

School Carnival Safety Guidelines

**Fairs, Festivals, Jubilees, Masquerades,
Galas, Dances, Competitions, Pageants,
Markets, Bazaar, Etc.**

**PTA/PTSA, Foundations
Booster or School Clubs**

Carnival Safety Guidelines

Many schools like to hold a “carnival” or “fair” as a fundraiser. To have a safe event, there are several important safety considerations and items to address. After your PTA, Booster Club, Parent Organization has completed the facility use request via Facilitron, and has uploaded the required documentation (i.e. valid liability insurance, food safety inspection certificates etc., to the document section, please call the Risk Management and Safety Department at 813-840-5100 to advise us of the event date.

NOTE: SCHOOLS SHOULD NOT SIGN ANY WAIVERS OF LIABILITY WITHOUT EXPRESS PERMISSION FROM THE LEGAL DEPARTMENT.

Certificate of Insurance

A Certificate of Liability Insurance (COI) is a document that provides verification of insurance for a vendor. Several types of insurance are available. Liability, Auto, Workers’ Compensation and Property are only a few.

- **Acquire Certificate of Insurance showing liability coverage from all vendors who proved a service, equipment or food for your event.**
- **The COI should be current and provided directly to you from the insurance company, agent, or brokers.**
- **A minimum coverage of \$1,000,000 General Liability is required with a \$5,000,000 minimum aggregate.**
- **The School District of Hillsborough County must be listed as an additional named insured.**
- **A faxed copy followed by the original hardcopy is acceptable. Photocopies can be “touched up” and should not be accepted.**

Communication

An effective method of communication between areas of the facility where the event is held is very important. Schools have radios that should be used by the group organizing and running the event.

- **Key people should have radios to contact each other quickly.**
- **One person designated as a First Aid Responder should have a radio.**
- **The fire alarm system should be working properly.**
- **Organizers should be familiar with the sound of the alarm system and know how to coordinate people in the event of an emergency.**

Compressed Gas Cylinders (i.e. helium)

Helium-filled balloons are popular at carnivals. Tanks of helium are rented directly from vendors and must be handled with extreme care due to the high internal pressure of the material and the danger of serious injury and property damage if the cylinder is mishandled. Compressed gas cylinders can become a missile, flying in any direction if the top of the cylinder gets knocked off or it is punctured. Because of the potential danger from these sleeping giants, please follow these simple safety precautions.

Cylinder Trolleys

- **Use a hand truck or dolly to move the cylinder to its intended location. Do not roll the cylinder on its base. You could easily lose control.**
- **Strap or securely tie the cylinder to the dolly during transport.**
- **Set the cylinder upright on a flat surface for stability and someplace where the cylinder can lean against something such as a pole or wall for support.**

- Strap or securely tie the cylinder in its upright position to a pole, or other stable surface.
- Have the vendor explain how to use the cylinder, where the regulator is, what the pressure gauge means and any other items specific to the style of cylinder.
- Get a Safety Data Sheet (SDS) from the vendor for the material and know the hazards of the material itself.
- Train those who will be using the cylinder in the proper use, care and precautions.
- Do not allow anyone to play on or near the cylinder.
- Do not allow anyone to directly inhale the helium gas from the cylinder.

Dunk Tanks

Dunk tanks are not allowed because of the history of injuries resulting from their use. People sitting on the board above the water have suffered injuries to the back, neck, and head simply from the fall into the water. Others have hit their head on the side of the tank. The medical bills, lost work time and legal battles resulting from the use of dunk tanks far exceed the profits made from the entire event and presents significant safety and liability risk to the district.

Electricity and Extension Cords

Because extension cords are often used for outside events, electrocution is a possibility. **Due to the potential for wet, rainy conditions, each extension cords used outside should either be plugged in to an outlet with a Ground Fault Circuit Interrupter (GFCI) in line, or a portable GFCI should be plugged into the socket that has buttons on it to shut off the flow of electricity if a current flow change occurs to prevent electrocution.**

Emergencies

Even the best-planned activities sometimes have emergency situations. The following preparations should help you handle an emergency more effectively.

- Prepare a first aid kit
- Have at least one first aid responder present and available at all times.
- Inform your first aid responder(s) where the first aid kit will be located during the event
- Inform your staff who to contact if there is a first aid situation.
- Prepare documents to log any injuries.
- Keep the documents and a pen with the first aid kit.
- Write down the name, age, injury, severity, cause and any other relevant information for each injured person(s) (after treatment)
- Tell staff whom to contact for other types of emergencies. Plan for inclement weather if the event is scheduled outside.
- Designate shelter areas.
- Inform staff working the event what to do if inclement weather arises.
- Make a list of emergency phone numbers such as 911, Area Supervisor, Area Director of Operations or other numbers you may need.
- Give copies of the list to several people working the event.
- Prepare an emergency evacuation plan in case of fire or other emergency. Review the emergency plan with the staff organizing and running the event.

Fire

Some activities (grilling food) may require the use of fire. Other events such as a petting zoo may have hay, which is flammable or may even spontaneously combust under the right conditions. Please follow a few simple steps to anticipate fire.

- Select a flat, level, paved or concrete surface for use with a grill.

- **Rope off a “safety area” around the grill to keep people away.**
- **If a concrete area is not feasible, the ground around the grill should be clear of flammable materials such as pine needles, leaves, and papers.**
- **Have a functioning fire extinguisher in the immediate vicinity of the grill.**
- **Be sure the people who work in the area know how to use a fire extinguisher.**
- **Identify extinguishers for use at various points and show staff members where they are.**

Food

Food purchased or provided should be from a reputable vendor or a large facility such as a grocery store chain, restaurant or caterer. While parents may want to provide baked goods or other food from their personal kitchen, this practice is strongly discouraged. Homemade food items may not be traceable to a specific source or may contain unusual ingredients. People may have allergic reactions to unusual ingredients or may even become ill from poorly prepared or improperly refrigerated items. These types of occurrences are less frequent when food comes from a single source or large company in prepackaged containers.

- **If contracting with a vendor for food service, acquire a Certificate of Insurance to verify Liability coverage.**
- **Keep food preparation, cooking and serving areas clean and organized.**
- **Provided adequate materials to “clean as you go”.**
- **Provide adequate serving trays to prevent cross-contamination between raw and cooked meats.**
- **Train event staff in the proper safe handling of food.**
- **Food handlers should wear gloves to prevent contact with food.**
- **All items requiring refrigeration should be properly refrigerated or chilled until ready to cook and/or serve.**
- **Provide adequate hand washing facilities.**
- **Require food handlers to follow sanitary practices for good hand washing.**

Inflatable Safety (i.e. Bounce Houses, Moonwalk, Inflatable Obstacle Courses)

These and other safety problems lead to injuries such as abrasions, bumps, bruises, head/neck/back strains and broken bones. There have been many deaths reported as a result of an injury sustained in an inflatable ride.

If you choose to have an inflatable ride, please use the following guideline and reference the safety information provided by immediately following safety information. The rules are generally appropriate for use with any type of inflatable entertainment device.

Use the following table as a guide for bounce house participants.

Warning do not mix age groups, minimum age 2 years 30 inches, maximum age 12 years.

<u>Size of Unit</u>	<u>2 to 4</u>	<u>5 to 7</u>	<u>8 to 10</u>	<u>11 to 12</u>
8 x 8	6	4	2	no
10 x 10 standard	7	5	3	no
10 X 10 box	7	5	3	no
12 x 12 box	8	6	4	2
12 x 12 arch	8	6	4	2
15 x 15	9	7	5	5
15 x 15 castle	9	7	5	5
12 x16	6	6	6	6
18 x 20	10	8	8	8
18 x 24	10	8	8	8
20 x 25	10	10	10	10

OPERATING INSTRUCTIONS FOR INFLATABLE DEVICES

Please read the following information carefully, these rules must be complied with for all involved to ensure the safety of the participants.

1. **Renting Equipment** - The vendor will set up and deem it ready for use (anchoring, connecting blower, inflating, cleaning). The vendor will instruct persons renting the equipment on its use and safety precautions. Clean all debris off unit and wipe off stains with non-toxic cleaners - Bleach is not allowed to be used.
2. **Selecting a Site** - Choose a site that is level and even ground. Remove any objects that obstruct the area, make certain that there are no sharp objects or obstructions overhead such as electrical wires or cables.
3. **Electrical** - The vendor will use only the proper gauge extension cord connected to an approved GFCI. If two blowers are necessary they must be connected to two different circuits. Connecting to the same outlet will cause it to over amp. If a generator is used it must be far enough from the blower intake to prevent its exhaust fumes from entering the blower or inflatable (preferably downwind from both).
4. **Supervision** – There will be a minimum of two adults supervising at all times one at the entrance and one at the exit. Larger units may require more supervision. Adults are not to participate but may be located on the inflatable for supervision.
5. **Sharp Objects/Shoes** - All shoes, eyeglasses, and sharp objects must be removed prior to entering the inflatable. IE: pens, pencils, jewelry of all kinds, knives, belt buckles, or any item that may cause injury or puncture the inflatable.
6. **Horseplay** - There is to be no horseplay, fighting or being aggressive on the unit. Absolutely no flipping.
7. **Blower Operation** - The blower should run continuously. If for any reason the blower should cease calmly and quickly remove the children from the unit. Check if the plug has disconnected or the breaker has tripped, also check if the intake to the blower has become obstructed.
8. **Severe Weather/Wind** - Do not operate the inflatable in winds above 25 MPH or in inclement weather. If the weather changes during operation remove the children to safe location out of the weather and turn the blower off and unplug it.
9. **Health** - All participants should be in good health. Persons with back, neck, knee or joint injury, respiratory, or cardiology problems or who may be pregnant should not participate.
10. **Restrictions** - No food, drinks, gum, confetti, silly string or pets allowed on the unit.
11. **Obstacle Courses** - Should only have two participants on the unit at any time. No stopping or sitting at the top of any section.
12. **Slides** - Do not remove the Velcro slip covers from the slide. An adult can be at the top of the slide to assist small children. No more than two people at the top of the slide and two at the stairs at any time. Riders should wait until the bottom of the slide has cleared before sliding down. No jumping onto the slide.
13. **No homemade slides, slip and slides or bounce houses allowed only approved units through the Risk Management and Safety Office**

Use only inflatables on the approved safety list, a vendor may have a new unit approved by submitting a request to the District Safety Office at 813-840-5100 for review. This will require the vendor to arrange a review of the actual Inflatable device at a non-school site.

APPROVED INFLATABLES

Please refer to this HCPS Approved Vendor List for Inflatables. You may also go online in Staff Hub under Safety and Risk Management for more information.

- ACTION PROMOS & EVENTS
www.actionpromosandevents.com
813-833-1118
- AIR FUN GAMES/BOUNCEY TIMES
www.airfungames.com
727-842-9000
- ALWAYS BOUCIN' AROUND
www.alwaysboucinaround.com
813-545-6255
- A PARTY 2 REMEMBER
www.aparty2remember.net
813-225-2622
- BAILEY'S BOUNCIES
www.baileysbouncies.com
813-758-1515
- BIG LOU'S BOUNCIES
www.biglousbouncies.com
813-404-6744
- BIG TOP BOUNCERS, INC.
www.bigtopbouncers.com
352-585-1875
- BOUNCE A LOT INFLATABLES
<https://bouncealotinflatables.com>
813-996-2935
- BOUNCE BOY PARTY RENTALS
www.bounceboypartyrental.com
813-231-0582
- B&W FUN JUMPS RENTALS
www.bwjumps.com
813-503-4464
- COACH CARLSON'S FIELD DREAMS
<https://coachcarlsonsfiedofdreams.com>
727-243-4765
- FUNTASTIC INFLATABLES
www.funtasticevents.com
813-474-9424
- THE HOP HAVEN INFLATABLES
www.thehophaven.com
813-650-6223
- HAPPY KIDS INFLATABLES, LLC.
www.happykidsinflatables.com
813-965-4241
- MOBILE GAMING REVOLUTION
www.mgrparty.com
813-965-7449
- ROCKIN' BOUNCIES
www.myrockinparty.com
813-481-8994
- TAMPA BOUNCE RENTALS
www.tampabounce.com
813-516-1890

Additional Vendor Requirement

Any additional vendors you plan to invite to attend/support your event must provide the following information:

Valid COI (*Certificate of Insurance*) requirements:

The Organization or its subcontractors shall provide the School with proof of general liability insurance to cover all of its and its subcontractors' activities at the Property with an amount of \$500,000 per accident and \$1,000,000 per occurrence.

“Hillsborough County Public Schools, 901 E. Kennedy Blvd., Tampa, FL 33602”, must be listed as “Additional Insured” as well as “Certificate Holder” on the insurance certificate and shall be provided to Facilitron.

Inflatable providers

- △ Must provide Valid COI - *Certificate of Insurance*.
- △ Must be from the HCPS list of approved inflatable providers.
- △ Must upload COI to “document” section of the Facilitron Permit/Request.
 - **Label as other and apply to only that reservation.**
- △ Notify the School Secretary or Site Administrator so they can schedule safety inspection(s).
- △ Safety inspection must be scheduled a minimum of 48 hours prior to set up.

Food Trucks or other private food providers

- △ Valid COI - *Certificate of Insurance*
- △ Current Food Inspection Report that has “Met Inspection Standards”
 - Inspection reports that have met all standards are good for one calendar year from the inspection date.
- △ Must upload COI and Food Inspection Report to “document” section of the Facilitron Permit/Request. **Label both as other and apply to only that reservation.**

Any other vendors that will be supporting, selling, providing a service to participants

e.g. DJ, face painters, etc.

- △ COI - *Certificate of Insurance*
- △ Must be an HCPS approved vendor
- △ Must upload COI to “document” section of the Facilitron Permit/Request.
 - **Label as other and apply to only that reservation.**

If your parent volunteer organization is providing their own self made games/entertainment/food then any injuries, illness, or harm would be the responsibility of the parent organization to settle.

Up Next: Examples of Inflatable valid COI and Food Inspection Reports

Examples of valid Inflatable COI & Food Inspection Reports



Valid Inflatable COI CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/7/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Great Plains, LLC PO Box 759 Dubuque IA 52004-0759	CONTACT NAME: Patti Rangel PHONE (A/C, No, Ext): 563-556-0272 FAX (A/C, No): 563-556-4425 E-MAIL ADDRESS: patti.rangel@friedman-group.com
INSURER F [REDACTED] PDRBUSI-01 1914 Green Meadow Dr Lutz FL 33549	INSURER(S) AFFORDING COVERAGE
	NAIC #
	INSURER A: Cincinnati Specialty Underwriters Insurance Compan
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES **CERTIFICATE NUMBER:** 1015816796 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	8/25/2022	8/25/2023	LIMITS
A	<input checked="checked" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="checked" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="checked" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CSU 0174576			EACH OCCURRENCE \$ [REDACTED] DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ [REDACTED] PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hillsborough County Schools is an Additional Insured with respect to the above General Liability policy.

CERTIFICATE HOLDER **CANCELLATION**

Hillsborough County Public Schools Tampa FL 33602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE [REDACTED]

Examples of valid Inflatable COI & Food Inspection Reports

Example of Approved Inspection Report

STATE OF FLORIDA
 DIVISION OF HOTELS AND RESTAURANTS
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
 www.myfloralicense.com

Any food providers attending school functions must have "Met Inspection Standards during this visit" inspections will be valid for 1 calendar year from the inspection date

Food Service Inspection Report

This inspection report must be made public upon request per Florida law.

Met Inspection Standards during this visit
ANY VIOLATIONS noted herein must be corrected by the
NEXT UNANNOUNCED inspection unless otherwise stated.

Inspection Date:	Oct 27, 2023 09:39 - Oct 27, 2023 10:38	License Expiration:	
License Number:	Rank:	Inspection Reason:	Food-Licensing Inspection
Owner Name:	John Doe	Business Name:	John's Doe-Nuts
Location Address:	123 ABC street	License Type:	Mobile Food Dispensing Vehicle
	Any Town, USA 000000	Telephone Number:	(000) 000-0000
Number of Units:	0	Reinspection on or After:	

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

01A Food obtained from approved source	N/O	07 Unwrapped or PH/TCS food not re-served	N/O
01B Food safe and unadulterated; sound condition	IN	08A Separating raw animal foods from: each other, RTE foods and unwashed produce	N/O
01C Shellstock tags; commingling	N/A	08B Food protection during preparation, storage and display	N/O
01D Parasite destruction for raw/undercooked fish	N/A	09 Bare hand contact with RTE food; Alternative Operating Procedure (AOP)	N/O
02A Consumer advisory on raw/undercooked oysters	N/A	11 Employee health knowledge; ill/symptomatic employee present	IN
02B Consumer advisory on raw/undercooked animal foods	N/A	12A Hands clean and washed properly; use of hand antiseptic if use of AOP	N/O
02C Date marking ready-to-eat (RTE) potentially hazardous / time/temperature control for safety foods	IN	12B Employee eating, drinking, tasting food, smoking	IN
03A Receiving and holding PH/TCS foods cold	N/O	22 Food-contact surfaces clean and sanitized	IN
03B Receiving and holding PH/TCS foods hot	IN	31A Handwash sink(s) installed, accessible, not used for other purposes	IN
03C Cooking raw animal foods and plant foods; non-continuous cooking of raw animal foods	N/O	31B Handwashing supplies and handwash sign provided	IN
03D Cooling PH/TCS foods; proper cooling methods	N/A	41 Chemicals/toxic substances	N/O
03E Reheating PH/TCS foods for hot holding	N/A	53A Food manager certification; knowledge/active managerial control (except employee health)	IN
03F Time as a Public Health Control	N/A	53B State approved food handler training; employee duty specific training/knowledge	IN
03G Reduced oxygen packaging (ROP) and other Special Processes	N/A		

GOOD RETAIL PRACTICES

02D Food items properly labeled; original container		35A No presence or breeding of insects/rodents/pests; no live animals	
04 Facilities to maintain PH/TCS foods at the proper temperature		35B Outer openings protected from insects/pests, rodent proof	
05 Food and food equipment thermometers provided and accurate		36 Floors, walls, ceilings and attached equipment properly constructed and clean; rooms and equipment properly vented	
06 PH/TCS foods properly thawed		38 Lighting provided as required; fixtures shielded or bulbs protected	
10 In use food dispensing utensils properly stored		40 Employee personal belongings	
13 Clean clothes; hair restraints; jewelry; painted/artificial fingernails		42 Cleaning and maintenance equipment	
14 Food-contact and nonfood contact surfaces designed, constructed, maintained, installed, located		43 Complete separation from living/sleeping area/private premise; kitchen restricted - no unauthorized personnel	
16 Dishwashing facilities; chemical test kit(s); gauges 1. Wash 2. Rinse 3. Sanitize		45 Fire extinguishing equipment (FOR REPORTING PURPOSES ONLY)	

Examples of valid Inflatable COI & Food Inspection Reports

Example of NOT Approved Inspection Report

STATE OF FLORIDA
 DIVISION OF HOTELS AND RESTAURANTS
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
 www.myfloridalicense.com

If a follow up inspection is required they are not authorized to serve food on our campuses

Food Service Inspection Report

This inspection report must be made public upon request per Florida law.

FOLLOW-UP INSPECTION REQUIRED
 Inspector determined violations require further review, but are not an immediate threat to the public.
 Administrative Complaint Recommended

Inspection Date:	Apr 12, 2023 14:37 - Apr 12, 2023 15:07	License Expiration:	February 1, 2023
License Number:	3952967 Rank: MFDV	Inspection Reason:	Routine - Food
Owner Name:	[REDACTED]	Business Name:	[REDACTED]
Location Address:	[REDACTED]	License Type:	Mobile Food Dispensing Vehicle
Number of Units:	0	Telephone Number:	[REDACTED]
		Reinspection on or After:	

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

01A Food obtained from approved source	IN	07 Unwrapped or PH/TCS food not re-served	IN
01B Food safe and unadulterated; sound condition	IN	08A Separating raw animal foods from: each other, RTE foods and unwashed produce	IN
01C Shellstock tags; commingling	N/A	08B Food protection during preparation, storage and display	IN
01D Parasite destruction for raw/undercooked fish	N/A	09 Bare hand contact with RTE food; Alternative Operating Procedure (AOP)	IN
02A Consumer advisory on raw/undercooked oysters	N/A	11 Employee health knowledge; ill/symptomatic employee present	OUT
02B Consumer advisory on raw/undercooked animal foods	IN	12A Hands clean and washed properly; use of hand antiseptic if use of AOP	OUT
02C Date marking ready-to-eat (RTE) potentially hazardous / time/ temperature control for safety foods	OUT	12B Employee eating, drinking, tasting food, smoking	IN
03A Receiving and holding PH/TCS foods cold	IN	22 Food-contact surfaces clean and sanitized	OUT
03B Receiving and holding PH/TCS foods hot	N/O	31A Handwash sink(s) installed, accessible, not used for other purposes	OUT
03C Cooking raw animal foods and plant foods; non-continuous cooking of raw animal foods	N/O	31B Handwashing supplies and handwash sign provided	IN
03D Cooling PH/TCS foods; proper cooling methods	N/O	41 Chemicals/toxic substances	IN
03E Reheating PH/TCS foods for hot holding	N/O	53A Food manager certification; knowledge/active managerial control (except employee health)	IN
03F Time as a Public Health Control	N/A	53B State approved food handler training; employee duty specific training/knowledge	IN
03G Reduced oxygen packaging (ROP) and other Special Processes	N/A		

GOOD RETAIL PRACTICES

02D Food items properly labeled; original container	IN	35A No presence or breeding of insects/rodents/pests; no live animals	IN
04 Facilities to maintain PH/TCS foods at the proper temperature	IN	35B Outer openings protected from insects/pests, rodent proof	IN
05 Food and food equipment thermometers provided and accurate	IN	36 Floors, walls, ceilings and attached equipment properly constructed and clean; rooms and equipment properly vented	OUT
06 PH/TCS foods properly thawed	IN	38 Lighting provided as required; fixtures shielded or bulbs protected	IN
10 In use food dispensing utensils properly stored	IN	40 Employee personal belongings	IN
13 Clean clothes; hair restraints; jewelry; painted/artificial fingernails	IN	42 Cleaning and maintenance equipment	IN
14 Food-contact and nonfood contact surfaces designed, constructed, maintained, installed, located	IN	43 Complete separation from living/sleeping area/private premise; kitchen restricted - no unauthorized personnel	IN
16 Dishwashing facilities; chemical test kit(s); gauges 1. Wash 2. Rinse 3. Sanitize	IN	45 Fire extinguishing equipment (FOR REPORTING PURPOSES ONLY)	IN

THESE ACTIVITIES ARE NOT ALLOWED EVEN IF THE VENDOR HAS ITS OWN INSURANCE

- Alcohol Sales
- Aircraft or helicopter rides or demonstrations
- Animal Rides of any kind
- Archery of any kind
- Bungee Jumping
- Cow Bingo
- Donkey Baseball/Basketball
- Dunk Tanks
- Fireworks
- Helicopters dropping items to participants below
- Hot Air Balloons/Balloon Rides (on ground or in the air)
- Human Canon Balls (or any variation)
- Mechanical Rides of any sort whatsoever
- Paint Ball Games
- Slam Dancing (Mashing, Stage Diving)
- Trampolines
- Watercraft (except commercial craft 26 feet or more operated by a qualified vendor with evidence of insurance)
- Zip Lines
- Rock Towers

This list is not all inclusive, as new rides and events are continually created. Call Risk and Safety Management (813) 872-5263 if an event is not listed and there is a question of whether the event is allowed.

Items listed below may require pre-approval

(The conditions listed adjacent to each activity refer to the CONDITION(S) that must be met prior to a School based organization agreeing to sponsor an activity or event.)

Activity	Conditions
After Prom	<ol style="list-style-type: none"> 1) Call the School Board's Insurance Specialist at (813 872-5263) with details of the event. A Special Event Questionnaire, (Appendix A) may be required to be completed.
Animals on District Property Petting Zoos	<ol style="list-style-type: none"> 1.) Obtain a Certificate of Insurance and an endorsement naming the School Board as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to the insurance broker. 2.) Children may be exposed to dangerous E Coli bacteria at petting zoos and fairs. Children may pet the animals, and then put their hands in their mouths or touch food they will eat. Have antibacterial hand gel readily available on site, and require all your participants who pet animals to wash their hands or use antibacterial hand gel.
Athletic Events or Sports/Summer Camps	<ol style="list-style-type: none"> 1.) Call the School Board's Insurance Specialist at (813) 872- 5263 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed. 2.) Schools or School Based Organization who chooses to sponsor allowable activities or events that the School Board's Vendor Liability Insurance has excluded from coverage (i.e. Athletic Events or Sports Camps) the Vendor or school-based organization must purchase the necessary commercial general liability and additional participant liability insurance.
Babysitting at School or School-Based Meeting	<ol style="list-style-type: none"> 1.) The only babysitting that is allowed is at school-based organization meetings where parents are continually on campus AND the following conditions are met: the babysitters do not change diapers, there are at least two unrelated adults (18 years or older) in attendance at all times, and coffee and other hot fluids are kept outside of the babysitting room or area.

<p>Bingo and Raffles</p>	<ol style="list-style-type: none"> 1.) Raffles or games of chance outside PTA/PTO Booster groups may hold raffles subject to the rules. Also, please consult local government for ordinances. 2.) Call the School Board's Insurance Specialist at (813) 872-5263 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed.
<p>Car Wash</p>	<ol style="list-style-type: none"> 1.) When holding car wash fund raisers the owner must move the vehicle. Individuals washing cars should not wear belts or other clothing or jewelry that may scratch the vehicle. 2.) Ensure that the activity does not involve standing in roadways or medians.
<p>Carnival with Amusement Vendors, Bounce Houses and Inflatable Rides</p>	<ol style="list-style-type: none"> 1.) Obtain a Certificate of Insurance from the vendors/service provider and an endorsement naming the School Additional Insured on the policy. The Vendor /service provider must also sign a Holder Harmless Agreement (Appendix B) requirements for the vendor/service provider. Advise your vendor to give a copy of the agreement to their broker. 2.) Call the School Board's Insurance Specialist at (813) 872-5263 with details of the event. Special Event Questionnaire (Appendix A) may be required to be completed. Also see (Bounce House and Inflatable Guidelines Appendix C) 3.) No homemade dunk tanks, bounce houses or slides. You must rent from a vendor who has appropriate insurance as listed on the Hold Harmless Agreement. No mechanical rides are allowed
<p>Craft Fairs, Holiday Boutique and Swap Meets (Run by outside Vendor/Service providers)</p>	<ol style="list-style-type: none"> 1.) Obtain a Certificate of Insurance from the vendor/service provider and an endorsement naming the School Board as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the agreement to their insurance broker. 2.) Call the School Board's Insurance Specialist at (813)872-5263 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed.

<p style="text-align: center;">Dart Games (Must install physical barrier)</p>	<p>1.) Obtain a Certificate of Insurance from the vendor/service provider and endorsement naming the School Board as additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). Area around game must be roped off and no steel darts used. The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise your vendor to give a copy of the agreement to their insurance broker. Install Physical Barrier</p>
<p style="text-align: center;">Hayrides (Provided by and outside Vendor/Service provider)</p>	<p>1) Obtain a Certificate of Insurance from vendor/service provider and endorsement naming the School Board as additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise your vendor to give a copy of the agreement to their insurance broker. If the School or School- based organization is required to sign a contract by the vendor/service provider you must FAX or email a copy of the contract to the Insurance Specialist FAX (813) 872-5263</p>
<p style="text-align: center;">Helmet Fairs</p>	<p>1.) If the School or school-based organization sponsors a helmet fair do not accept payments for the helmets. Have the payment purchases be made directly to the vendor. No used helmets.</p> <p>1.) If the School or school-based organization sponsors a helmet fair do not accept payments for the helmets. Have the payment purchases be made directly to the vendor. No used helmets.</p>

<p style="text-align: center;">Inflatables</p>	<ol style="list-style-type: none"> 1.) Obtain a Certificate of Insurance and endorsement naming there School Board as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to the insurance broker. 2.) School or School-based organizations should obtain some type of written document outlining what is being purchase. You must FAX or email a copy of the contract to the Insurance Specialist (Fax 813 356-1471) for legal review. 3.) Homemade bounce houses and slides are not permitted. You must rent from a vendor who has appropriate insurance. See Appendix C for more information on Bounce Houses and Inflatables.
<p style="text-align: center;">Jog-a-thon, Relay for Life, Walk-a-thon</p>	<ol style="list-style-type: none"> 1.) Jog-a-thon or Walk-a-thons need no additional liability insurance, however, Parents, teachers and the general public who participate must sign a Participants Waiver for themselves. These are the requirements a) pre-arranged course b) proper supervision-security or police in place c) water stations d) signed waivers. 2.) Ensure that the activity does not involve standing in roadways or medians.
<p style="text-align: center;">Snack Food Concession - Hired</p>	<ol style="list-style-type: none"> 1.) Obtain a Certificate of Insurance and an endorsement naming the School Board as additional insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker. 2.) Call the School Board's Insurance Specialist at (813) 872-5263 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed. 3.) This activity should not conflict with School Food Service policies and it should comply with all Department of Health requirements.
<p style="text-align: center;">Swim Team</p>	<ol style="list-style-type: none"> 1.) Certified Life Guard required for all swim events along with adequate supervision. Adhere to all posted warnings for participation in the event.
<p style="text-align: center;">Virtual Realities</p>	<ol style="list-style-type: none"> 1) Obtain a Certificate of Insurance and an endorsement naming the School Board as additional insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker.

Items Listed Below are Generally Approved Activities

After-School Treats	Food Sales	Reading Night
Apple Bobbing	Football throw through target	Ring Toss
Art & Craft Activities	Gift Wrap/Wrapping Sales	Roll Reversal Plays
Auction/Silent Auction	Golf Tournament	Rummage Sales (all receipts go to PTA)
Bike Display & Bike Rodeo	Greeting Card Sales	Scarecrow Competition
Book Fair	Haunted House	School Play
Bowling	Hobby Shows	Science Fair
Broom Hockey	Ice Cream Socials	Silhouettes
Cake Walks	I.D. Bracelets	Skate Night
Calendar Sales	Karaoke	Snack Food Sales
Candy Sales	Laser Tag	Snow Day
Carnivals without Powered Rides and Amusement Vendors (refer to Yellow list)	Leg-o-thon	Spelling Bee
Christmas Tree and Wreath Sales (No cutting)	Line Dancing	Sponge Toss using goggles
Colored Sand Painting	Magazine Sales	Storytellers/Performers
Cookbook Sales	Magic Shows	T-Shirt Sales
Cooking Classes	Math Fair	Talent Shows
Costume Carnival Costume Rentals	Mouse Trap Maze-	Water Balloon Toss
Fish Ping Pong	Popcorn Sales	
Craft Fairs, Holiday Boutiques and Swap Meets (operated by PTA members with all receipts going to PTA)	Movie Night	Water Bottle Sales
DJ's	"Nerf" Bow and Arrow	Yearbook Sales 7
Dancers and Dance Revolution	Parent Education Workshops	
Dinner (pasta, international, BBQ, etc.)	Pee Wee Golf	
Enrichment -Academic only (refer to exclusions on Red Light list)	Performing Arts	
Egg Toss	Pencil Sales	
Face Painting	Picnic Type Games	
Family Portraits	Pizza Night	
Fashion Shows	Plant Boutiques	