



RISK ASSESSMENT ACTION PLAN 2018-2019

Exposure to the Elements	Alberta weather is unpredictable and participants may be encounter extended periods of time outdoors exposed to the various weather conditions. Participants will all be advised to dress appropriately for activity and weather. A packing list will be recommended if applicable to the event and used as necessary. (ex. sunscreen, bug repellent, hat, personal water bottle, etc.) In the event of severe weather, the event will be cancelled or rescheduled.
Bodily Injury	Recognizing that slips, falls, burns and accidents up to and including death could occur in spite of all reasonable preventative measures being taken, staff will have first aid training, and will have available a stocked first aid kit, parent/guardian emergency contact information and a list of emergency services. Knowledge of the nearest medical centre within the area will be obtained prior to the event. Before an event, participants will be given information on risks present and safety awareness strategies.
Emergency Evacuation (Fire, Flood, Tornado etc.)	Prior to event, staff/chaperones will have details regarding muster points, emergency exits and how to safely exit the venue in case of emergency. In the event of an evacuation, attendance lists will be reviewed at the muster point and action will be initiated if necessary.
Separation from the Group	Participants will be repeatedly made aware of the need to stay together. If necessary to leave the activity for any reason, the participant will inform the staff member or chaperone and the buddy-system will be invoked whenever deemed necessary. The student(s) will report back to the staff/chaperone as soon as possible and the staff/chaperone will ensure compliance. Depending on the event and location, mid-activity check-in points and times will be identified for large group gathering and attendance. A student will only be dismissed early if the parent/legal guardian (or parent designated chaperone) is present.
Vehicular Accident	Transportation may be provided by a parent/legal guardian, designated chaperone appointed by the parent/legal guardian, or may include transportation provided by CFL (ex. passenger coach). Recognizing that accidents up to and including death could occur in spite of all reasonable preventative measures being taken, in the event a staff member is present, emergency first aid care will be provided, 911 activated and emergency personnel instruction will be followed.
Wildlife Encounter(s) and Resulting Injuries, Insect Bites or Stings	When in nature staff will inform participants to respect the environment and limit the disturbance of natural habitat. Due to risk of disease and injury, animal interaction will be prohibited unless the event is located within a controlled animal sanctuary with humane practices (ex SPCA, pet therapy, zoo, animal sanctuary).

Medical Problems

Upon registration, the parent/legal guardian will disclose allergies and other medical conditions deemed relevant. The staff/chaperone will be made aware of the disclosed medical information and will be provided the parent/guardian's emergency contact information. Upon check-in, staff will ensure students have brought their emergency medications; failure to do so may result in denied participation. Recognizing that sudden medical illness, up to and including death could occur in spite of all reasonable preventative measures being taken, the staff member will be First Aid / CPR certified. Care may include administering medication as directed in emergency situations. In the event of a severe medical emergency 911 will be activated.

**Water Safety & Precautions
Drowning**

The Centre for Learning@HOME adheres to the Safety Guidelines for Physical Activity in Alberta Schools for all water related events. Recognizing that slips, falls, drowning and accidents up to and including death could occur in spite of all reasonable preventative measures being taken, should a medical emergency arise, First Aid care will be administered and 911 will be activated if necessary.

Equipment Failure

Prior to the activity commencing, staff will ensure the safety of the facility and equipment and will monitor safety standards. If medical attention is required due to equipment failure, trained staff will administer First Aid care and activate 911 if necessary. Broken equipment will be removed or replaced depending on the circumstance.

Aggression & Violence

The staff/chaperone will be aware of parent disclosures regarding behavioral issues, shared at the time of event registration, and will monitor student behavior throughout the activity. If an incident arises, staff/chaperone will determine if the participant's action puts him/her or others at risk. The participant(s) involved will be removed from active participation, the parent/legal guardians will be called and school disciplinary policies will ensue. The school has a zero tolerance policy for aggression and violence.

Hazardous Materials

The Centre for Learning@HOME staff dealing with hazardous materials are WHMIS trained and will follow appropriate safety guidelines. Should participants encounter SHARPS (a form of biomedical waste composed of used "sharps" which includes any devices or objects used to puncture or lacerate the skin) facility security will be contacted and students removed from the danger. Should a medical emergency arise as a result of contact, trained staff will administer First Aid, and poison control or 911 may be activated.

Witness/Victim of Crime

Recognizing that incidents involving or witnessing crime could occur in spite of all reasonable preventative measures being taken, the local authorities will be contacted (911) and students will be removed from the situation. The parent/legal guardian will be contacted.