ORANGE UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT

714.628.5390



Prior to Planning Events/Activities on OUSD Sites

While the Risk Management Department recognizes the importance of student participation in various activities and events, it is equally important to comply with insurance guidelines to minimize the risk outside of the regular activities of a K-12 District. Certain activities and events are prohibited because they are deemed dangerous, jeopardize the safety of our children or community members, and/or the liability exposure is simply too great.

The following Do's and Don'ts – "Red Light, Yellow Light, Green Light" have been adopted by the District in alignment with California State PTA guidelines. Some activities have been added or reclassified to an alternative color based on guidance from our liability insurance administrator. Activities with a Red-Light designation are strictly prohibited on our campuses.

The numerical condition listed next to an activity, if any, must be met before the event may take place.

This list is not all-inclusive. If an activity/event is not listed or you need clarification regarding one of the events on the list, contact the Risk Management Department at 714.628.5390.

OUSD Administrators

- School Connected Organizations must work with Use of Facilities to secure the use of any OUSD room, outdoor space, or site.
- Staff coordinating non-OUSD sponsored events (off student calendar), must work with Use of Facilities to secure the use of any OUSD room, outdoor space, or site.
- Binding agreements requiring signature must be reviewed and approved by Purchasing.
- Under no circumstances shall school staff sign a Hold Harmless Agreement for a vendor/concessionaire/service provider or agree in any way that OUSD will be held responsible for liability. This prohibition is in place regardless of the activity's color designation.

Green Light – GO

Approved activities and events are designated as Green-Light ().

Yellow Light – PAUSE

Some activities may require waivers of liability and certificates of insurance. All conditions identified by footnote shall be met and/or the Risk Management Department consulted prior to approving any activities designated as Yellow-Light ().

Red Light – STOP

These activities designated as Red-Light () are strictly prohibited on our campuses.

	DESCRIPTION
	Alcohol Sales
	Archery or Ax or Javelin Throws
	Airbnbs
	Aircraft Landings
	Animal Rides
	Apple Bobbing
	Arts & Crafts & Plant Boutiques
	Asbestos Exposure
	ATVs
	Auctions / Silent Auctions (6)
	Babysitting at Meetings (14)
	Bake / Food Sales (11)
	Balloon Artists (2)
	Baseball Toss
	Bean Bag Toss
	Beautification Projects (1) (2) (3) (4)
	Bike Rodeos / BMX Demos (2) (10) (12)
	Bingo Games (13)
	Book Fairs
	Bounce Houses or inflatables where student is supported by the inflatable)
	Bowling
	Broom Hockey – Protective equipment required (1)
	Bungee Jumping
	Cake Walks
	Camps (Outdoor Enrichment/Science) (8)
	Campouts / Overnighters at School

	DESCRIPTION
	Calendar/Candy/Magazine/Popcorn/ Wrapping Paper Sales
	Car Wash (10)
	Carnival Games / Game Booths that are Not Powered (2) (6)
	Challenge/Ropes Course (Except ground obstacle course)
	Charter Services including Bus / Limo
	Christmas Tree Sales
	Climbing Walls (1) (2) (12)
	Color Runs
	Colored Sand Painting
	Community Forum
	Cookbook Sales
	Concerts Hired (2) (10) (12)
	Concessions (11) - Hired (2) (12)
	Confetti Eggs
	Costume Parties
	Cow Pie Bingo
	Crazy Hair
	Dances, Line Dancing – No Slamming
	Darts
	Dinners (11)
	Donkey Basketball/Baseball
	Drones (Except under FAA Part 107)
	Dunk Tanks / Flush Tanks
	E-Waste (12)

	DESCRIPTION
	Egg Toss
	Enrichment Programs: Martial Arts Golfing Skateboarding Gymnastics Wresting Cheerleading
	Face Painting
	Family Portraits Hired (2) (12)
	Farmers Market (2) (11) (12)
	Fashion Shows
	Fireworks
	Firework Sales Require Board Approval
	Fishing (from land) (1)
	Flush Tanks / Dunk Tanks
	Foam Parties
	Food Sales / Bake Sales (11)
	Food Trucks Require Health Permit
	Football Throw
	Fortune Telling (1) (2) (12)
	Frisbee Toss
	Fun Runs (1)
	Gaga Ball Pits
	Game Booths: (6) Baseball Throws Basketball Shots Football Throw Softball Throw Volleyball Ring Toss Bowling"Ice" (Bowl) Fishing
	Games: (1) (6) 3-Legged Race Puzzle Race Jump Rope Sack Race Potato Race Pee Wee Golf Ground level obstacle course
	Gift Wrapping
	Grad Nights (9)
	Hamster Balls
	Hayrides (1) (4) (12)
	Haunted Houses (1) (4) (12)
	Hobby Fairs / Science Fairs (10)
	Hot Air Balloons / Balloon Rides
	Human Cannon Balls
	Hypnotists (1) (2) (12)
	Ice Cream Socials
	Indoor Trampoline or Skydiving

	DESCRIPTION
	Inflatables where student is supported by the inflatable (e.g., structures that rely on air, electric, petrol, etc. to inflate and maintain shape)
	Jog/Walk-a-Thon (1) (4)
	Jump Rope (1)
	Karaoke (2)
	Laser Tag
	Lip Sync
	Litter Cleanup (7)
	Logo Sales (Spirit Wear)
	Magazine/Calendar/Candy/Popcorn/ Wrapping Paper Sales
	Magic Shows (2)
	Mechanical/Motorized Rides
	Monster Trucks
	Moon Walks
	Motorized Watercraft
	Mouse Trap – Velcro suits, move through maze, without touching sides – No Velcro Walls or Launching. (1) (2)
	Movie Night – No Bean Bags (10)
	Nerf Bow & Arrow (1)
	Obstacle Course (Where students are on the ground only – inflatable acceptable)
	Open Houses
	One Day Athletic Events (1) (4)
	Paint Ball Guns
	Parent Education
	Performing Arts (2) (12)
	Petting Zoos
	Pie-in-the-Face – Contact RM
	Pizza Night
	Popcorn/Calendar/Candy/Magazine/ Wrapping Paper Sales
	Pyrotechnic Displays
	Raffles (6)
	Reading Night
	Reptiles in Aquariums – 2-finger touch
	Ring Toss
	Rock Climbing Walls (1) (2) (12)

	DESCRIPTION
	Rocketry / Rocket Launch
	Ropes/Challenge Course (Except ground obstacle course)
	Rummage Sale
	Sale of Weapons
	Sales: Calendar Magazine Candy Wrapping Paper
	Science Fairs / Hobby Fairs (10)
	Silly String
	Skating Rink (Roller or Ice Skating) (8) (12)
	Spelling Bees
	Story Tellers/Performers –Hired (2) (12)
	Surfing Competitions
	Sumo Wrestling

	DESCRIPTION
	Swim Events (Classes or Parties) (5) (10)
	Temporary Tattoos
	Talent Shows (10)
	Therapy Dogs (1) (2) (12)
	Trampolines
	Velcro Walls (Except Mouse Trap)
	Walk/Jog-a-Thon (1) (4)
	Water Balloon Toss
	Water Slides
	Workshops (10) (11)
	Wrapping Paper/Calendar/Candy/ Magazine/Popcorn Sales
	Yearbook Sales
	Zip Lining

CONDITIONS

1) Signed Orange USD Voluntary Activities Participation form for each student. Students eighteen or older may sign his/her own form. Employees who wish to participate must sign a release of liability indicating that they are participating at their own risk and may not be covered by Workers' Compensation. Sites to keep all forms for a period of 5 years.

2) Request a Certificate of Insurance and Endorsement naming Orange Unified School District as Additional Insured from the vendor. If a vendor requests a Certificate of Insurance, organizer must complete a Request for Liability Insurance Coverage Form.

3) Some events may require additional coverage beyond the minimum requirements of General Liability $1M on a per occurrence basis and $2M agreements with the same limits for Sexual Abuse and Molestation coverage. Contact Risk Management for guidance.

4) Parents who wish to participate must sign a Voluntary Activity Participation form. Flyers must state that the District does not purchase accident coverage for Jog-A-Thon or Walk-A-Thon events. The general public is not allowed to participate.

5) Lifeguard Certified, Water Safety Instructor Certified, or Swim Certified individual must be present on deck any time individuals are in the pool. Document the certified individual.

6) If no skill is involved or everyone receives a prize, this is acceptable. Otherwise, it is considered a game of chance and Red-Lighted.

7) Appropriate supervisor is required. Reflective vest and rubber gloves must be used. Clean-up must not be done on freeways.

8) Follow the Voluntary Event / Field Trip required documentation protocols. Contact Education Services for additional information.

9) Follow the Graduation or Prom night protocols. Contact Education Services for additional information.

10) Appropriate supervisor is required. For demonstrations, create appropriate spacing between activities and students. Include Risk Management in any communications of concerns related to liability.

11) Follow Guidelines for Handling Food on next page.

12) Binding agreements requiring signature must be reviewed and approved by Purchasing.

13) Bingo is a game of chance that must comply with regulations of all local authorities, including school district and city and local governments. Consult with county council and/or city attorney to determine local code and ordinances. Approvals must be provided. (Pursuant to CA PTA Toolkit)

14) Meetings or sponsored events where parents are continually present in the same space **AND** the following conditions are met: the babysitters do not change diapers, there are at least two unrelated adults (18 years or older - may be under 18 if certified babysitter) in attendance at all times, and coffee or other hot fluids are kept outside of the babysitting room or area. If there are over 11 children in attendance, one additional babysitter, who may be under 18, is recommended to be onsite.

Guidelines for Handling Food

1) Wash hands before touching food.
2) When handling unwrapped food, use gloves.
3) If gloves are not available, use appropriate serving utensils.
4) If money is being collected, have one person taking money and another handling food.
5) Keep hot food hot (over 135 degrees) and cold food cold (under 41 degrees) before and during serving.
6) If the appropriate food storage as stated above, do not hold protein foods for more than 2 hours. Protein and other potentially hazardous foods include:
    a. Dairy products
    b. Meat/poultry
    c. Fish
    d. Eggs
    e. Legumes (pinto beans, etc.)
    f. Raw fruits and vegetables
7) If cutting foods that are not going to be cooked, use separate cutting board and knife for protein foods vs. fruit/vegetables/desserts.
8) Keep raw meat, seafood, and poultry away from ready-to-eat foods.
9) Immediately refrigerate or freeze any foods that will not be consumed within two hours. Dispose of leftovers (especially protein and other potentially hazardous foods) after 2 hours if refrigeration is not available.
10) Anyone experiencing cold symptoms, diarrhea and/or vomiting within the past 72 hours should not be around food.
11) Shoulder length hair should be tied back or placed in a net.

Resources:

- The U.S. Department of Agriculture (USDA) Food Safety and Inspection Service: https://www.fsis.usda.gov/

- The National Resource Center on Nutrition and Aging: https://seniornutrition.acl.gov/