

THE RISK OBSERVER

ATHLETICS RISK MANAGEMENT SELF EVALUATION CHECKLIST

| ADMINISTRATION | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have school policies been adopted and disseminated to all physical education teachers and coaches prohibiting unsupervised physical education classes and athletic practice sessions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are adequate supervising personnel assigned to physical activities based on the nature and size of the group and the type of activity involved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are administrators involved in the supervision of physical education and athletic programs as well as academic subjects? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are only competent qualified personnel employed for physical education and athletic programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Qualifications required? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are these personnel trained in first aid and emergency care? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Have instructors/coaches of "high risk" sports (football, gymnastics) received special training in the types of injuries most likely to occur in these sports and the appropriate emergency care? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Are instructors and coaches required to take periodic refresher update courses in first aid and emergency care? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are less qualified instructors/coaches (new hires, etc.) provided with special supervision by experienced instructors or coaches or administrators until they become qualified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is supervision provided on playgrounds and in gymnasiums before and after school, especially if rough or dangerous activities are involved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are athletic activities involving physical contact scheduled on the basis of equitable competition based on size and skill? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the school adhere to and enforce the rules of the National Federation of State High Schools Association and the National Collegiate Association prohibiting the use of the head as the primary contact in tackling, blocking and head butting in football? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are medical examinations required prior to participation in contact and endurance sports? | <input type="checkbox"/> | <input type="checkbox"/> |



NEW YORK STATE SAFETY GROUP 491

THE RISK OBSERVER

| | | |
|---|--------------------------|--------------------------|
| 10. Have procedures for accident emergencies been established and disseminated to all instructors/coaches? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are written accident reports required on all serious accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are accident reports on serious accidents retained on file until the student has reached majority plus the time for the statute of limitations for that state? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are parental permission slips required for athletic activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is periodic training in tort liability involving athletic injuries provided to instructors and coaches? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is accident insurance carried on all students | <input type="checkbox"/> | <input type="checkbox"/> |

| MEDICAL EMERGENCIES | Yes | No |
|---|--------------------------|--------------------------|
| 1. Is pertinent medical data available to instructors and workers on any physical or psychological handicaps; including chronic ailments such as diabetes, epilepsy, heart disease, allergies, or asthma? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Name of physician and relatives to be notified in emergencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are physical education teachers and coaches instructed in the procedures for summoning emergency medical care? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Is a telephone readily available to each physical education teacher or coach? Programs? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are the telephone numbers for the following posted near the telephone? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1) Ambulance (or emergency Operations Center). | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Team or school physician? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Certified athletic trainer (if available)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Fire Department (or Emergency Operations Center)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Police Department (or Emergency Operations Center). | <input type="checkbox"/> | <input type="checkbox"/> |



NEW YORK STATE SAFETY GROUP 491

THE RISK OBSERVER

| | | |
|---|--------------------------|--------------------------|
| 3. Are physical education teachers and coaches of high-risk activities (football, gymnastics, boxing, diving, etc.) trained in Advanced First Aid and Emergency Care? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are adequate amounts of first aid and emergency care equipment readily accessible to each athletic area? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are these conspicuously marked and have all personnel been instructed on their locations? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Are they inspected periodically to help assure they are complete and kept clean? | <input type="checkbox"/> | <input type="checkbox"/> |

| SUPERVISION AND CONDUCT OF ACTIVITIES | Yes | No |
|--|--------------------------|--------------------------|
| 1. Are physical education teacher and coaches instructed and trained in warning students of the possible dangers in the activities in which they participate, and also the proper safety procedures to follow to reduce the possibility of injury? | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Are physical education teachers required to follow adopted syllabuses? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Do they need special permission to deviate from adopted programs and are extra safety precautions required? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are physical education teachers and coaches required to assign pupils to activities that are within their abilities, based on their physical condition, size and skill? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are physical education teachers and coaches required to prepare their pupils gradually for physical activities and progress from the simple to complex tasks in strenuous and dangerous activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have physical education teachers and coaches been instructed to give special attention to excuses for illness and injuries and not require participation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are physical education teachers and coaches reminded periodically of the need for adequate supervision (through seminars on tort liability, administrative meetings, refresher courses, etc.?) | <input type="checkbox"/> | <input type="checkbox"/> |



NEW YORK STATE SAFETY GROUP 491

THE RISK OBSERVER

| EQUIPMENT AND FACILITIES | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have administrative policies been set and disseminated to all departments concerning periodic inspection of equipment and facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has each department drawn-up a list of procedures for inspection of equipment and facilities (equipment to be inspected, procedures for inspection, and frequency of inspections) and the responsibility for inspections delegated to a responsible individual? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are records kept on all facility equipment and facility inspections (inspector's name, date of inspection, condition of equipment and facilities, and recommendations for repair)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are defective equipment or unsafe facilities taken out of service and marked with conspicuous warning signs that they are defective/unsafe and should not be used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have safety rules been adopted regulating the use of swimming pools, trampolines, springboards and other potentially dangerous equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have the safety rules been thoroughly explained to the participants and are the safety rules conspicuously posted near the equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have safety rules been adopted regulating vehicular traffic on all playgrounds and other areas which people and spectators use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are these safety rules conspicuously posted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the sidelines at football, soccer, baseball and other athletic events kept clear of unauthorized personnel? | <input type="checkbox"/> | <input type="checkbox"/> |



NEW YORK STATE SAFETY GROUP 491