

# RISK MANAGEMENT PLAN

Prepare a **Risk Management Plan** for a program, activity or facility following the steps below.

Your Name: \_\_\_\_\_ Your Community: \_\_\_\_\_

**Choose a program, activity, or facility that you are responsible for or involved with. Briefly describe it.**

**Consider:**

- How likely it is that something bad will happen (probability)?
- How bad might the injury or damage be (severity)?

Based on this probability and severity, **what risk zone is your program, activity or facility?**

- RED
- AMBER
- GREY
- GREEN

**Describe the types of injuries or damages that might happen?**

Indicate below what could affect the level of risk in your program, activity or facility.

	Yes	No	Unsure
Supervision - number of leaders			
Supervision - experience of leaders			
Supervision - ratio of participants to leaders			
Instruction - sessions are planned			
Training - leaders have the training they need			
Documentation - forms and contracts are used when necessary			
Facilities and Equipment are inspected regularly			
Facilities and Equipment are well-maintained			
Facilities and Equipment - records are kept for inspection and maintenance			
Emergency Response Plan is prepared and practiced			
Emergency Response equipment is available and works			

If you answered "yes" to any areas above, **what can you do to manage or reduce risk?**  
Write your ideas in the appropriate spaces below.

Supervision and Instruction Controls: What could you change with supervision and instruction? Do you need more leaders? Do your leaders need more experience?

Training Controls: Could trained people or training help you manage or reduce risk? What types of training? For whom?

Documentation Controls: Are there any documents or forms that would help you reduce or manage risk? Parent permission forms? Facility-use agreements?

Facilities and Equipment Controls: Are there inspections or maintenance required? Do you use checklists to make sure these are done regularly?

Emergency Response Controls: Is there Emergency Response Plan? Has it been practiced? Is emergency response equipment (like first aid kits) available?

Review the ideas listed. **Choose 3 or 4 to manage or reduce risk the most. List these here.**

If carry out these ideas, **will the risk zone for your program, activity or facility change?** If yes, which zone will it be following these actions/controls?

- RED
- AMBER
- GREY
- GREEN

**Now... develop your 3 or 4 ideas into an Action Plan using the table below.**

Key Area	Actions or Controls <i>My ideas to manage or reduce risks</i>	Who will do it?	When?