



Rationale

The risk environment has evolved rapidly over the last number of years. Island Catholic Schools takes seriously the responsibility to reduce risks for students and employees of ICS, thus serving to reduce bodily injury, accidental losses, potential expenditures and litigious situations.

Policy

Island Catholic Schools strives to identify and reduce or eliminate risks to employees, volunteers, students, Diocesan staff and the Bishop of Victoria (Corporate Sole). Every effort will be made to minimize the adverse effects of accidental losses, bodily harm and consequences as a result of incidents arising from varied risks.

Regulation

Risk management is an ongoing process of identifying, assessing and controlling or minimizing risks that may involve accidental losses and bodily injury.

The risk management process is vital to the health and safety of ICS employees, staff, parents and volunteers.

Risk Management Goals:

- To avoid exposures to accidental loss by not undertaking programs or activities which presents a potential for accidental loss greater than the benefit to be derived from such program or activity.
- To prevent loss by identifying risk, implementing techniques/procedures to reduce the chance of loss, monitoring the success of the techniques and adapting them to changing conditions.
- To control losses when they do occur by:
 - Rapid reporting of incidents to supervisors and insurance representatives
 - Maintaining of physical evidence
 - Recording of pertinent information
 - Assisting and supporting the injured party (but making no admission of liability)
 - Maintaining confidentiality after the event and referring claims inquires to the Insurance Representative

To raise awareness of all employees, staff, students and volunteers concerning risk management.



- To pursue sound risk management practice and policies.
- To gain assistance and cooperation from administrators, employees,
- volunteers, staff and students to utilize their expertise to suggest ways of improving risk management practices.
- To cooperate with and provide input to the Insurance Agency and Underwriter in order to achieve the common goal in reducing accidental losses and bodily injury.
- To maintain a database on reported incidents, damages, losses and claims.
- The Superintendent in consultation with school administrators and stakeholders will identify potential risk situations that may occur:
 - within the school environment and
 - at school related activities.

The Superintendent will in consultation with school administrators and stakeholders assess risks and control or minimize them by:

- developing standards of practice
- developing expectations and guidelines
- informing administrators as to implementation procedures
- providing in-service for employees as required
- working closely with the Diocesan Insurance representative to maintain compliance with insurance policies

The following responsibilities, activities, and facilities have currently been identified as areas with potential risks:

Supervision of Students

- Incident reporting (accidents)
- Classroom safety
- Playground supervision
- Arrival and dismissal of students

Transportation of Students

- Bussing of students
- Bus drivers

Caretaking

- Storage of supplies
- WHMIS requirements

First Aid

- Response



- Equipment
- Trained personnel
- Students with medical alert
- Activities
 - Physical Education
 - Extra-curricular activities
 - Field trips
- Employee/Volunteer screening/hiring policies
 - Screening
 - Hiring
- Facilities
 - Grounds and buildings/Building Inspection
 - 3rd party usage (facility rentals)
 - Playground equipment
 - Labs, gymnasiums
 - Earthquake preparedness

Reference:	Approved
	Date Approved: November 2004
Cross-reference:	Date(s) Revised: January 28, 2020