



## Risk Assessment

### Young Round Square of the Americas Conference - The Power Within 2009

**Dates:** April 23<sup>rd</sup> – May 1<sup>st</sup>, 2009

**Aim:** For all attending the Young Round Square of the Americas Conference 2009- including those participating in the pre-conference tour with delegates and chaperones from other (Young) Round Square schools.

**Conference Personnel:** Lindsay McKnight, Deborah Sewell, Carlos Heleno, and Joanne McLean

**Delegates and Chaperones:** (all participants at the Young Round Square Conference and Pre-Conference 2009)

Nature of Risk	Risk Level	Control Measures	Actions in Event of Incident
<b>Accommodation</b> <ul style="list-style-type: none"> <li>• Onondaga Farms</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Onondaga Farms is a known and trusted educational camp that Appleby College has worked with in past years</li> <li>• Chaperones to accompany delegates to Onondaga Farms and ensure delegates are familiar with safety in the centre</li> <li>• Delegates to share rooms with at least one other delegate during Onondaga Farms visit</li> <li>• Chaperones and conference personnel locations identified to group for emergencies</li> <li>• Delegates briefed on rules regarding visiting each others' rooms – no members of the opposite sex allowed in room</li> <li>• Delegates briefed on safety in the centre (fire escapes, bathrooms, kitchen, dining room, outside yard, drinking water)</li> <li>• Delegates briefed on which areas of the accommodation they are / are not permitted to access</li> <li>• All rooms to be in close proximity to each other</li> </ul>	<ul style="list-style-type: none"> <li>• Minor first aid situations to be handled by Onondaga Farms and / or with the assistance of chaperones and / or conference personnel</li> <li>• Major incidents to be handled by chaperones and / or conference personnel and with the assistance of Onondaga Farms</li> </ul>
<b>Accommodations</b> <ul style="list-style-type: none"> <li>• Billets</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Appleby College and Fern Hill are known and trusted Young Round Square of the Americas schools that will have appropriately screened home stay families in advance</li> <li>• Delegates to be briefed on Appleby College or Fern Hill expectations for their behavior while staying with a host family</li> <li>• Delegates to have the mobile telephone numbers for the chaperones and / or conference personnel and may call for assistance if any situations arise</li> <li>• Conference personnel will have the contact details of each host family</li> </ul>	<ul style="list-style-type: none"> <li>• Delegates and chaperones provided with conference personnel contact information should they require assistance</li> </ul>



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<b>Accommodations</b> <ul style="list-style-type: none"> <li>• Monte Carlo</li> </ul>		<ul style="list-style-type: none"> <li>• Chaperones choosing to stay at the hotel operate under their own discretion</li> </ul>	<ul style="list-style-type: none"> <li>• Chaperones provided with conference personnel contact information should they require assistance</li> </ul>
<b>City Dangers</b> <ul style="list-style-type: none"> <li>• Traffic Dangers</li> <li>• Inhalation of Fumes / Smog</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Chaperone to accompany groups and be situated to the front and rear of the group</li> <li>• Designated crossings to be used wherever possible</li> <li>• Regular headcounts to be taken</li> <li>• Delegates to be briefed on behaviour and traffic dangers and what to do in case of separation (see "Separation / Loss of Group Member")</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> <li>• Any pre-existing medical conditions that could be aggravated (eg. asthma), delegate and / chaperone to have their appropriate medication easily available</li> </ul>
<b>Fire</b>	Low	<ul style="list-style-type: none"> <li>• Conference personnel to check all fire exits are clear on arrival and that fire procedures are clear to all party members</li> <li>• Conference personnel to ensure that delegates and chaperones have access to fire exits but that bedroom doors and buildings are still secure enough to ensure safety of delegates in their accommodations</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> <li>• Conference personnel to treat minor burns only if deemed appropriate</li> <li>• Hospital/clinic (see below) to be used for more significant burns</li> </ul>
<b>Food</b>	Low	<ul style="list-style-type: none"> <li>• Delegates to be instructed on importance of cleanliness in reduction of health risks</li> <li>• Breakfast, lunch, and dinner will be catered by known and trusted food companies such as Sedesco and Onondaga Farms</li> <li>• Delegates to be instructed on importance of eating from clean food distributors if they are to eat foods in addition to those provided</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> <li>• Conference personnel to assist in cases of minor gastro-intestinal issues</li> <li>• Patient to be monitored</li> <li>• Hospital/clinic (see below) to be used for more significant gastro-intestinal issues</li> </ul>
<b>Illness or injury</b>	Low	<ul style="list-style-type: none"> <li>• Supervision ratios to take into account reduction of chaperone in case of illness</li> <li>• Conference personnel and chaperone to know when to call medical services, and how to do this</li> <li>• All delegates with known medical conditions to be known by the respective school chaperone and the conference personnel</li> <li>• Delegates reminded to bring individual medication and ensure it is kept secure</li> <li>• First aid and travel sickness equipment to be carried by conference personnel when deemed appropriate</li> <li>• Emergency contact information to be given to schools ahead of time</li> <li>• Delegates not to handle animals</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> <li>• Conference personnel to assist in cases of minor issues</li> <li>• Patient to be monitored</li> <li>• Hospital/clinic (see below) to be used for more significant issues</li> <li>• Some symptoms may not be apparent during the conference and should be followed up by individual's health practitioner</li> </ul>
<b>Indirect / Remote Supervision</b>	Medium	<ul style="list-style-type: none"> <li>• This to happen only when deemed safe by conference personnel, in most suitable locations</li> <li>• Ensure delegates responsible and mature enough</li> <li>• Ensure delegates sufficiently briefed concerning expectations / procedures</li> <li>• Delegates to remain in groups of 2 or 3 (buddy system – remain</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> </ul>



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		together at all times) <ul style="list-style-type: none"> <li>Rendezvous points and return times clearly set</li> <li>Delegates to know how to contact chaperones and conference personnel</li> <li>Chaperones remain responsible and available</li> </ul>	
<b>Physical Activities</b> <ul style="list-style-type: none"> <li>Hiking</li> <li>Stationary bikes</li> <li>Ropes course</li> <li>Campfire</li> <li>Burning wax</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Conference personnel to determine if paths / routes safe for hiking – to consider weather conditions, slope hazards</li> <li>Ensure delegates wear appropriate clothing – rain coat, fleece – as appropriate for conditions</li> <li>Activities to be undertaken only after safety inspection by conference personnel</li> <li>First aid kit to contain suitable bandaging / sprain / splint materials</li> </ul>	<ul style="list-style-type: none"> <li>As appropriate</li> <li>Conference personnel to assist in cases of minor issues</li> <li>Patient to be monitored</li> <li>Hospital/clinic (see below) to be used for more significant issues</li> </ul>
<b>Separation / Loss of Group Member</b>	Medium	<ul style="list-style-type: none"> <li>Ensure all chaperones competent and understand individual roles</li> <li>Maintain high chaperone / delegate ratios</li> <li>Plan and use suitable group control measures (buddy system, large groups split into smaller units with named leaders)</li> <li>Briefing to all on what to do if separated from group</li> <li>Head counts undertaken by chaperones particularly at arrival/departure points and when separating and reforming groups</li> <li>All party members to carry emergency phone numbers</li> <li>When in enclosed buildings, rendezvous points and times to be identified on entry (e.g. museums, shopping centres)</li> <li>Discuss itinerary and arrangements with pupils</li> <li>Delegates and chaperones to have emergency contact information on their name tag</li> </ul>	<ul style="list-style-type: none"> <li>Conference personnel to stay with larger group and safely continue to the next location on itinerary</li> <li>Conference personnel to retrace steps of the group</li> <li>Contact with Appleby College or Fern Hill emergency line as soon as safely possible</li> </ul>
<b>Shopping</b>	Low	<ul style="list-style-type: none"> <li>This to happen only when deemed safe by conference personnel, in most suitable locations</li> <li>Ensure delegates responsible and mature enough</li> <li>Ensure delegates sufficiently briefed concerning expectations/procedures</li> <li>Delegates to remain in groups of 2/3 (buddy system – remain together at all times)</li> <li>Rendezvous points and return times clearly set</li> <li>Delegates to know how to contact chaperones or conference personnel</li> <li>Chaperones to remain responsible and available</li> </ul>	<ul style="list-style-type: none"> <li>As appropriate, with assistance from chaperones and conference personnel</li> </ul>
<b>Sightseeing</b>	Medium	<ul style="list-style-type: none"> <li>Listen to and follow instructions / cautions given by tour guides</li> </ul>	<ul style="list-style-type: none"> <li>As appropriate, with assistance from chaperones and</li> </ul>



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		<ul style="list-style-type: none"> <li>• Stay as group</li> <li>• On arrival, group to be briefed of potential hazards and any “no go” areas, as well as local safety measures / procedures</li> <li>• All chaperones to be informed of if and where nearest first aid areas</li> <li>• Group to maintain safe distance from edges of walls, bridges, etc.</li> <li>• Group to be briefed of behaviour expectations</li> </ul>	conference personnel
<b>Taxis</b>	Low	<ul style="list-style-type: none"> <li>• Chaperone to accompany delegate groups if taxis being used</li> <li>• Delegates all to have chaperone and / personnel contact phone numbers</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate, with assistance from chaperones and conference personnel</li> </ul>
<b>Theft / Loss of Personal Items</b>	Low	<ul style="list-style-type: none"> <li>• Items that are brought to the conference are the responsibility of the individual</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> </ul>
<b>Transportation</b> • Ground	Low	<ul style="list-style-type: none"> <li>• Attridge Bus Lines, GO Transit, Toronto Transit Commission, and Moose Travel are known and trusted tour and travel bus companies with high standards of safety.</li> <li>• Appleby College vans will be driven by faculty members.</li> <li>• Family vehicles will be driven by Fern Hill and Appleby College parents</li> <li>• Groups to be briefed of safety proceedings on all modes of transport (by conference personnel on ground transport)</li> <li>• Ground transportation safety – utilize seatbelts if provided; remain seated when vehicle in motion; do not obstruct driver’s view; locate emergency exits before starting journey; locate fire extinguisher, if provided</li> </ul>	<ul style="list-style-type: none"> <li>• Contact with Appleby College or Fern Hill emergency line as soon as safely possible in case of emergency</li> </ul>
<b>Water</b>	Low	<ul style="list-style-type: none"> <li>• Conference attendees are not to share water bottles or any other drinks with each other to minimize possibility of cross-contamination</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> </ul>
<b>Weather / Environmental Conditions</b>	Low	<ul style="list-style-type: none"> <li>• Consider possible weather conditions and plan activities appropriately</li> <li>• Delegates briefed on proper appropriate clothing to take</li> <li>• Check suitability of clothing before departing for activities</li> </ul>	<ul style="list-style-type: none"> <li>• As appropriate</li> <li>• Suitable backup plans will be arranged in case on inclement weather conditions</li> </ul>



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#### Emergency Contacts

##### **905-580-2056 – 24 hour Emergency (Mike Pierce)**

540 Lakeshore Road West

Oakville ON L6K 3P1

(905) 845 4681 (Laurie Salvi – ext.214)

#### Main Conference Contact

Lindsay McKnight: [lmcknight@fernhillsschool.com](mailto:lmcknight@fernhillsschool.com)

Tel: 905-257.0022 (school)

Cell: 905-484.4683

Home 905-337-0401

#### Alternate Conference Contacts

##### Appleby College

Deborah Sewell: [dsewell@appleby.on.ca](mailto:dsewell@appleby.on.ca)

Tel: 905 845-4681 (school)

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Carlos Heleno: [cheleno@appleby.on.ca](mailto:cheleno@appleby.on.ca)

Tel: 905 845-4681

Cell: 905 220-4234

Home: 905-575-3994

##### Fern Hill

Robin Grout-Ogden: [rgrout@fernhillsschool.com](mailto:rgrout@fernhillsschool.com)

Tel: 905-257-0022 (school)

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Home: 905-844-5520