Collaborative Risk Management Resources

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Essential Eligibility Criteria – How to Develop

http://atfiles.org/files/pdf/EssentialEligibilitySteps.pdf

Sample EEC:

http://www.mass.gov/eea/agencies/dcr/massparks/accessibility/

(Listed in right side margin)

See back for Risk Rating Info

Risk Rating and Tracking System

1 - No incidents, minimal concerns (generally a smoothly run program, with typical adjustments)
2 - Minor incident (first aid/minor injury, disruption requiring focused response beyond typical adjustments)
3 - Near miss (major incident almost happened, strong concerns require operational adjustments, gut stress)
4 - Major incident (significant injury or loss, ambulance, hospital, police involvement)

How it Works

- *Designated staff (i.e. program leader) rate each program day (**1**, **2**, **3**, or **4**) for risk as part of daily report*

- *Program oversight/Admin staff tabulate risk ratings throughout program season as reports come in*

- *Results are discussed in seasonal risk management meetings and provide basis for evaluation ("100 programs: 90 =**1**, 6=**2**, 3=**3**, 1=**4**")*

- *Attention to details of programs rated **2,3** and **4** are noted for any areas of special concern (ex. repetitive occurrences) that need to be addressed*

- *Operations and policies/guidelines shift accordingly to keep attention on reducing risk in emerging or new situations*

Benefits

Admin can easily reference levels of risk at programs
Shared risk responsibility and analysis among team members
Heightened staff awareness of incidence definition and significance
Heightened and shared awareness of emerging issues
Quicker operational changes (during season if necessary)
Patterns can be more easily noticed over time and addressed
Simple reporting tool for annual documentation
Demonstrates (additional) proof of ongoing risk assessment