

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **BUTTE SCHOOLS SELF-FUNDED PROGRAM RISK
MANAGEMENT AND SAFETY POLICY**

Section: **5.1**

The Butte Schools Self-Funded Programs has adopted the following minimum Risk Management Guidelines as required by Bay Area Schools Insurance Cooperative JPA.

1. Property Appraisals/Building Evaluations

A. Updated annually with a complete field appraisal every eight (8) years conducted by a qualified appraiser. The evaluation must include:

1. Plot plan for each site
2. Value of each building at each site
3. Construction of each building at each site
4. Identification of loss prevention equipment in each building at each site (alarms, sprinklers, etc.)

2. Regular, On-going Safety Inspections

An on-site inspection by an outside qualified Loss Prevention specialist, who is an active member of the American Society of Safety Engineers or similar organization, shall be conducted at least every two (2) years and include:

1. Industrial Arts and Home Economics Classrooms and Equipment
2. Playground Equipment
3. Athletic Equipment
4. Grounds and "Common Areas"
5. Facilities Housing Playground and Athletic Equipment
6. Audit of the District's On-going Self Inspection Program

3. Each District is required to implement a program of on-going inspections by District

1. Industrial Arts and Home Economic Classrooms and Equipment
2. Playground Equipment
3. Athletic Equipment
4. Facilities Housing Playground and Athletic Equipment