**Risk Management Committee**

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A Risk Management Committee differs from a Health & Safety Committee in that their focus is on participant/ client safety as opposed to employee safety. Given the client-driven nature of its business, it is therefore highly recommended that the Campus Recreation department form a Risk Management Committee. This Committee should be small (4-6 people) and have broad representation (program and facility staff). While not everyone in the department can (or should) be on the Committee, involvement of other staff members in Committee projects ensures that risk management is viewed as a shared responsibility. Other people (e.g. institutional Risk Manager, university-wide Facilities Management, Health Services) can be invited to participate on an ‘as needed’ basis.

The Committee should meet every month, document minutes and communicate regularly with staff and key stakeholders about what they are doing.

A Committee Chair needs to be established and clear expectations for this position developed. It is recommended that the Chair, and at least one other member of the Committee, enroll in SportRisk’s online course ‘Risk Management for Recreation Professionals’. This can be an important step in establishing a knowledge base and risk management mindset within the Committee so that everyone begins talking the same language.

The Committee should first establish a clear list of priorities based on the recommendations detailed in this report. Finally, being on the Risk Management Committee should not be viewed as a ‘life sentence’, and the Committee should develop a phased-in succession plan. This ensures that the committee remains energetic, committed and focused.

As a starting point, the Risk Management Committee should consider the development of a ‘Risk Map’ for the activity programs and facilities operated under Campus Recreation. In adopting this approach, programs, facilities and people can be grouped into ‘high risk’ or ‘low risk’ categories. (A ‘high risk’ program is defined as a program where the probability of a serious injury occurring is high). This grid will then provide focus when discussing issues such as:

▪ When waivers are to be implemented

▪ When medical screening of participants may be necessary

▪ Who needs training in emergency protocols

▪ Which instructional/ teaching/ coaching programs require lesson plans detailing skill progressions

▪ The priority areas for inspection and maintenance checklists.