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COMMUNITY USE OF SCHOOLS

Risk versus Reward

2011 OSBIE RISK MANAGEMENT SEMINAR
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COMMUNITY USE OF SCHOOLS

- Program introduced for the 2004-2005 School Year at each of Ontario's 72 School Boards
- Initially through the Ministry of Tourism and Recreation followed by the Ministry of Health Promotions
- Vision: "Schools in Ontario are recognized as hubs for community activity and will be affordable and accessible to communities in order to support the goals of a healthier Ontario, stronger communities and student success."
- Funding provided to subsidize the cost for community groups to make school space more affordable
- 2006-2007 Ministry of Education took lead role



COMMUNITY USE OF SCHOOLS

- Schools open 7 days/week
- Community Expectations
- Range of Activities
- Various Areas Used
- Multitude of Diverse Community Groups



IDENTIFY THE RISKS

- Public Relations
 - Inconsistent practices/procedures/policies
 - Failing to communicate expectations
 - Double booking
 - Failure to notify school staff of event
 - Canceling an event due to maintenance issue
 - Making it difficult to use school facilities
 - Not knowing who is in the buildings
- Personal Injury
 - Activity not appropriate for area being used
 - Inadequate supervision
 - Poor working habits
 - Equipment (including tools)/area poorly maintained – Building/Fire Code violations
 - Infrequent inspection of areas – Electrical and personal hazards



IDENTIFY THE RISKS (cont'd)

- Property Damage
 - Activity not appropriate for area being used
 - Inadequate supervision
 - Equipment / area in poor condition
 - Infrequent inspection of areas
 - Knowing when the damage occurred
- Financial Cost
 - Staff (scheduling, coordination, approvals, cost recovery)
 - Custodial Costs
 - Utility Costs
 - Wear, Tear and Repair
 - Vandalism



MANAGING THE RISKS

After Hours Use

- Snow clearing
- Building and premises maintenance
- Equipment
- School staff in building during CUS events – safety, emergency response
- Key Management (Oracle article)
- Occupiers' Liability – equipment, walkways, sports fields
- Know the School Facilities
 - Spaces and building layout
 - Identify specialty areas (auditorium, gym, fields, classrooms, cafeteria) and potential problems/issues



3 COMMON RISK MANAGEMENT STRATEGIES

1. AVOID THE RISK

- Identify and limit the types of activities
- Avoid anything that could be “extreme”

2. SELECT AND CONTROL THE RISK

- Think security
- Remove known hazards
- Clear policy and regulations (complete and up to date) to reduce risk
 - OPHEA Guideline
 - Ministry Approved Curriculum
 - Playground / Playfield
 - Banned Activities
- Know the condition of the spaces/inspect after
- Record issues



3 COMMON RISK MANAGEMENT STRATEGIES (cont'd)

3. TRANSFER THE RISK

- Confer with your insurance provider
- Require insurance coverage (“additional insured”)



ACCIDENT PROTOCOL

- Who to call
- Forms to fill out
 - OSBIE Incident Form (see next slide)
 - Permit holder insurance carrier (i.e. OSBIE, AllSport, etc)
 - Board protocol on who/how to complete
- Stick to the facts (who, what, where, when, how)
- Document – Document - Document




OSBIE Incident Report.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

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ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE
FONDS D'ÉCHANGE D'ASSURANCE DES CONSEILS SCOLAIRES DE L'ONTARIO
INCIDENT REPORT FORM/RAPPORT D'INCIDENT

To be completed by Person In Charge. Not to be completed by Parent or Injured Party.
À remplir par la personne responsable. À remplir par une personne autre que le parent ou la personne blessée.

I - INJURED PERSON(S)/PERSONNE(S) BLESSÉE(S)

IF PERSON HAS BEEN ADMITTED TO HOSPITAL, OR IF FATALLY INJURED, **IMMEDIATELY** TELEPHONE OSBIE CLAIMS DEPARTMENT
SI LA PERSONNE EST HOSPITALISÉE OU EST DÉCÉDÉE, TÉLÉPHONER **IMMÉDIATEMENT** AU SERVICE DES SINISTRES DE L'OSBIE

1-800-668-6724 (519) 767-2182 FAX (519) 767-0281

Name/Nom	Last/Nom de famille	First/Prénom	Date of Birth/Date de naissance	D	M	Y
Address/Adresse	Street/Rue	City/Ville	Postal Code/Code postal			
Sex(e) [M/F]	Age/Âge	Grade Level/Année de classe	Telephone ()			
Student/Élève	Parent/Parent	Volunteer/Bénévole	Visitor/Visiteur	Other/Autre		
Name of Parent or Guardian/Parent ou Tuteur						
Type of Bodily injury or Property Damage/Type de blessure corporelle ou Dommages aux biens						

II - DETAILS OF INCIDENT/DÉTAILS DE L'INCIDENT

Date	<input type="checkbox"/> <input type="checkbox"/>	1 <input type="checkbox"/> Bodily injury/Blessure corporelle	2 <input type="checkbox"/> Property damage/Dommages aux biens
Day/Jour	Month/Mois	Year/Année	Time/Heure A.M. P.M.

III - NATURE OF INCIDENT/NATURE DE L'INCIDENT

1 <input type="checkbox"/> Sports injury/Blessure sportive	2 <input type="checkbox"/> Assault/Agression	4 <input type="checkbox"/> Other/Autre
	3 <input type="checkbox"/> Slip or fall/Glissade ou chute	Description _____
	5 <input type="checkbox"/> Rough Play/Jeu brutal	
Name of Sport/Nom du sport _____		
1 Classroom/Classe..... <input type="checkbox"/>	6 Gymnasium/Gymnase..... <input type="checkbox"/>	11 Field trip/Excursion..... <input type="checkbox"/>
		16 Sidewalk/Trottoir..... <input type="checkbox"/>

Click to add notes

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3 LEVELS OF RISK

- LOW – little chance of anything happening
- MEDIUM – Risks are foreseeable, but manageable
- HIGH – Imminent danger – can't control



COMMUNITY USE CASE STUDIES

1. A Basketball group shows up to use the gym on a snowy Saturday morning. The group has a key and no custodial coverage has been assigned. The lot is not ploughed and the sidewalk is not shovelled. The supervisor puts a wedge in the door to allow the 15 youth participants to come in and he proceeds to the gym to set up.

Identify the risks and possible solutions for each:



COMMUNITY USE CASE STUDIES

2. A church has submitted a permit for a summer picnic on your school yard. They want to have a 'bouncer', pony rides, BBQ, cotton candy and water slide.

Identify the risks and possible solutions for each:



COMMUNITY USE CASE STUDIES

3. The local health unit wants to run a program for Seniors to be able to walk through the halls of one of your secondary schools on weekdays during the winter.

Identify the risks and possible solutions for each:



RESOURCES

Ontario School Board Insurance Exchange (OSBIE)

- www.osbie.ca
 - Oracle newsletter
 - Risk Management Advisories
 - General Information
- OSBIE Staff



CLOSING

ALL RISK IS NOT EQUAL.

