

RISK MANAGEMENT

The board believes the district must identify and measure risks of loss due to the damage or destruction of district property or to claims against the district by others claiming to have been harmed by the action or inaction of the district, its officers or employees. A risk management program shall be implemented to reduce or eliminate risks where possible, to determine the risks the district can afford to assume and to transfer to an insurance company those risks that the district does not wish to assume or cannot economically afford to assume.

Such a program will consider the benefits, if any, of joining with other units of local government for joint purchasing of insurance, joint self-funding, joint self-insuring or joint employment of a risk manager. The superintendent may assign the primary responsibility for the administration and supervision of the risk management program to a single person. The district will make available to claimants its standard tort claim form.

Access Control

Access to school buildings outside of regular school hours shall be limited to staff whose work requires it and supervised groups that have been approved to hold functions in district facilities. An adequate key control system shall be established which shall limit access to buildings to authorized staff and approved groups and shall safeguard against the potential entry of unauthorized persons. District buildings will be monitored against illegal entry and fire by an outside agency that normally provides such services.

Records and funds shall be kept in a safe place and under lock and key when required.

Locks and other protective access devices designed as safeguards against illegal entry and vandalism shall be installed on all district buildings. Employment security services or watchman is approved during times where special risks are involved. All incidents of vandalism and burglary shall be reported to the superintendent immediately.

Legal References:	RCW 4.96.020	Tortious conduct of local government entities and their agents – Claims – Presentment and filing - Contents
	RCW 28A.400.350	Medical, dental, vision, liability, life, accident, disability and salary insurance authorized — Expiration of authority for basic and optional benefits – Health savings account – Premiums – Noncompliance
	28A.400.360	Liability insurance for officials and employees authorized
	28A.400.370	Mandatory insurance protection for employees
	28A.320.100	Actions against officers, employees or agents of school districts and educational service districts — Defense, costs, fees — Payment of obligation

28A.320.060	Officers, employees or agents of school districts or educational service districts, insurance to protect and hold personally harmless
28A.330.100(10)	Additional powers of board
Chapter 48.62 RCW	Local government insurance transactions

Management Resources: *Policy News*, April 2010 Tort Claims
Policy News, August 2018

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