Amber (Restricted) Activities

Amber activities are those activities where the circumstances suggest that there is potential for unreasonable risk to students or staff.

- 3.1 The lead teacher must prepare an assessment of the hazards or risks associated with the activity and the safety precautions and contingency plans that will be in place.
- 3.2 The lead teacher will include the relevant reference to the Safety Guidelines for Physical Activities in Alberta Schools.
- 3.3 The assessment will also include a supervision plan and an emergency plan. The Principal of the school will review the assessment and recommend approval.
- 3.4 The assessment will be forwarded to the Office of the Secretary Treasurer for review and approval.

- 3.5 In all circumstances, risk assessments will be sent to the Office of the Secretary Treasurer no less than 10 days prior to the activity.
- 3.6 The school will be notified in writing whether the activity has been approved or not approved.
- 3.7 The activity will not proceed without written approval.
- 3.8 In circumstances where a student is unable to fully participate in the amber activity, the teacher must provide a modified participation plan that complements the curricular outcomes of the amber activity.

4. Field Trips

Where the activity forms part of a field trip, the Field Trip Administrative Procedure shall be followed.