

## 2.11 OFF-SITE SAFETY

### Catastrophic Risks

The most common catastrophe associated with off-site safety is permanent disabling injury or death from a vehicular accident.

### Common Hazards

Most frequently reported accidents associated with off-site safety include:

- ?? Struck by injuries involving vehicles, and students
- ?? Slips/trips/falls on sidewalks, parking lots, public streets, or loading and unloading passengers from buses
- ?? Various injuries resulting from the use of unfamiliar facilities

### Accident Prevention

To minimize the potential for accidents in off-site safety, these procedures should be followed:

- ?? All school vehicles should be inspected before each trip. Monthly inspections, utilizing a checklist, should be to be completed by the Principal/Designee and Maintenance staff.
- ?? Documentation of all inspections (completed checklists) should be maintained by the school for a period of three years.
- ?? All staff should review applicable "Traffic Safety Rules" (section 2.6) and "Off-Site Safety Rules". The staff should sign the Rules indicating understanding of them. The signed Rules should be forwarded to the School Personnel Office.
- ?? Prior to leaving school grounds, the applicable "Traffic Safety Rules" and "Off-Site Safety Rules" should be reviewed with students, as should any additional precautions and rules which may apply. The instructor should verify that students understand the rules.
- ?? Prior to school opening, parents should receive a copy of the "Off-Site Safety Rules" so they are aware of, and agree to them. ***Parental permission slips with disclaimers of liability for off-site functions should be obtained prior to the event.***

## OFF-SITE SAFETY RULES

Off-Site safety for the school community.

1. **Parental permission slips should be obtained for each event.** This slip should contain a description of the event, location, starting and ending times, and directions for pick-up and delivery of students.
2. During sporting events, etc., consider using chaperons and/or police as needed for crowd control.
3. Field trip chaperons should be trained and supervised by school personnel.
4. The number of chaperons should depend on the number and age of students participating in the event.
5. Drivers should follow State "Rules of the Road" including posted speed limits.
6. When off-site, use the "Buddy System" and keep the students together as much as possible.
7. For trips, especially day-long trips, established procedures should be implemented with the students which cover such topics as: periodic meeting times and places, use of written student head count list, what to do in the event of an emergency, availability of parent(s) emergency telephone numbers, and parental permission for emergency medical treatment to an injured student. (see sample permission slip)
8. Off-site facilities should be inspected by coaches, instructors, etc. to insure activities will be conducted safely.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **OFF-SITE SAFETY RULES (sample)**

- |    |  |        |
|----|--|--------|
| 1. | Are parental permission slips obtained for each event?                                       | Yes No |
| 2. | Are chaperons and/or police used for crowd control during sporting events, dances, etc.?     | Yes No |
| 3. | Do drivers know and follow "Rules of the Road"?  | Yes No |
| 4. | Are there an adequate number of chaperons for the event?                                     | Yes No |
| 5. | Is the "Buddy System" known and used?  | Yes No |
| 6. | Are established safety and emergency procedures known and implemented?                       | Yes No |
| 7. | Is a safety check of off-site facilities conducted?  | Yes No |
| 8. | Have all students/staff reviewed the "Off-Site Safety Rules" and the "Traffic Safety Rules"? | Yes No |

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date