

Safety Plan Guidance

If the grantee's scope of work described in their grant agreement involves inherently risky activities (such as construction, maintenance, public gatherings, physical activities, tool use, or the oversight of vulnerable populations such as children or senior citizens), the grantee will be required to have a written Safety Plan and/or written safety procedures that apply to the work performed under the grant agreement.

SBGP is not a risk management expert and cannot recommend or endorse a document template or set of procedures. However, SBGP does provide the following guidelines regarding its safety plan requirements:

- SBGP will confirm that the grantee has a plan or procedures in place to exercise reasonable care.
- If the scope of work includes the supervision of children (such as classes or sports teams), the grantee must describe in the plan or procedures how they will protect those children from abuse or neglect.
- The plan or procedures may be part of the grantee's employee handbook, part of other policies or procedures, and/or a standalone document.
- The length of the plan or procedures is at the grantee's discretion based on the risk of their work. In the past, the plans and procedures SBGP has collected from grantees have typically ranged in length from 1 to 10 pages (although some have been longer if the scope involved riskier activities).