

**REGULATION 3530: Risk Management/Insurance
Comparison Chart**
Section: Business and Noninstructional Operations

SUMMARY OF UPDATE

Summary of Update: Regulation updated to provide more detail in the list of risk management procedures, including examples of methods for identifying risks in district operations, the prioritization of risks based on frequency and potential impact, and examples of strategies to prevent loss. Regulation also adds optional language regarding the documentation of safety incidents.

| PARA | Section | Sub-Section | January 13, 1997 CURRENT VERSION | October 2020 REVISED VERSION | CSBA MODIFICATIONS and/or NOTES |
|------|---------|-------------|---|--|---|
| | | | <u>Risk Management</u> | No change | CSBA NOTE: The following administrative regulation may be revised to reflect district practice. |
| 1 | | | The Superintendent or designee shall take action to: | The Superintendent or designee, in consultation with risk management, insurance, safety, or other professionals as appropriate, shall: | |
| | 1 | | Identify the risks inherent in the operation of district programs | Identify the risks inherent in district operations and programs, including physical sites, educational and experiential programs, computer networks and systems, employment and staffing, and transportation services, using methods that may include, but are not limited to, physical inspections, surveys, staff interviews, compliance reviews, contract reviews, review of policies and procedures, and consultation with experts | |
| | 2 | | Assess the above risks and keep records of accidents, losses and damage | Analyze, evaluate, and prioritize identified risks based on the frequency and likelihood of the risk and the potential impact to the district | |

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| | 3 | Mitigate risks through loss control and safety-related activities | Develop strategies to reduce or mitigate identified risks, such as new or modified policies, processes, or procedures; training or loss prevention programs; and/or additional or repairs to equipment, real property, computer networks, or other physical assets | |
| | 4 | Determine the extent to which risks should be assumed by the district or covered by the purchase of insurance or pooling with other districts | Implement strategies to promote safety and prevent loss, taking into account the nature of the risks, the associated exposures, and the costs and benefits associated with the proposed response | |
| | | | 5. Mitigate potential loss following an incident through activities such as effective claims management, litigation management, disaster recovery, or a modified duty program for workers' compensation | New section added |
| | | | The Superintendent or designee shall advise the Governing Board of any needed action requiring Board approval. | New paragraph added |
| | | | Following any incident resulting in potential or actual harm or injury to a person or damage to property, staff shall promptly document the date and time of the incident, a description of the incident, and any persons present. | New paragraph added |
| | 2 | Employees are expected to take reasonable precautions for the care and safety of the school equipment with which they have been entrusted. Employees may be held responsible for recurring damage or losses that occur due to their negligence or lack of supervision. Responsibilities related to safety and loss control shall be included in employee job descriptions. | No change | |
| | | <u>Insurance</u> | No change | |

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| 1 | | Insurance coverage shall include, but may not be limited to: | Insurance or risk pooled coverage shall include, but not be limited to: | CSBA NOTE: California law requires districts to maintain liability insurance, property fire insurance, workers' compensation insurance, and fidelity bond insurance. Property insurance for theft and damage is permissive. The following list may be expanded to reflect other types of insurance that the district obtains, such as employee health insurance and athletic team member insurance for students who are not otherwise covered. |
| | 1 | Liability insurance | No change | |
| | 2 | Fire insurance for buildings, equipment and vehicles | Insurance against fire or other property damage | |
| | 3 | Workers' compensation insurance | No change | |
| | 4 | Fidelity bond insurance | Fidelity bond insurance for employees whose duty includes handling district funds, and other employees as needed | |
| 2 | | A suitable bond indemnifying the district against loss shall be purchased for employees responsible for handling district funds and may be purchased for employees responsible for handling district property. The district shall bear the cost of this bonding. | Delete | |

Created: 1/26/2022