



LOSS CONTROL SOLUTIONS

for

SENIOR GRAD NIGHT PROJECT GRADUATION



Senior Grad Night	2
Event Supervision	2
Event Security	2
Event Transportation	2
Preventing Slips and Falls	2
Food Service.....	3
Spilled Liquids or Slippery Materials	3
Ice Skating and Roller Skating	3



Senior Grad Night - Project Graduation

Project graduation is an activity that is not commonly sponsored by a school system. However, the activity usually has significant involvement from the school system and as such; it creates a liability exposure for the school system. In an effort to minimize liability exposures the following loss control measures are recommended.

This event may be held on school grounds, at a rented facility, a local amusement park, a local pool, or similar rented venue. Because of the potential for bodily injury, school systems are encouraged not to engage in any sports or athletic activity for the event. If there will be athletic activities, please reference the specific risk control guidelines for that activity. A sample guideline for ice or roller skating activity is provided at the end of this fact sheet. If you do not have access to sport-specific risk control guidelines please call the MSMA P&C Trust Loss Control Hotline at 1-800-985-6303 for specific assistance.

Event Supervision

The school system should require signed Permission Forms for all students. The releases should be signed by 18-year-old students, parents, and/or guardians and the form should release the school system from liability for any injuries or property damage.

Maintain proper supervision at a 1 to 8 or better ratio. Do not allow this to be a “sleep-overnight” event, unless at least one **school system employee** is in attendance during the entire time, and is **in charge** of the entire event, with all other volunteers at the direction of, and reporting to that school employee.

Do **not** allow “slam type” dancing and monitor to ensure that **alcohol** is not on the premises at any time. There should be a **no tolerance alcohol policy**.

Event Security

Keep security tightly controlled. A site security plan should be developed, reviewed with volunteers/chaperones, staff, and security personnel and implemented. Students should **not be allowed** to come and go from the facility. Off-limit areas in the facility should be clearly signed and delineated. Chaperones should walk the entire site during the activity including off-limits areas. Behavior guidelines/rules should be stated for students in writing. Participating in this event is a privilege not a right. Violators should be excused and their parents or guardians called to pick them up. Students should only be released to an authorized guardian.

Event Transportation

If the event is to take place at a local amusement park, do not transport anyone by private passenger auto. Instead, arrange for chartered bus services through the school district. Prepare for this event well in advance to ensure adequate transportation arrangements.

Preventing Slips and Falls

Prior to the start of the event, a school representative is advised to walk through the facility and grounds where the event will be held to ensure facility and grounds are clear of obvious slip, trip, and fall hazards.



Food Service

It is crucial that vendors/caterers, concessionaires, and service providers have their own insurance to reduce any potential liability to the school system. The school system should have a signed contract with each vendor, concessionaire, or service provider used. The agreement should contain a Hold Harmless Agreement and Evidence of Insurance clause. Please call MSMA P & C Trust at 1 (800) 660-8484 if you are unsure about specific contract wording.

Spilled Liquids or Slippery Materials

The PTA should plan to minimize liquid spills. In the event of a slippery material (i.e. round M & M's) or liquid spill that presents a slip hazard, equipment like mops, buckets, dustpans and brooms should be readily available for cleanup. Several "Caution When Wet" floor signs should be readily available for placing near any accidental spill.

Ice Skating and Roller Skating

If the event is held at a local skating rink, or other sport facility operated by an outside vendor the school system should request that the vendor supply the school system with a Certificate of Insurance (COI) for at least \$1,000,000 in liability coverage and also name the school system as an Additional Insured. (You may not get the COI but you should ask for it). You are advised to notify the 18-year-old students and parents in writing that there is no medical payments coverage for any type of athletic event, which includes skating. Medical expenses will have to be paid by the vendor, rink owner, or the parent.