

## **Rossville-Alvin Community Unit 7**

### **RISK MANAGEMENT PLAN**

**Revised October 2015**

The Rossville Alvin Community Unit District 7 shall have in operation a comprehensive Risk Management Program, which shall reduce or prevent the District's exposure to liability. It is of the utmost importance for the District: (1) to ensure that statutory and common law, health and safety rights are extended visitors, employees and students; (2) to make certain that the District's buildings and grounds are maintained in a safe condition; and (3) to provide careful supervision and protection of all the District's real and personal property, including vehicles.

The Illinois Local Government and Governmental Employees Tort Immunity Act (ILL. Rev. Stat., Ch. 85 10101 et seq.) provides for a school district to levy a tax which when collected will pay the cost of risk care management (ILL. Rev. Stat. Ch. 85, 9-107). In addition, this section (9-107) provides for funds raised pursuant to this section to be used:

...to pay the operating and administrative costs and expenses, including the costs of legal services and the wages and salaries of employees in connection with defending or otherwise protecting itself again any liability or loss describe herein above and under Federal or State common or statutory law,, the Worker's Compensation Act, and the Unemployment Insurance Act, to purchase insurance, to purchase claim services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees, or pursuant to an intergovernmental contract, other public entities or their employees.

The District's Risk Management program shall provide for: (1) identification of the various components of the Risk Management Program; (2) clearly delineated personnel responsibilities; (3) adequate insurance against liability exposure; (4) identified allowable costs for the maintenance of the Risk Management Program.

The general, overall responsibility of the development and maintenance of the District's Risk Management Program rests with the Superintendent of the District. The superintendent shall be responsible for the development of the program identifying various components of the program, and delegating responsibilities for the components to the appropriate personnel. It is expected that the Superintendent will continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. The Superintendent or his/her designee will be responsible for monitoring all staff evaluations to assure that the risk care responsibilities are being evaluated. It is expected that, because of delegating of responsibilities, the Superintendent would spend no more than twenty-five percent (25%) of his/her time toward the fulfillment of this task. It will also be the Superintendent's responsibility to provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which arise from incidents at all school functions and activities. Three percent (33%) of his/her time will be spent fulfilling this obligation.

One primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the District against liability. Portions of this component shall include, but not be limited to:

1. Premiums for the various necessary insurances, including liability insurance, building and fleet insurance, workers' compensation, unemployment compensation, etc.
2. Pay judgments or settlements arising against the District.
3. Pay for all legal fees connect with protecting or defending the District against liability, including unfair labor practice charges and employee collective bargaining.
4. Allowance for the time expended by assigned District personnel concerning the above-delineated assignments.
5. Pay for architectural, engineering, and consulting services connect with protecting the District against liability involving Life/Safety issues, ADA issues, asbestos issues, and environmental issues.

The District's Superintendent is assigned the responsibility of the administration of this component to the Risk Management Program, and shall serve as the District's liaison to the various consulting services, claim and adjustment services, and insurance companies. In addition, he/she shall be responsible for all communications concerning claims against, or on behalf of, the District. He/she shall also be responsible for the bidding of supplies and contractual services in such a manner that the District meets all the requirements for freedom from tort situations, which includes meeting the requirement for toxic materials, Equal Opportunity Employment, prevailing wage rates, comparable name equipment, responsible bidders, etc. It is expected that he/she will devote an additional five percent (5%) of his/her time toward the fulfillment of these duties.

The District's Risk Management Program; in relations to the safe conditions of the building and grounds, protection of the District's real and personal property shall be the responsibility of the Director of Maintenance (Head Custodian). His/her responsibilities and duties shall include but not be limited to:

1. Development and identification of the various components and responsibilities concerning inspection of building, grounds, and equipment to provide protection to the local District. Its employees and the public, daily inspection of buildings and grounds and operation the District's building security system.
2. The maintenance of the legal and safe conditions of the buildings and grounds. He/she is responsible for the District's compliance with state and federal laws regarding employee and student health and safety, asbestos, radon, lead, etc.
3. The supervision of all personnel performing maintenance duties within the Risk Management Program. It is expected that all night custodians would devote fifteen percent (15%) of their time in daily inspection of their respective area s of assignment for a risk-free environment. It is expected that day custodians would devote fifteen percent (15%) of their time for inspections and correction of risk/tor situations.
4. The orders, procuring, and bidding supplies and outsources services in such a manner that the District meets all requirements for freedom from tort liability situations, which would include

meeting the requirements for toxic materials, comparable name-brand equipment and/or supplies, lowest responsible bidders (as appropriate), etc.

It is expected that the Maintenance Director will expend fifty percent (50%) of his/her time directly related to fulfilling the responsibilities of his/her position in the District's Risk Management/Tort Avoidance Programs.

It is expected that the Director of Transportation will expect thirty percent (30%) of his/her time fulfilling the responsibilities of his/her position the District's Risk Management/ Tort Avoidance Program. Included is the maintenance and regular inspection of the legal and safe conditions of school buses, and insuring that all drivers are trained tin the legal and safe operation of buses, and supervising transportation personnel in the safe operation of their duties and responsibilities. The Director Transportation is also responsible for the inspection of vehicles, both for legally required state inspections and for provisions for; maintaining risk-free student and employee operating conditions. Vehicles must be kept safe, not only for student and employee safety, but also for the safety of the District property.

The District's Risk Management Program in relation to safe conditions and supervision and protection of the District's real and personal property includes those components that are described in the responsibilities of the Direction of Maintenance and Director of Transportation. Included here are responsibilities performed by many different members of the staff.

1. Student Transportation: All bus drivers shall be responsible for the inspection, prior to each run, of their bus to ensure that the vehicle is free from any situation that would produce risk or tort possibilities. It is expected that this task will require twenty percent (20%) of the time actually spent transporting students.

2. Lab and Activity Teachers: Since it is recognized that many of our teaching and coaching positions have inherent tort liability potential, the District will record a certain percentage of the time devoted to the duties in those positions to the Risk Management Program. It is expected that the band teacher, PE teachers, and coaches, will closely supervise their students and insure that all are protect from undue exposure to risk situations. It is expected that fifteen percent (15%) of the coaches' time and ten percent (10%) of the other listed teachers' time will be devoted to these tasks.

The District's Risk Management Program in relation to the health and safety of District's students and personnel is the responsibility of the Superintendent, Principal, and Athletic Director, cafeteria monitors, and school resource officer. The degree of this responsibility (time invested) varies in accordance to each person's assigned supervisory activities. They shall provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations, which arise from, but are not limited to:

1. Incidents in parking lots and on the campus.
2. Incidents in the lunchroom.

3. Incidents occurring during school athletic activities and other school sponsored events.
4. Incidents occurring during physical education classes.
5. Incidents occurring during general education and/or vocational education classes.
6. Incidents occurring in connection with the transportation of students (a) before boarding (b) during, and (c) after exiting the school bus.
7. Incidents in connection with safety of students from traffic hazards and exposure to risk.
8. Incidents due to acts of fellow students committed both in the classroom and outside the classroom.
9. Incidents due to lack or insufficiency of supervisors (a) at bus loading/unloading, (b) or between class periods, (c) during lunch hours, and (d) miscellaneous undetermined times.

It is expected that the building Principals shall devoted approximately five percent (5%) of their time to the above tasks. It is expected that the Athletic Director will expend fifteen percent (15%) of his/her time.

The Food Service Direction (Head Cook) has the responsibility to supervise the protection of students from health problems due to contaminated supplies, improperly sorted, cooked, or handled food and milk, He/she is responsible for the protection of students and employees from harm due to improper or unsafe mechanical devices such as dishwasher thermostats, cutting utensils, steam tables, stoves, etc. It is expected that the Food Service Director (Head Cook)) will expend ten percent (10%) of his/her time devoted to theses tasks. Fifteen percent (15%) of the cooks' duties will be devoted to these tasks.

Since the District relies on the Individual Special Education Teacher to act as case load managers for individual special education students and to oversee the management of and compliance with the Individualized Education Program of each special education student assigned to them, it is anticipated that each Special Education Teacher will spend no less than fifteen percent (15%) of his/her time overseeing the District's compliance with special education issues.

Furthermore, the District relies on each building principal to act a contact for establishing IEP conferences, as a District Representative in selected IEP meetings, and as a contact between parents and special education staff and students, a minimum of twenty-five percent (25%) of his/her time is spent in dealing with special education issues.

Teacher aides who supervise lunchrooms and playgrounds will create and maintain safe and orderly environment for students. One hundred percent (100%) of their time will be devoted to fulfilling these responsibilities.

School Resource Officer will create and maintain safe and orderly environment for students, staff, and guests. One hundred percent (100%) of their time will be devoted to fulfilling these responsibilities.

**SUMMARY OF PERSONNEL TIME EXPENDITURES MANDATED BY THE RISK MANAGEMENT PROGRAM  
FOR ROSSVILLE ALVIN COMMUNITY UNIT DISTRICT NO. 7**

**Superintendent (33%):**

- Develop and maintain Risk Management Program
- Evaluate the effectiveness of the Risk Management Program
- Monitor staff evaluations to assure that the risk care responsibilities are being evaluated.
- Serve as the District liaison to insurance consulting services.
- Communicate claim concerns to insurance carriers.
- Provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations, which arise from incidents at all school functions and activities.

**Maintenance Director (Head Custodian) (50%):**

- Responsible for the safe conditions of the building and grounds and for the protection of the District's real and personal property. This will include but is not limited to: bisecting buildings, grounds and equipment for safety and ensuring compliance with State and Federal laws regarding employee and student health and safety.

**Night/Day Custodians (15%):**

- Daily inspect building for risks and/or hazard.

**Director of Transportation (30%):**

- Schedule regular inspections and address problems reported by bus drivers.

**Bus Drivers (20%)**

- Safety inspections and reports on mechanical problems, which could result in tort-creating situations.

**Coaches (15%):**

- Closely supervise their athletes and insure that all are protected from undue exposure to risk situations.
- Insure that all athletes have physicals on file before allowing them to participate.

**Activity Teachers (Band/ PE) (10%):**

- Closely supervise their students and insure that all are protected from undue exposure to risk situations.

**Building Principals (25%):**

- Provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which could arise from incidents in parking lots or on campus; incidents in lunchrooms, classrooms, hallways, incidents at all school-sponsored events; incidents occurring in connection with the transportation of students before boarding, during boarding, and after leaving school provided transportation; incidents in connection with safety of students from traffic hazards; and exposure to risk incidents due to acts of fellow students committed both inside and outside of classrooms.

**Athletic Director (15%):**

- Provide for the protection of students, personnel and the general public and freedom from exposure to tort-producing situations which could arise from incidents occurring during school athletic activities and other school-sponsored events, and incidents due to lack of insufficiency of supervisors.

**Food Service Director (Head Cook) (50%):**

- Supervise the protection of students from health problems due to contaminated supplies, improperly stored, cooked or handled food and milk and to ensure that students and employees are free from harm due to improper or unsafe mechanical devices.

**Cooks/ Cafeteria Staff (15%)**

- Supervise the protection of students from health problems stemming from

**Special Education Staff (15%)**

- Overseeing the District's compliance with special education issues.

**Special Education Supervisor (50%)**

- Guarantee the protection of the constitutional and statutory rights of students.
- Provide for the confidentiality of student psychological profiles and records.
- Reduction of exposure to tort situations involving the legal and proper student testing, evaluation identification and placement of special education students.

**Playground/Lunchroom Supervisor (100%)**

- Supervise students to ensure a safe and orderly environment when eating and participating in recess.

**School Resource Officer (100%)**

- Create and maintain safe and orderly environment for students, staff, and guests.

**Insurance Coverage (100%)**

- Liability, building, fleet, workers' compensation, unemployment, bonds.

**Attorney, Architect, Engineer (100%)**

- Legal, safety, and environmental safety.