

Administrative Procedure 260 – Appendix B

Appendix B - RISK ASSESSMENT

Background

There are always risks involved in taking students on off-site excursions. The following considerations will help make the off-site excursion safer and more enjoyable.

Considerations

Before embarking on any excursion, field trip or activity, use the following factors to properly assess the risk involved:

- Type and student experience with the activity and the level at which it is undertaken
- Location, e.g., mountainous terrain, outdoor, water, urban/ rural /backcountry setting
- Qualification and certification of instructors, staff and volunteers
- Age appropriateness of the activity
- Character of each individual student and the students together in a group
- Fitness level and experience of the student
- Availability and appropriateness of the safety equipment, e.g., helmets
- Seasonal conditions
- The number and experience of supervisors

Consult the Safety Guidelines for Physical Activity in Alberta Schools and School Physical Activity, Health & Education Resource for Safety (SPHEReS) documents for guidance before you plan your activity.

Guidelines for Supervision of Student Excursions

All student excursions require a minimum of two supervisors. The following list details the **minimum** acceptable standard of supervision for excursions:

1. ECS - one adult to five students (1:5)
2. Division I - one adult to eight students (1:8)
3. Division II - one adult to ten students (1:10)
4. Division III and IV - one adult to fifteen students (1:15)

Additional supervision by certificated staff and/or volunteers from the school sponsoring the trip must be considered for student excursions involving:

1. Increased risks
2. Large numbers of students
3. Participation of students with special needs
4. Crowded venues
5. Excursions that are new to the sponsoring school
6. International Excursions

Where the off-site activity is a regular and natural extension of an activity-based course (for example, physical education, recreational fitness, daily physical activity, outdoor education), supervision levels will be determined by the school administration with due consideration of the age of the students, activity level and risk, and any specific supervisory requirements for the activity.

The following includes a definition of the classification categories and examples of activities within each as defined by the Alberta Risk Management Insurance Consortium (ARMIC). Although not extensive, this list provides guidance through a risk-managed approach. To ensure the safety of all parties, excursion organizers should refer to resources such as the Alberta Guide to Education and the School Physical Activity, Health & Education Resource for Safety (SPHERes) Guidelines for guidance.

Green (Approved) activities are lower-risk activities and can be undertaken in a manner appropriate for the age and ability of the group.

Amber activities are moderate-risk activities that should be approached with additional caution and risk management.

Red (Prohibited) activities are prohibited and are not covered by ARMIC's general liability insurance policy.

Green (Approved) Activities

- Bowling
- Court Sports
- Cross Country Skiing (excluding Back Country)
- Curling
- Fishing
- Golf
- Gymnasium programs (Safety Guidelines for Physical Activity in Alberta Schools)
- Hiking on Trails
- Sports Field programs (Safety Guidelines for Physical Activity in Alberta Schools)

Amber Activities

- Amusement Park Rides
- Archery – (under qualified supervision)
- Baseball (Hardball)
- Ball Hockey
- Bottle Rocketry
- Broom Ball
- Canoeing- (up to and including Class II)
- Cheerleading (aerobic)
- Cycling/ Mountain Biking (cross country)
- Diving
- European Handball
- Field Hockey
- Floor Hockey
- Firearms Courses (No Live ammunition)
- Football

Red (Prohibited) Activities

- Aerial Gymnastics
- Axe training and throwing
- Aviation Activities - i.e. aircraft or helicopter rides from school property
- Excursions requiring the use of non-commercial aircraft - i.e. private planes
- American Gladiator-style events
- Any other aviation or aircraft-related activity
- Automobile Activities - i.e. demolition derbies, auto races
- Back Country Mountain biking, etc
- Caving
- Go-Karting
- Hot Air Balloon Rides
- Paintball
- Parasailing
- Parkour
- Sky-Diving
- Stuntnastics
- Swimming- open water
- Trampoline
- Dunk Tanks
- Inflatable Activities – i.e. bouncy castles, hamsterballs, sumo suits

For a complete list, please refer to the ARMIC Activities List provided by the Associate Superintendent of Business and Finance

Activities Requiring Helmets

Some activities require protective gear. The following identifies activities that helmets must be worn:

- Broomball
- Cycling
- Horseback riding
- Ice hockey
- Ringette
- Ice Skating/Lacrosse
- In-line skating/Scooter
- 4-wheel roller skating
- Skateboarding
- Skiing (alpine)
- Snowboarding
- Triathlon (for cycling portion)
- Softball, T-Ball (Catcher, Batter)
- Rugby (Scrum cap)
- Cricket
- Field Hockey
- Wall Climbing

Reference: Alberta Risk Managed Insurance Consortium (ARMIC)
School Physical Activity, Health & Education Resource for Safety (SPHEReS)