

**Northshore School District / Risk Management Department**  
**AMUSEMENT ACTIVITIES CHECKLIST**

School \_\_\_\_\_ Date of Activity \_\_\_\_\_

Requestor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Number of student participants \_\_\_\_\_ Number of staff/chaperones \_\_\_\_\_ On Campus \_\_\_\_\_ Off campus \_\_\_\_\_

Vendor Name \_\_\_\_\_ Vendor Phone \_\_\_\_\_

Vendor Address \_\_\_\_\_ Vendor Email \_\_\_\_\_

This checklist must be completed and signed prior to ordering activities from a vendor or creating a purchase order.

- You will need to contact the vendor in order to complete this form
- Submit completed form to Risk Management for approval
- Once approved, attach to your purchase requisition

**The information below will help in determining the safety and risk factor of an activity. The section must have all "No" answers to qualify as an acceptable risk factor.**

**Yes    No**

1. Do any of the activities involve body contact games?
2. Do any of the activities involve encapsulation of children (spheres)?
3. Are any of the activities bombardment games where children throw objects at each other?
4. Do any of the games involve shooting where projectiles contact children?
5. Do any of the activities include motorized racing – electric, gas or other?
6. Do any of the activities involve wall, mountain or tree climbs over 8 feet high?
7. Are there activities that involve dunk tanks where the body is submerged into water or other soaking games?
8. Are any of the activities mechanical rides such as bull rides?
9. Do any of the activities involve bungee cords?
10. Do any of the activities involve trampolines?
11. Do any of the activities involve football?
12. Does the contract liability release or hold harmless clause release the vendor from its own sole negligence?

**This section must have all "Yes" answers in order for the answers to qualify as an acceptable risk factor.**

**Yes    No**

1. Is the inflatable rides vendor licensed by Labor & Industries? For current list of approved vendors see <https://lni.wa.gov/licensing-permits/other-licenses-permits/amusement-ride-safety-permits-and-inspections/certified-amusement-ride-operators>
2. Do all rides exhibit appropriate L&I decals?
3. Does the contract require the vendor to set up, operate and tear down equipment?
4. Does the contract require the vendor to supervise children while on the ride?

**The district highly recommends adhering to the following when planning amusement activities**    **Yes**    **No**

1. Do rides have safety instructions affixed to them?
2. Parent permission slips should be used.
3. Are first aid trained staff present at all times during activity?
4. Are first aid supplies readily available?
5. Has an emergency response plan been developed and reviewed with key personnel?
6. Is a communication plan in place for emergency response?
7. Has weather forecast been checked for inclement weather or wind on day of activity?

Additional Notes:

School Administrator

Name \_\_\_\_\_ Date \_\_\_\_\_ Ext. \_\_\_\_\_

Signature \_\_\_\_\_

**To be completed by Risk Management Department**

**Yes    No**

1. Does district have a copy of certificate of insurance?
2. Does vendor have commercial general liability insurance of \$1 million or more?
3. Is the district named additional insured by endorsement?
4. Does the district have a copy of the endorsement policy?

Additional Notes: