**Pre-Activity Risk Safety Briefing**

Use this form as a guide to the quick briefing before EVERY activity or event. This includes smaller activities like the mile run in PT, a clean-up detail in the barracks, or an obstacle course run... any time cadets (or seniors) are going to be involved in an activity. If you follow this guide, you and the group will be conducting a quick risk assessment, and giving a briefing, at the same time! It will get everyone’s mind on the risks they might face, while helping them concentrate on performing the task the right way. **This briefing is required by CAPR 62-1 … this guide will make it easy!**

There is room to jot down your notes/answers if that helps, but there is no requirement to do so.

**DESCRIBE THE ACTIVITY:**

**GIVE OVERVIEW OF THE CORRECT WAY TO PERFORM THE ACTIVITY:**

**BRAINSTORM THE “HAZARDS” AND “RISKS” THE PARTICIPANTS MIGHT FACE:**

*Ask participants to list the risks, or…*

*Ask the participants, “What can go wrong during this event?”*

**LIST “RISK CONTROLS” WILL YOU PUT IN PLACE:**

*Ask participants, “What will you do to prevent things from going wrong?”*

*How will they prevent mishaps?*

**REMIND EVERYONE THAT RISK MANAGEMENT CONTINUES THROUGHOUT THE EVENT.**

*Be constantly on the lookout for new hazards or risks.*

*Call “KNOCK IT OFF!!!!” to stop anything that looks like it’s an “unacceptable risk”*

**REMIND THEM TO CONCENTRATE ON THE RIGHT WAY TO DO IT.**

*Complete the event “… without getting hurt!”*