



Completing a Risk Assessment

Risk Management Workshop

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Learning Objectives

- *Define the four principles of risk management*
- *Discuss acceptable and unacceptable risk in accomplishing the goals of outdoor program*
- *Examine the five step process of risk management*
- *Describe council risk management authority*
- *Determine individuals to participate in a risk assessment*





Principles of Risk Management

1. Accept no unnecessary risk
2. Make risk decisions at the appropriate level
3. Integrate risk management into planning and activities at all levels
4. Apply the process cyclically and continuously





Accept No Unnecessary Risk

- Accept necessary risk required to successfully meet objectives
- Unnecessary risk comes without corresponding benefit
- Ask: Does the activity benefit outweigh the identified risk?
- If exposure to the risk is unnecessary, avoid the risk.





Make Risk Decisions at the Appropriate Level

- Individuals responsible for the success of the course must be included in the risk-decision process
- If you are accepting a risk, do you have the authority to implement mitigations?
- If you cannot mitigate or eliminate the risk, raise the issue to someone who can.
- If things go wrong, are you able to take responsibility?
- How much risk may be accepted/when to elevate the decision





Integrate Risk Management into Planning and Activities at All Levels

- Integrate risk management into the course planning process as early as possible
- Do not wait until the last minute to think about risk management
- Early risk assessment can reduce program cost and enhance effectiveness of control measures
- Have everyone help out in identifying hazards and implementing controls





Apply the Process Cyclically and Continuously

- Risk assessment does not stop when the course begins
- Maintain awareness of hazards throughout the course, and always evaluate how controls are working
- Be prepared to adjust controls or risk management strategies when needed





The Five-Step Process

1. Identify and Document Hazards
2. Assess Risk
3. Develop Controls and Make Decisions
4. Implement Controls
5. Supervise and Evaluate





Identify and Document Hazards

- What is a hazard?
 - Location
 - Weather
 - Wildlife
 - Human
 - Service Project
 - Other



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Identify and Document Hazards

- Completing a Risk Analysis
 - Who is involved?
- Necessary vs unnecessary risk
- What are the goals of the program?



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Assess the Risk

- Probability

- Improbable
- Remote
- Occasional
- Probable
- Frequent



- Severity

- Negligible
- Marginal
- Critical
- Catastrophic





Assess the Risk

Frequency of occurrence	Catastrophic (I)	Critical (II)	Marginal (III)	Negligible (IV)
Frequent (A)	IA	IIA	IIIA	IIVA
Probable (B)	IB	IIB	IIIB	IIVB
Occasional (C)	IC	IIC	IIIC	IIVC
Remote (D)	ID	IID	IIID	IIVD
Improbable (E)	IE	IIE	IIIE	IIVE

Legend Hazard Risk Index
IA, IB, IC, IIA, IIB, IIIA
ID, IIC, IID, IIIB, IIIC
IE, IIE, IIID, IIIE, IVA, IVB
IVC, IVD, IVE

Acceptance Criteria
Unacceptable
Undesirable (decision required)
Acceptable with review
Acceptable without review





Develop Controls and Make Decisions

- What controls can be implemented
 - Eliminate risk
 - Engineer out the risk
 - Administrative controls
 - PPE
- What if a risk can not be mitigated?
- Who approves the risk assessment and mitigation controls





Implement Controls

- When are controls implemented?
- Who is responsible:
 - For implementation?
 - For outcomes?
- Deliberate vs Time Critical





Supervise and Evaluate

- Who is involved in the supervision
 - Short Term Camp Administrator
 - Lead Instructor
 - Co-Instructor
 - EVERYONE
- Who is involved in the evaluation
 - Immediate
 - After Action Report





Risk Assessment Practical Activity

Hazard Type	Description	Internal or External	Initial Risk Assessment			Existing Risk Measures	Net Risk			Additional Actions
			Severity	Freq.	Rating		Severity	Freq.	Rating	
Location										
Weather										
Wildlife										
Human										
Service Project										
Other										





Reflection

1. What are the 5 steps of the Risk Management process?
2. How is risk assessed, and who decided on the rating?
3. Are there any questions on the sections of the risk assessment worksheet?





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Sources:

BSA Leave No Trace Master Educator Course Manual



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