



GENERAL LOSS CONTROL CHECKLIST

Risk Assessment Factors and Risk Management

- Approval of school activities must always take into consideration the educational value and the injury risk factors associated with the activity.
- Review type of activity and level at which it is undertaken.
- Use Informed Consent forms that MUST be signed by parents.
- Ensure qualification and certification of instructors, staff, and volunteers.
- Ensure independent instructors/contractors have their own liability insurance in effect and obtain confirming certificates of insurance.
- Review the age appropriateness of the activity; the physical/mental abilities of the group; the characters of the students and the students together in a group; and the fitness level and experience of the students.
- Ensure that all school activities are properly supervised by teachers and competent volunteers.
- Establish and communicate general rules and regulations, including procedures for those who violate established guidelines.
- Establish and communicate emergency procedures.
- Ensure staff have adequate first aid training and supplies.
- Regularly inspect and maintain facilities, premises, and equipment.
- Make use of personal protective equipment and related safety equipment.
- Ensure that such protective/safety equipment is in good repair and is fits appropriately.
- Adhere to the manufacturer's recommendations on any piece of equipment.
- Do not permit ineligible activities or any other activity with a high risk of injury.
- Review seasonal conditions
- Review the School Physical Activity, Health & Education Resource for Safety:
<https://myspheres.ca/en/>

Reference: Section 1, 11, 31, 32, 52, 53, 196, 197, 222 Education Act
Traffic Safety Act
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta
Physical Education Safety Guidelines