

Field Trip / Excursion Risk Assessment Guidelines

Recreational Programs – A Variety of Risks

School programs today are being designed to include an extensive variety of recreational programs that provide the students an opportunity to develop their skills and try new activities that they may not normally get a chance to experience. Although these programs provide valuable learning opportunities, increase self-esteem and teach important life skills to the students, they also can open the Division up to a wide range of liability exposures and potential lawsuits. Under the accepted legal doctrine of “in loco parentis” (in place of the parent), teachers and school administrators are charged with duties and responsibilities similar to those of a child’s legal guardian. School officials assume a broad range of responsibilities for the supervision and care of a student under this doctrine. Breaches in this doctrine such as inadequate supervision, failure to use ordinary or reasonable care, or failure to protect students from a known danger may result in a substantial lawsuit.

The Division’s insurance carrier strives to provide General Liability coverage for the many and varied recreational programs. They are able to provide coverage for the majority of these programs, however, there are a number of documented Prohibited activities that they are unable to cover – severe losses have resulted in few or no insurance companies providing coverage for these particular activities. In other instances, they are able to provide coverage for some higher risk activities, subject to stringent loss prevention procedures being implemented.

The following lists should assist school personnel in developing respective program itineraries. They are not all inclusive, so it is recommended that you contact the Division if in doubt about a particular activity.

INSTRUCTIONS

Prior to submitting a field trip request, school personnel are required to:

1. Review the School Physical Activity, Health & Education Resource for Safety found at: <https://myspheres.ca/en/>
2. Review and follow the “General Loss Control Recommendation” in the following section.
3. Identify which activity the proposed field trip is associated with and follow the corresponding grade level recommendations, supervision guidelines, instructional considerations and

equipment/facility requirements outlined in the School Physical Activity, Health & Education Resource for Safety

General Loss Control Recommendations

The doctrine “in locos parentis” places a great deal of responsibility on school personnel to ensure recreational programs and their varied activities have been designed and taught with student safety in mind. When developing a program, consideration is to be given to matching the activities with the students that it has been designed to teach.

Each class will differ with respect to maturity levels, gender mix, age, physical capabilities as well as overall general interest. It is important to remember that two of the best loss prevention recommendations that anyone can practice are common sense and reasonable behavior. Below are some additional loss control recommendations that will help to lower the risk of injuries to the students and the potential lawsuits against the Division:

- On-going review of the School Physical Activity, Health & Education Resource for Safety
- Contact the Division’s insurance carrier to discuss unique and/or higher risk activities.
- Use of waiver / parental consent forms.
- Screen instructors to ensure they have adequate training and qualifications.
- Cease the activity if the regular instructor is unable to be present.
- Ensure independent instructors/contractors have their own liability insurance in effect and obtain confirming certificates of insurance.
- Screen participants (general health, maturity, etc.).
- Establish and communicate general rules and regulations, including procedures for those who violate established guidelines.
- Establish and communicate emergency procedures.
- Ensure staff or outside providers have adequate first aid training and supplies.
- Regularly inspect and maintain facilities, premises and equipment, particularly prior to the event.
- Make use of personal protective equipment and related safety equipment.
- Ensure that such protective/safety equipment is in good repair and is an appropriate fit.
- Adhere to the manufacturer’s recommendations on any piece of equipment.
- Maintain records including inspections, purchases, maintenance, repairs, injury reports, insurance claims and so on.

Prohibited Activities

Below is a list of activities that are prohibited under the Board's general liability insurance policy.

Activity	Description
Aerial Gymnastics (excluding cheerleading)	A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands
Aerial Parks	Parks which have various structures or layouts usually with ropes and bridges elevated by man made structures or in a forested area
Air travel other than by commercial airline	
American Gladiator style events	An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion
Auto racing	Auto racing is a motorsport involving the racing of automobiles for competition
Axe throwing	
Bobsledding	
Boxing	Contact is prohibited
Bungee jumping	The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles
Canoeing – water greater than Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.
Caving	Also known as spelunking - the exploration of caves
Crazy Carpet on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Demolition derbies	A competition in which typically older cars are driven into each other until only one is left running
Diving – High Platform	Diving from a platform 5m or above
Diving into or sliding on foam, mud, ice or snow	Any of these activities irrespective of method used or height of the activity
Drag Racing	A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration
Activity	Description
Dunk Tanks	An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water
Excursions during or immediately after extreme weather or geological events (earthquakes, floods, hurricanes, etc.)	
Excursions to regions with political or civil instability	

Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)	
Fencing	The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points against an opponent
Float Rides (example – a parade float)	
Go-Karting	
Hang Gliding	The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide
Hay Rides	
Hiking in hazardous areas	Hiking in areas where the inherent risk of injury is higher due to the difficulty of the terrain or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed
Horse jumping	
Hot air balloon rides (tethered and untethered)	
Ice climbing	
In flight air school hours (i.e. flying solo)	
Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)	
Kayaking – In moving water greater than Class II	Refer to Paddle Canada’s Paddling Association Risk Management Requirements – Annex C- International River Classification System
Kickboxing	Contact is prohibited
Laser Tag	
Martial Arts – with full contact	Contact is prohibited
Mechanical bull riding or simulated mechanical rodeo events	
Moto-cross (motorized or BMX bicycle)	
Motorcycling of any nature	
Mountain Biking – Backcountry	Biking in remote areas with no access to communication and health care.

Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	<p>Trail Mountain Biking is a more aggressive type of cross-country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down.</p> <p>Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved.</p> <p>Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks.</p>
Mountaineering	
Moving water programs in waters greater than Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements (Annex C – International River Classification System).
Off road/All-Terrain vehicles	
Orbing/Zorbing (human hamster ball)	An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside
Paintball	
Parasailing and paragliding	
Parkour	The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing.
Performances involving/including open flames	Open flame devices are defined as candles, torches, butane burners or any other flame producing device
Personal watercraft ("Seadoos")	
Pyrotechnics	Pyrotechnics is the science and craft of using self-contained and self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound
Racing of watercraft	Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jetskis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft.
Rifle Ranges or other activities involving firearms	A place for practicing shooting with rifles and/or firearms
Rock climbing (wall climbing is permitted)	The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment.
Rocketry	Use of model rockets designed to reach low altitudes and be recovered by a variety of means.
Rodeo event participation	American style professional rodeos generally comprise the following events: tie- down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.
Scuba diving - Open Water	Open water - any natural body of water, rivers, lakes, and oceans
Ski Jumping	Descending from a specially designed ramp on skis.
Skiing – Cross Country (Back Country)	Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness
Skydiving	A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute

Activity	Description
Sledding sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Sleigh Rides	
Slip and Slide Devices	
Snorkeling – Open water	Open water - any natural body of water, rivers, lakes, and oceans
Snowmobiling	A sport in which a person operates a motorized vehicle designed for winter travel and recreation on snow.
Stuntastics	It combines dance, stunts, gymnastics, and music along with your imagination. It is a floor routine by putting together various creative and physical components, such as pyramid building or other formations.
Swimming – Open Water	Swimming in ocean, large lakes or moving water
Tobogganing on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Trampoline	The sport of jumping and tumbling on a trampoline
Tubing sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Ultra-light plane flight	Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed-wing aircraft
War games	
Water skiing	Water skiing is a surface water sport in which an individual is pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski
Winter biathlon with live ammunition	The biathlon is a winter sport that combines cross-country skiing and rifle shooting

Reference: *Education Act*, SA 2012, c E-0.3, ss.1, 11, 31, 32, 52, 53,196, 197, 222
 Guide to Education ECS to Grade 12
 School Physical Activity, Health & Education Resource for Safety