

9.1.1 - Risk Management Plan and Procedures ★

Standard: The agency shall have an established risk management plan and operating procedures that are reviewed periodically, accessible to all agency personnel and approved by the proper authority that encompasses analysis of risk exposure, control approaches and financial and operational impact for the agency. The plan shall analyze the programs/services offered and facilities/areas managed for personal injury and financial loss potential and identify approaches to manage such injury, loss, and business and operational impact.

Suggested Evidence of Compliance: Provide the current risk management plan with approval by the proper authority, the most recent review, and indication of how the plan and procedures are available to staff. The risk management plan shall reflect all three phases of risk management:

- a. Identification and assessment;
- b. Response strategies; and
- c. Management planning.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 21 – Risk Management, pp. 583-596.

Agency Evidence of Compliance:

The Park District's approach to risk management has two major components. First, the Park District undergoes a Loss Control Review every 3 years through the Park District Risk Management Agency (PDRMA). The Loss Control Review is essentially a third-party audit and serves as a measuring tool to identify how the Park District's risk management operations are measuring against industry standards. The review assesses administration, aquatics, ice rink, park maintenance, recreation, and special recreation. Risk management consultants conduct the process with Park District staff to evaluate, develop, maintain, and enhance risk management best practices over a minimum of three visits.

The second component is made up of the Park District's Safety Policies¹ and Safety Manual² that communicates risk exposure to staff and risk prevention and response procedures and establishes an internal safety committee made up of staff representatives throughout the Park District. The Safety Manual and safety policies are updated at least every two years and approved by the Board of Commissioners. All staff have access to the policies and the manual through The Hub.

Documentation:

1. [09.01.01_2013-Loss-Control-Report.pdf](#)
2. [09.01.01_Safety-Policies-and-Procedures.pdf](#)
3. [09.01.01_Safety-Manual.pdf](#)
4. [09.01.01_Safety-Policies-and-Manual-Approval.pdf](#)
5. Screenshot of The Hub (*below*)

Agency Self Assessment: MET



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S.01 - Safety & Risk Management

Administrative Procedures

Personnel Procedures

Risk Management Procedures

Welcome to the Hub! The Hub is a searchable database where you can access the District's policies and procedures easily and quickly. All active employees have access and are expected to review, read and follow all its contents. If you have questions regarding any of the information, please see your Supervisor, Department Head or Human Resources.

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