**Risk Management 16 Step Plan**

**Overview**

 The purpose of this risk management plan is to accurately identify, evaluate, and treat the risks that may or may not arise during the planning and implementation of the Play-Your-Way event. This plan will cover the risks to all parties involved including but not limited to; the students, Neighborhood House and all their staff, as well as the University and their staff. Each risk will then be evaluated and treated in accordance with the severity and frequency of said risk. Our risk treatments will generally be; avoidance, reduction, transfer of liability, or retention.

**Risk Management Responsibilities**

Neighborhood House Administration\_\_\_\_ establishes policy for risk management

Administrators (volunteer coordinator etc.)\_\_\_\_\_ initiate program, establish goals and objectives

Supervisors (teachers)\_\_\_\_ administer program

Volunteers (U of U students)\_\_\_ help maintain overall process

Participants\_\_\_\_ follow established rules, give feedback on process

Play Your Way R.M. team\_\_\_ oversees process, making sure goals and objectives of NH are met

1. **Risk Management Philosophy:**

 To promote the best level of activities while maintaining a safe environment that minimizes the risk of injury, life-threatening situations and liability.

1. **Needs Assessment**: refer to appendix for separate document
2. **Goals and Objectives**:

Goal: Create a working risk management plan

a) assess all aspects of risk management as well as using example risk management plans as a guide

b) address all possible risk preventative measures as well as steps to take if a risk occurs

c) work with the Neighborhood House's risk management plan so our plan does not conflict with their own

d) assess any risks that the Neighborhood House's risk management plan may not cover.

2. Inform everyone of his/her duties and legal responsibilities

a) review what is covered by the Neighborhood House's volunteer insurance

b) inform volunteers of the sections of the Neighborhood House's risk management plan that pertains to the volunteers (ex. who to contact in an emergency)

c) inform volunteers of proper conduct during the events

d) inform volunteers of our risk management plan

3. Make sure that all aspects of our event are assessed and planned for

a) as a group, go over any possible risks, events that may occur during the event

b) review what the Neighborhood House's plan already addresses

1. **Site and Facility Development**: It is a government inspected facility that meets health and safety codes. Since Neighborhood has a current license for child care, all guidelines have been met

Identify facility\_\_\_ Neighborhood House Child Daycare Facility

Date of Inspection\_\_\_ 11/1

Specific Use of Facility\_\_\_ after school activities during pre-established program

1. **Program Development**: all activities supervised by a CPR/ First Aid certified instructor. There must be one instructor per group of children at all times. This is a regulation from N.H. and is required for all
2. **Supervision**: In order to ensure that all activities and procedures are in accordance with Neighborhood House policies, a full activity list will be submitted to the volunteer coordinator for approval.

*Day 1 activity*- obstacle course held in gym. Ratio of students is 25:24 with one instructor. All children must remain in gym since no other instructor is available

*Day 2 activities*: tent building held in gym. Ratio 11:3. Play-doh Pictionary held in kitchen adjacent to gym. Ratio apx 11:3. Location changed to accommodate lack of instructors. Door must be left open for supervision. One instructor shared between tent and play-doh activities. Gardening activity held in classroom 12. Ratio apx 11:3 with one instructor present.

Day 3 activities: Dunking competition held in gym. Ratio apx 12:3, instructor present. Games held outside. Apx ratio 12:3, instructor present. Bird feeder activity held in classroom 12. Ratio apx 12:3, instructor present.

All students are informed that Neighborhood House, certified instructors are to take over in any emergency situation. This includes any first aid or life-threatening situation.

1. **Establishment of Rules, Regulations and Procedures**

Volunteer Guidelines:(posted in event bible)

* **Do not enter kids' restrooms.** There are adult restrooms located throughout the facility.
* No pictures without previous consent from a member of the staff. Some children will have special stickers, which means that you may not photograph them.
* Do not clean up bodily fluids. Leave this up to the staff members.
* Don't bring others into the facility unless they are approved volunteers.
* Don't accept gifts of any kind from children.
* Don't show favoritism of children.
* Don't bring anything dangerous onto the Neighborhood House (mace, knives, etc.)
* Volunteers are never authorized to release kids to parents. If a parent comes to pick up a child, refer them to a staff member.
* If you witness abuse, tell a staff member about the abuse and go with them to make a phone call to proper authority.
* In case of an emergency, go to a teacher/staff member.
* **Be prepared, but also be adaptable.** Sometimes kids don't get it or don't respond as you expect. Older kids grasp concepts a lot more quickly than kids just a year or two younger. Things will never go quite as planned.
* If you need assistance with activities, contact one of the facilitators.
* For all other concerns, especially those dealing with children, contact the Neighborhood House Staff.
1. **Safety Inspections and Investigations**: regulations already established by licensing requirements for Neighborhood House.
2. **Accident Reporting and Analysis**: see appendix for copy of N.H. accident report
3. **Emergency Procedures**: see appendix for original N.H. form and map

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| **EMERGENCY** | **CONTACT PERSON** | **ACTION TO BE TAKEN** | **ROUTE** | **NOTIFICATION** |
| Flood | N.H. Staff Member | Assemble all children. Account for all participants. Search for missing children. | Local authorities will determine safest route | N.H. Administrative Member |
| Severe Storm, Blizzard | N.H. Staff Member | Remain in sheltered area. Account for all children. Food and accommodations available if roads are unsafe.  | Local authorities will determine safest route | N.H. Administrative Member |
| Earthquake | N.H. Staff | All children and staff get under tables and away from windows. Remain in room until administrative staff assesses situation. Evacuate if advised | Follow evacuation plan | N.H. Administration |
| Fire | N.H. Staff Member, Fire Department | Fire Alarm. Follow evacuation plan and exit building. Account for all participants and staff. If actual fire, relocate to St. Patrick’s Church and notify parents. | Once outside, meet in designated area | N.H. Administrative Member, Local Authorities  |
| Power Failure | N.H Staff Member, Maintenance | Continue services as usual. Emergency phones will take incoming calls. Food will be provided in emergency. If ongoing, parents will be contacted to pick up children | Remain in building, only relocate if advised | N.H. Administration, Utah Power |
| Missing Child | N.H. Staff Member | Search immediate area. Call parent to see if picked up. If not found after 30 minutes, notify local authorities and ask parents to come to agency ASAP | Thoroughly check immediate area. If not found, local authorities will take over | N.H. Administrative Staff, if not found- local authorities and parents |
| Accident/Injury  | N.H. Staff Member Who is First Aid and CPR Certified | Contact emergency personnel before parents in life threatening emergency. If necessary, trained staff will give first aid. Remain with child. Get all the facts, names and statements from all witnesses. Fill out incident report | Follow emergency personnel's instructions for care and transportation of injured | N.H. Administration, Local Authorities as dictated by situation |
| Civil Disturbance | N.H. Staff, Local Authorities if Needed | Lock down procedure depending on situation. Reduce or eliminate contact with children.  | Lock down rooms that have activities- keep kids in room with adult. Follow instructions of director or local authorities by case | N.H. Director, Local Authorities as dictated by situation |
| Loss of Life | Administration Local Authorities | Call police immediately. Follow directions. Parents or next of kin contacted. Isolate scene and take statements from witnesses. Keep other children away from scene | Move group to designated area. Follow local authority’s protocol  | N.H. Executive Director, Local Authorities, Parents/guardians/next of kin |

1. **Releases, Waivers, and Agreements to Participate**: Neighborhood House has signed waivers from each participating child. Since we are registered volunteers, our program falls under the protection of these pre-existing waivers
2. **Methods of Insuring Against Risk**:

Risk Considerations

* The skill of the participants
* Supervision
* Weather conditions
* Physical conditions of the participants
* Serviceability of equipment and playing environment

Risk Evaluation

Risks shall be evaluated two different ways; the frequency of the risk, how likely is it to happen, and the severity of the risk. If these two numbers total 5 or above, then the risk must be treated, either by avoidance, reduction, transference of liability or retention. Risks with a total number of 4 or less will be retained.

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| --- | --- | --- | --- | --- |
| Risk | Risk ID number | Severity  | Frequency  | Total  |
| **Comm. Rec. Students** |  |  |
| Transportation | 11 | 3-4 | 1 | 5 |
| Injury  | 12 | 2 | 2 | 4 |
| Issue with children | 13 | 5 | 2 | 7 |
| Food issues  | 14 | 4 | 2 | 6 |
| **Neighborhood House** |  |  |
| Issue with Students | 21 | 5 | 1 | 6 |
| Issue with equipment | 22 | 3-4 | 2 | 6 |
| Issues with parents  | 23 | 3-4 | 2 | 6 |
| **University of Utah** |  |  |
| Student transportation | 31 | 4 | 1 | 5 |
| Student representation | 32 | 3 | 3 | 6 |

Risk Treatment

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| --- | --- | --- |
| Risk ID | Evaluation Total | Treatment  |
| 11 | 5 | Transfer of Liability  |
| 12 | 4 | Transfer of Liability/Reduction |
| 13 | 7 | Transfer of Liability  |
| 14 | 6 | Retention/Reduction |
| 21 | 6 | Transfer of Liability  |
| 22 | 6 | Retention  |
| 23 | 6 | Retention/Reduction |
| 31 | 5 | Transfer of Liability  |
| 32 | 6 | Avoidance  |

Risk Implementation

 All of the above risks that are Transference of Liability are covered under Neighborhood House’s or the University of Utah’s insurance. The retained risks are risks that Play-Your-Way feels are expectable to the program and will not seek to transfer the liability.

1. **In-Service Training**: volunteer orientation conducted by N.H. volunteer coordinator (11/9) see appendix for copy of volunteer form
2. Public Relations: maintain professional relation with N.H. participants and staff members. No volunteer should interact with parents or take any action in the case of an injury/incident, other than notifying N.H. staff member. Neighborhood House staff is trained to deal with situation.
3. Outside Specialists, Legal/Insurance: U of U Risk Management Department
4. ~~Periodic Review~~

Conclusion

 This risk management plan is designed to understand and evaluate all foreseeable risks that might arise during the planning and implementation of the Neighborhood House and Play-Your-Way event. Because both our partner and our organization are Not-for-profit we see some legislative protection for volunteers. Neighborhood House’s insurance also has a high degree of coverage protecting their staff, volunteers, our students and the participants that visit their organization. This coverage along with the legislative enactments mitigates most of the serious risk that is posed to Play-Your-Way, Neighborhood House, and University of Utah.