

Bainbridge Island Metropolitan Park & Recreation District

Risk Management Program

The mission of the Bainbridge Island Metropolitan Park & Recreation District (“District”) is to build a healthy community through effective, sustainable stewardship of the District’s parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

This Risk Management Program has been developed to provide a framework through which the Park District can fulfill its mission while minimizing the cost of risk to the District. In this program, criteria have been established for identifying risks and applying effective risk control measures to protect property and safeguard park users, program participants and District staff.

The desired outcome is a working and recreating environment that prevents injury, minimizes the impact of unavoidable risks or hazards, and implements steps to prevent a repeat of any incidents or accidents through investigation and mitigation measures.

DEFINITIONS

Risk An uncertain event or condition involving exposure to injury, loss, harm or danger.

Risk Management The process of identifying, evaluating, and managing the risks an organization faces so that any negative impact these risk factors could have on the organization are eliminated or minimized.

Loss Control A conscious action intended to reduce the frequency, severity, or unpredictability of accidental losses.

WHY A RISK MANAGEMENT PROGRAM IS NEEDED

Unanticipated accidents, incidents and injuries affects health and well-being, and can result in costly claims against the District and expensive litigation. It is to the District’s benefit to foresee risks, assess possible impacts, and take appropriate actions to reduce losses.

OBJECTIVES

1. To protect the public and District employees from circumstances that could compromise their safety, security, and well-being.
2. To protect the District from legal liability and financial losses resulting from accidents, injury, or other incidents.
3. To preserve the District’s assets from loss, destruction or depletion.
4. To protect the District’s capacity to serve the public in a manner that instills confidence and trust in the agency.
5. To identify potential areas of risk to the District, take steps to avoid, control and reduce the impact of these risk factors, and prevent a repeat of incidents or accidents that may occur.
6. To share the risk with outside parties through insurance and clear contractual agreements.

7. To create an internal system to protect the District from loss through policies and other written documents that define risk management measures and how these measures will be implemented.

DISTRICT MECHANISMS FOR RISK MANAGEMENT

The Park District will have in place the following mechanisms to address risk management in the agency.

Risk Management Team

- Purpose: To identify and address District-wide risks from a comprehensive perspective across all departments.
- Members: Members will be appointed from the District's Leadership Team.
- Functions:
- 1) Develop risk management program for District.
 - 2) Identify potential risks across all departments and prioritize according to degree of risk.
 - 3) Evaluate probability of risks and their impact on the District.
 - 4) Review incident log for seriousness of incidents and any patterns that may indicate measures are needed to prevent future incidents.
 - 5) Review and put in place risk control measures to protect property and safeguard park users and employees.
 - 6) Serve as the over-arching arm for District risk including oversight of the Safety Committee which addresses employee risk.
 - 7) Assign issues and tasks to Safety Committee that are related to employee risk.

Safety Committee

- Purpose: To identify and address risk issues specific to employees. The Safety Committee serves as a sub-component of the Risk Management Team. It is required by WA State law under the Department of Labor & Industries.
- Members: Members are District employees who are either elected by staff members or appointed. See Accident Prevention Program for terms and more information. A member from the Risk Management Team will serve as a liaison to the Safety Committee.
- Functions: See Accident Prevention Program for Safety Committee duties and responsibilities. This is a District document that informs employees of matters regarding safety in the work place. It is sometimes referred to as the District's "Safety Manual".

Policies, Procedures and Forms

- Purpose: To control and mitigate risk through the development of written documents that outline District requirements and expectations for managing risk factors.
- Oversight: The Risk Management Team will: 1) Initiate new documents to address risk management issues as they arise; 2) Review and update documents pertinent to risk management to ensure there is consistency between them.

- Documents:
- 1) Policies will be developed as needed to address risk factors in the District. Policies must be formally adopted by the District's Board of Commissioners.
 - 2) Procedures will be developed as needed to outline specific steps that may be needed to carry out a policy. These tend to be less formal documents and do not need board adoption.
 - 3) Manuals will be developed as needed to outline rules and guidelines pertaining to a specific area and a large group of users or employees. Examples are the Field User Manual and Contract Instructor Manual.
 - 4) Forms will be developed as needed to curtail risk. Examples are liability waivers, facility rental agreements, and agreements pertaining to use of District email or cell phones.

Staff Training

- Purpose: To mitigate risk by educating employees in areas of risk specific to their job responsibilities.
- Types: Training can be a requirement by law, a mandatory requirement of the District, or something that is attended by employees on a voluntary basis. Training options available to District employees include:
- 1) Safe Personnel: an online training program that can be assigned to individual employees to complete. A variety of topics are available and can be tailored to what is related to employee job duties.
 - 2) Internal group training by District division or department.
 - 3) Outside workshops.
 - 4) Outside consultants brought in-house to provide District training.
- Frequency: Training is required at both the onset of employment and throughout the time a person is employed by the District. Once a course has been completed, refresher training often will apply. Some training is required for all employees; some is required only for those working in a specific area. Training requirements can be annual, periodic, or over a specific time period.
- Oversight: The District's Human Resource Department is responsible for administering Safe Personnel, and tracking completed training sessions throughout the District. Division Directors are responsible for ensuring staff members in their division receive the necessary training. They will provide the HR Department with employee names and their completed training dates when training is not done through Safe Personnel.

COMPONENTS OF RISK MANAGEMENT PROGRAM

It will be the responsibility of the Risk Management Team to oversee the following components of the Risk Management Program and initiate actions that may be needed to prevent or curtail the District's risk in parks, operations and programs.

Identifying Risks

To identify risk, the District will consider areas of potential loss in each District division including the Administrative, Park Services and Recreation Divisions, as well as the Aquatic Center. The District's assets, services and programs will be assessed for risk. The following areas will be considered:

- a. Potential property damage to land and items both owned by the District and not owned by the District.
- b. Public liability including District clientele and public relations.
- c. Business operations including program development and management of employees and volunteers.

The following will be reviewed by the Risk Management Team to determine where the District might have risk: incident reports, customer complaints and concerns, issues brought forward by the Safety Committee, and facility inspection reports.

In addition, a review of anticipated new risks will also be considered at weekly Leadership Team meetings as new projects or purchases are undertaken. Investigations may also be conducted as needed to determine where the District might be at risk. It is understood that risk is inherent at many levels including political, economic, social, and technical. All these must be considered when identifying the District's risk.

Evaluate Probability of Risk

As risks are identified, the Risk Management Team or designee will work to establish the probability of them occurring in the District. Risks will be assessed using the following criteria:

- a. Likelihood of occurrence
- b. Frequency of activity
- c. Comparing current operations to "normal or established practices"
- d. Likelihood of financial loss
- e. Current laws

Evaluate Impact of Risk

After assessing the probability of risk, the Risk Management team or designee will then assess the impact these potential risks could have on the District. Risks will be assessed using the following criteria:

- a. Injury potential
- b. Death or serious injury potential
- c. Severity of potential financial loss
- d. Legal impacts
- e. Property damage potential

Formulate Loss Control Measures

The probability of loss combined with the impact of the loss will then be assessed by the Risk Management Team or designee. Hazard levels will be categorized and loss control measures considered. Those risks that are identified as more significant will require closer monitoring and resource allocation to prevent them from occurring.

A priority will be given to those risks ranked the highest, and steps will be put in place to: 1) Eliminate the factor that creates the risk; 2) Control or mitigate the likelihood of risk occurrence and/or lessening the impact; 3) Transfer or share the liability with other parties. Once higher ranked risks are addressed, attention will be given to lower ranked risks.

When needed, policies, procedures and other written documents will be prepared to safeguard the District and lessen the District's potential loss. These documents will outline general District requirements and expectations and provide specific steps for what employees should do in the event of an incident.

Implementing sound practices through policies and other written documents will lessen the possibility of District loss in areas that could otherwise result in adverse financial impact, property damage or personal/public injury.

Periodic assessments will be done by the Risk Management Team to see if the District's loss control measures are effective and whether revisions may be necessary.