

WSH Newsletter

May, 2012

Just a SEC! Planning a Field Trip? Outdoor Activity?

There is no debating that the life of a teacher or administrator is a busy one. One of the most helpful and important resources that is available to a teacher planning for a field trip or an outdoor activity is the Manitoba YouthSafe Outdoors document (2004). Each school has a digital copy of the resource on the school's server and every physical education teacher has a hard copy of the document stored in the Hanover School Division Safety Guidelines for Physical Activity and Field Trips (The Big Blue Binder) in their office.

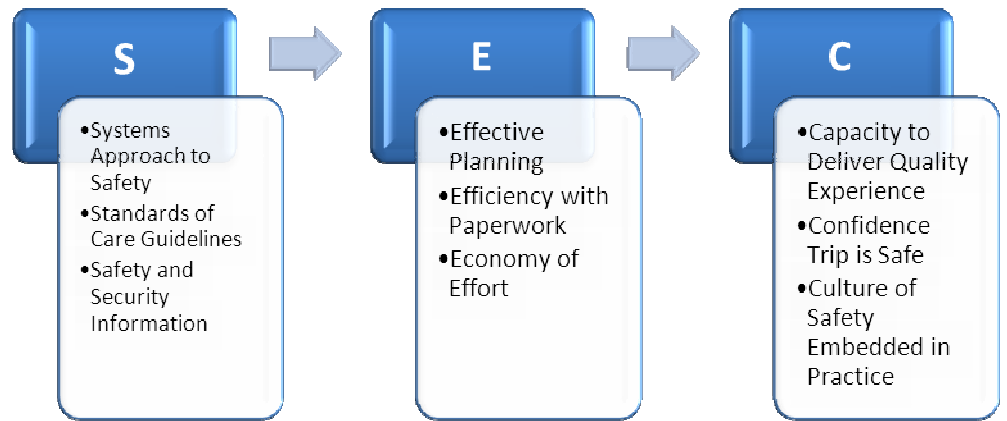
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When considering any outdoor activity with a group of students the first step in the planning process is to reference the YouthSafe Outdoors document to make sure that prior to presenting a field trip proposal to the school principal, all the necessary planning requirements have been met.

The guidelines within the document were designed to identify current, accepted common practices, identified through research, that are safe, reasonable and attainable. Why is it highly recommended that teachers read all parts of the document relevant to their work? Just a:

Safety is Everyone's Responsibility



The first 36 pages of the YouthSafe document are very important and provides information on:

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|-------------------------------|---------------------------------|----------------------------|
| Legal Liability | Insurance | Teacher/Leader Competency |
| Facilities and Equipment | Protective Equipment / Supplies | Walking Students Off-Site |
| Transportation | Clothing | Safety Briefings |
| Supervision | Overnight Supervision | Use of Volunteers |
| Student Responsibilities | Behaviour Expectations | Equity and Inclusion |
| Parental Notification/Consent | Health/Medical Issues | Risk Assessment/Management |
| Emergency Procedures | First Aid Capacity | Reporting Incidents |

The SAFETY FIRST PLEASE RULE

To summarize the key aspects of trip preparation, risk reduction and emergency procedures, this acronym will be applied to each activity (Appendix A: The Safety First Please Rule – page 166).

S	Staff competence	Leadership/supervisory team has the relevant knowledge, skill, fitness & experiences needed.
A	Administrative review	Trip proposal reviewed and approved by appropriate board designate
F	First aid capacity	The leadership team has adequate first aid training, equipment and supplies for the remoteness of the trip
E	Educational value	The trip has a valid, articulated educational and/or social purpose and objectives
T	Transportation	Appropriate vehicles and drivers are secured and emergency procedure/equipment ready
Y	Youths' parents' consent	Parents are aware of trip plan and potential hazards & provide informed acknowledgement of risk & consent
F	Familiarity with area/site	The leader is confident, through pre-visiting and/or securing relevant information, that the area/site is appropriate
I	Installation/gear	Equipment/clothing lists provided and gear inspected for adequacy, considering amount, fit and functional state
R	Repair kit	Kit accessible with appropriate equipment, tools, supplies and know-how to repair foreseeable equipment break-downs
S	Survival kit	Kit accessible with appropriate equipment, tools, supplies and know-how to ensure that group survives foreseeable mishap
T	Tags secured	Land use permits, camping permits, & other permits and licenses obtained & carried by leadership team
P	Precautions	Safety precautions including appropriate procedures, and rules and warnings are taught and enforced
L	Liquids and food	Parents & students are made aware of the need for the student to act to avoid dehydration and fatigue
E	Emergency procedures	Students are aware of the emergency protocols & communications systems in place; everyone carries a noisemaker
A	Activity instruction	Students are taught relevant content knowledge, technical skills and attitudes necessary for safe participation
S	Sun & insect protection	Parents & students are made aware of the need for and methods of ensuring protection from sun and insects
E	Expectations of students	Parents & students know the rules of student conduct and the consequences of inappropriate behavior
R	Ratio	There is an appropriate number of competent supervisors present based on risk & supervisory needs assessment
U	Unified leadership	Leaders & assistants are clear regarding their roles & responsibilities; e.g. supervision, instruction, discipline
L	Level of Supervision	Consistent visual, on-site or in-the-area, depending upon the real risk inherent in the group, activity and environment
E	Emergency plan	Protocols are known; e.g. Internal & external communications systems, emergency vehicle & driver accessible

Upcoming WSH Events

Divisional Committee Representatives Meetings: Time: 12:30 PM
 Small Meeting Room at HSD Office **Thursday, June 7, 2012**

Worksite Inspection Schedule / WSH Inspection Checklist Report Due Dates:
Friday, June 1, 2012

Spring and Summer Weather Precautions

Lightning Storm

- **Watch, Listen, and Plan:** Watch the sky; listen to the forecasts, have a plan in place (especially if a weather watch is in effect).
- **Look out when:** You can count less than 30 seconds between lightning flash and the thunder. This means the storm is less than 10km away and there is an 80% chance that the next strike will occur within the area. Take note if the skies darken; if gusty winds develop; and if weather warnings are broadcast.
- **Take action:** Get inside a building; stay away from windows, pipes and electrical outlets....get inside a vehicle with a metal roof, but avoid contact with the metal. If you're caught outside, far from safe shelter, stay away from tall objects such as fences, wires, poles and trees. Avoid riding a bike; swimming or boating; participating in outdoor activities; or carrying conductive materials (e.g. fishing rod, umbrella, golf clubs, etc.).
- **Wait and Watch:** Wait about 30 minutes after you hear the last thunder clap before resuming outdoor activities. Watch for broken tree limbs, fallen power lines and flooding caused by heavy rainfall.

Heat and Ultraviolet Index

- **Watch, Listen, and Plan:** Listen to the forecasts and be aware of the Ultraviolet Index. (Values less than 4:00 are low; values from 4:00 – 6.9 are moderate; values from 7:00 – 8.9 are high.)
- **Look Out When:** The temperature rises to over 30 C.
- **Take Action:** Wear a hat; apply sunscreen; and keep hydrated. Lower the intensity of the outdoor activity or move indoors.
- **Watch:** Watch for any signs of sunburn, heat stroke and heat exhaustion. Be prepared to provide the necessary first aid.

Outdoor Field Conditions

- **Watch, Listen and Plan:** The playing area must be free of debris and obstructions; it must provide suitable footing; and it must be well removed from traffic.
- **Look Out When:** There are areas that the students must not use. These areas must be marked off.
- **Take Action:** Report to the principal any conditions or hazards that are unsuitable and in need of repair or removal.
- **Wait and Watch:** Wait until repairs are completed or until any hazards are removed before resuming activities.

Insects

- **Watch, Listen and Plan:** Take note if excessive numbers of insects are present.
- **Look Out When:** There are students with insect allergies present.
- **Take Action:** Ensure that students with allergies have the necessary medication on hand (e.g. auto injector pen).

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