

RISK MANAGEMENT PRESENTATION – GUIDES

Prepared and Presented by David Lecovin at the Spring 2007 Guides Exchange

ATTENTION GRABBER

SELF-INTRODUCTION

- Legal Background
- Cap College
- Instruction/Day Guiding
- Mexico

RISK MANAGEMENT PLAN – Recreation Company

-A systematic analysis of potential risk and the creation of a plan to reduce the severity and frequency of exposure.

- 1. Risk Identification and Analysis**
 - Initial audit
 - Consequence of loss
- 2. Risk Control aka Policies and Procedures**
 - Disclosure – medical/application forms; website/brochures
 - Emergency Protocols – First Aid Procedure; Emergency Response Plan (evacuation)
 - Practices and Policies - Safety Talks; Trip Plan; Post Incident Response Plan; Media Plan (Guide's Manual/Training)
 - Gear – Legislated standards/appropriateness; Use & Condition/state of repair
 - Paperwork – Pre-Trip Report; First Aid Report; Incident Report;
 - Administration/Management – Filing paperwork; hiring and training staff; Incident/Emergency management (evacuation); Post-incident management
 - Staff – Skills & Training (Certification)
- 3. Risk Treatment**
 - Eliminate – Avoid & Eliminate risky programs
 - Retain – Take on the risk (no insurance)
 - Transfer – Contract (waiver); Insurance
 - Reduce – Policies and Procedures; Annual Audits

GUIDES RESPONSIBILITIES

1. **Skills and Knowledge**
 - Guiding – Paddling; Weather Forecasting; Navigation; Leadership; Equipment; Teaching; Group Management; Camping; Rescues; Incident Response; Surf
 - Wilderness First Aid
 - Radio Operator

2. **Company Training/Manual** – The standard by which you are judged
 - Safety Talks (common argument in cases – failed to inform participants of the inherent risks)
 - Trip Plan
 - Emergency Response Plan
 - Gear/Repairs – Guide’s responsibility
 - Waiver System

3. **Documentation (numerous copies)**
 - Pre-Trip Report
 - First Aid Report
 - Incident Report (Witness Statements; Pictures)
 - Post-Trip Report
 - Log Book (journalize actions/Decisions)
 - Gear Repair and Maintenance