



## RISK MANAGEMENT REVIEW SERVICES

OSI helps outdoor programs minimize the risk of injuries and other harm during outdoor activities. Over the past twenty-five years, a tremendous amount has been learned about managing safety and liability on outdoor activities. Few programs, however, have the perspective and expertise to consistently implement good risk management in all areas of their operations. OSI’s world-class team of experts puts a top-notch risk management program within the grasp of every organization.

### ***What is a Risk Management Review?***

A risk management review is a systematic approach to assessing the hazards associated with an outdoor program. Organizations are frequently unaware of risk management gaps within their program or of the most up-to-date safety practices. OSI’s review process provides an objective, external perspective on these critical issues. The first focus of our review process is on activity safety; however, we also pay close attention to management systems, crisis response plans, transportation, facilities, abuse prevention (for youth-specific programs), and legal risk avoidance.

OSI evaluates and makes recommendations on potential areas for improvement in staffing, training, equipment, emergency procedures, management, documentation, and more. Our recommendations are always accompanied by assistance with the implementation process.

### ***Why Conduct a Risk Management Review?***

- **Safety:** Help reduce the risk of harm to participants or staff
- **Crisis Planning:** Improve emergency response and limit the impact of incidents
- **Legal Risk:** Be confident you are taking appropriate steps now in case an incident does occur
- **Reassurance:** Make your board, management, and staff confident that safety is well-managed
- **Reputation:** Proper incident reduction and crisis response may prevent severe reputation harm
- **Cost:** Even with insurance, the costs of a serious incident can vastly outweigh prevention costs
- **Marketing:** OSI will help you advertise the fact that your safety practices are outstanding

### ***Standard Risk Management Review***

OSI’s cooperative risk management review process consists of four primary phases, some key steps of which are detailed here. The timing presented can be easily adjusted to meet the client’s needs.

Phase & Timing	Primary Steps
<b>(1) Initial</b> Months 1 – 2	<ul style="list-style-type: none"> <li>• Client completes initial assessment survey</li> <li>• OSI reviews client documentation (manual, procedures, forms, etc.)</li> <li>• Staff/volunteer online survey (optional, small additional fee)</li> <li>• Planning for on-site phase</li> </ul>
<b>(2) On-Site</b> Month 3 <i>Typically 2 days, though the client may add field observation time</i>	<ul style="list-style-type: none"> <li>• Initial tone-setting meeting</li> <li>• Management and field staff interviews</li> <li>• Inspection of equipment, paperwork, selected facilities, vehicles, etc.</li> <li>• Observation of programs (if time is available or via additional field days)</li> <li>• Verbal presentation of key findings and recommendations from review</li> <li>• <i>Bonus:</i> Those engaged in the review will learn about risk management and typically be more committed to implementing recommendations.</li> </ul>

<p><b>(3) Report</b></p> <p>Month 3</p> <p><i>Draft usually delivered within 2 weeks of site visit</i></p>	<ul style="list-style-type: none"> <li>• OSI develops draft report</li> <li>• Client responds to draft</li> <li>• OSI produces final report (or an additional draft if necessary)</li> <li>• <i>Bonus:</i> The report can be useful in educating management, board members, and other stakeholders about risk management priorities and needs.</li> </ul>
<p><b>(4) Support</b></p> <p>Months 3 - 15</p> <p><i>Included in every review is 12 months of support (following the final report)</i></p>	<ul style="list-style-type: none"> <li>• OSI provides written resources to assist with implementation of recommendations</li> <li>• OSI experts available to provide advice and review changes</li> <li>• Client reports improvements in response to recommendations (optional)</li> <li>• OSI provides final review of improvements (optional)</li> <li>• <i>Bonus:</i> Clients who have successfully completed the review process can advertise their "Safety Reviewed by OSI" status.</li> </ul>

## **Risk Management Review Options**

Our adaptable review process is customized to meet the needs and budget of every client. Field observations and a staff or volunteer survey are two commonly utilized options that may improve upon our standard Risk Management Review. We also offer a Risk Management Subscription that, for a manageable annual fee, combines our Risk Management Review with ongoing expert support. Please contact us for additional information or a customized proposal.

### **Review Fees** (regular / nonprofit)\*

<b>Standard Risk Management Review (as described above)</b>	\$7350 / \$6250
<b>Field Review (per day, in addition to Standard Review)</b>	\$975 / \$825
<b>Risk Management Subscription (3-year minimum)</b>	\$4600 / \$3900

\*Advertised pricing is subject to change without notice. Additional fees apply to large, complex, and/or geographically distributed programs. Travel expenses are not included. OSI will prepare a complete cost proposal upon request.

## **About the Outdoor Safety Institute**

OSI provides outdoor programs with support on safety, liability, and program management concerns. We combine unmatched expertise in field safety, program management, insurance, legal and medical issues with exceptional service delivery. To protect our clients, and us, the institute carries professional and general liability insurance. Alex Kosseff, the author of both editions of the *AMC Guide to Outdoor Leadership*, founded and directs OSI.

*"Alex brings to his work deep professional experience in his field, which includes a solid understanding of the legal environment in which his clients operate, as well as genuine appreciation for and commitment to their mission and practical needs. He is an excellent choice to support national organizations with diverse programs across a wide range of activities."*

—Laura Hoehn, General Counsel, Sierra Club

*"Alex provided an invaluable outside perspective to our organization and forced us to think about what we were doing, why we were doing it and how we could improve. His manageable report helped us see that we needed to put more resources into our training materials, emergency response protocols and maintaining consistency across different programs."*

—Jay Creagh, Wilderness Program Director, Camp Manito-wish YMCA

*"OSI has been an invaluable resource to the Yellowstone Association in developing and continuing to expand and improve our risk management program. From field risk management to transportation safety, working with Alex Kosseff and OSI have been an important part of our risk management efforts."*

—Jenny Golding, Education Director, Yellowstone Association Institute

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