



# Basic Risk Management





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## Training Objectives

- Be Able to Explain Risk Management
- Understand Risk Management in CAP
- Apply Risk Management in Everything You Do
- Be able to locate RM tools and training on [gocivilairpatrol.com](http://gocivilairpatrol.com)



# Basic Risk Management

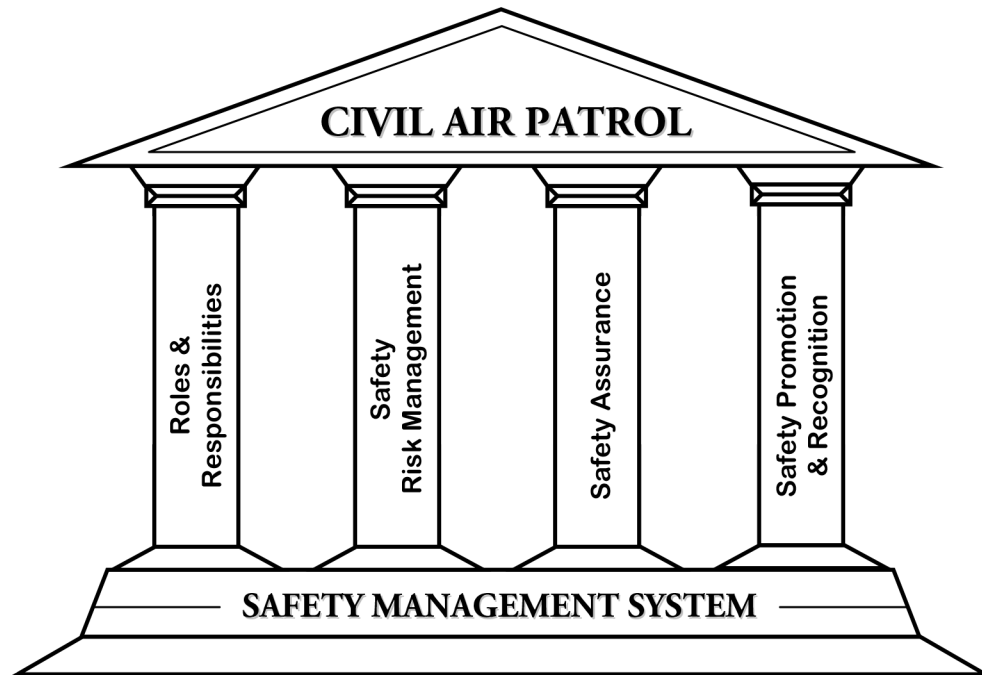


**“The goal of the CAP Safety Program is for each and every member of Civil Air Patrol, as well as the organization itself, to embrace and practice RM as a core competency of Civil Air Patrol.”**

*CAPR 160-1 § 2.2.4., CAP Safety Program*



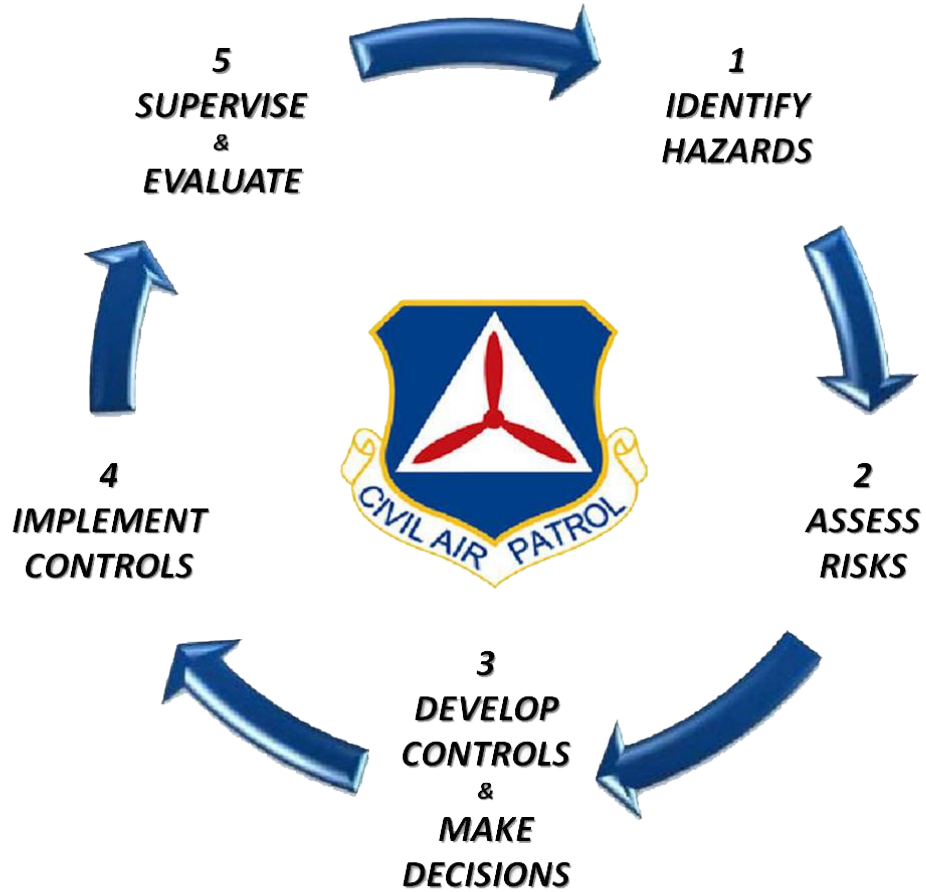
# Basic Risk Management



**Risk Management is the core of our  
CAP Safety Management System**



# Basic Risk Management



## Risk Management Is a 5 Step Continuous Process

This training will explain those steps in easy-to-understand terms so everyone can understand how RM works in CAP and in their daily lives



# Step 1 - Identify Hazards



## Look around

- What can cause harm?
- What can hurt you?

## Possible Hazards

- Rugged Terrain? Hot Weather?
- Slippery Floors? Sharp objects?

Anything that “worries” you might be a hazard ... take the time to look around

## What can go wrong with the plan?

- A “bad plan” can be a hazard



# Step 2 - Assess Risk



**How likely is it that hazard will hurt you?**

- The “probability”
- A good chance, or a very remote chance?

**How badly could that hazard hurt you?**

- The “severity”
- How bad could the damage be?
- How serious of an injury could it cause?

The Risk is **High** if...

The risk is *likely* to happen

or

*Serious* injury or damage could occur



# Step 3 - Risk Controls



## What's a risk control?

- It's anything that you can do, or change, that will reduce the risk
- Reduce the probability, or
- Reduce the severity

## Remove the Hazard?

- Train people to do the task properly
- Provide protective equipment
- Work slower or use a spotter

**Figure out which controls work the best and make them part of your plan**



# Step 4 - Implement Controls



Make risk controls part of your plan  
Perform your task or mission using risk controls

Original plan?

- Cross the street

Better plan with Risk Controls

- Cross the street,
- At the crosswalk,
- When the light is green,
- After looking both ways for traffic

Make risk controls part of your plan!



# Step 5 - Supervise & Evaluate



## Are your risk controls working?

Plans can change. New hazards can appear.

- Is it going according to plan?

It is common to need new risk controls

- Decide on new risk controls, or...
- Adjust the risk controls you planned

**Risk Management continues through the entire activity!**



# Risk Management - The “Loop”



## RM is a continuous process!

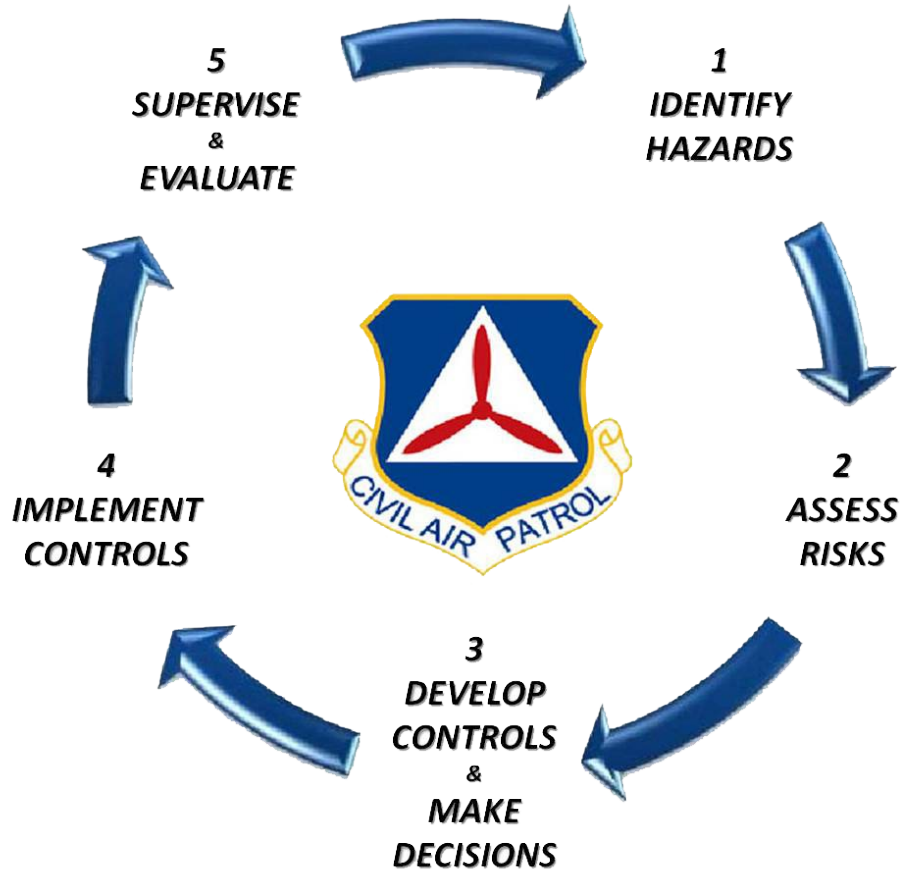
You must continuously ...

- Look for new or changing hazards
- Assess the changing risks
- Decide on new or improved controls
- Change the plan to include new controls
- Keep evaluating how they're working

**Continuously!**



# Risk Management - The Lingo



It's important that ALL CAP members understand the same language of risk management

So...

Let's do quick review of the terms and the definitions...



# RM Review



## Hazards

- Things that can hurt you
- Things that can damage property

## Risks

- How likely is damage or injury to occur?
- How serious could it be?

## Controls

- Things you can do to reduce the risk



# RM Review



## Risk controls

- What can you do to reduce the risk?
- Make those controls part of the plan

## Supervise

- Are members following the plan?
- Are we using the controls we chose?

## Evaluate

- Are the controls working like we planned?
- Do we need to adjust or improve the controls?



# The “Risk Assessment”



## Starting the risk management

- Performed before any task, activity, event, mission, etc.

## The first 3 steps of the risk management loop

- Identify Hazards
- Assess Risks
- Develop Controls and Make Decisions

## Needs to be done for all activities in CAP!

- Everyone needs to know the hazards, the risks, and the plan



# CAPR 160-1 and CAPF 160



## CAPR 160-1 § 3.3, CAP Safety Program

Explains when a formal risk assessment is required

Explains when a CAPF 160 is needed

CAPF 160 used for major activities

like encampments, NCSAs, etc.

CAPF 160S is for smaller activities

and as a guide for everyday RM

Go to Safety page of [gocivilairpatrol.com](http://gocivilairpatrol.com), or look at "Intermediate Risk Management" for more information on Risk Assessments

Reset

**CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET**

1. ACTIVITY \_\_\_\_\_ 2. DATE (DD/MM/YYYY) \_\_\_\_\_

3. PREPARED BY \_\_\_\_\_

a. Name (Last, First, Middle Initial) \_\_\_\_\_ b. Rank \_\_\_\_\_ c. Duty/Position \_\_\_\_\_

d. Unit \_\_\_\_\_ e. Email \_\_\_\_\_ f. Telephone \_\_\_\_\_

g. Signature of Preparer: \_\_\_\_\_

Five steps of Risk Management: (1) Identify the hazards (2) Assess the Risks (3) Develop Controls & Make Decisions (4) Implement controls (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)

4. SUB-ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL	
<small>Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.</small>	<small>Consider Hazards from each of the "5-M" categories in CAPF 160:</small> - Member - Middle - Machine - Mission/Activity - Management	<small>Use Risk Matrix on page 3.  <small>Note all "I", "M" &amp; "H" risks</small> </small>	<small>Describe the actual control being used to address the specific risk.  <small>(If more space is needed, use the block directly below.)</small> </small>	<small>Describe how the risk control will be implemented and monitored, and who is responsible.  <small>(If more space is needed, use the block directly below.)</small> </small>	<small>Use Risk Assessment Matrix on page 3 of form.</small>	

ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2

10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):  
 EXTREMELY HIGH    HIGH    MEDIUM    LOW  
NOTE: ALL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:  
 \_\_\_\_\_

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY   APPROVE    DISAPPROVE

a. Name (Last, First, Middle Initial) \_\_\_\_\_ b. Rank \_\_\_\_\_ c. Duty/Position \_\_\_\_\_ d. Signature of Approval Authority \_\_\_\_\_

CAPF 160 1 of 4

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**CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET**

(This form may be used for smaller events or activities when full deliberate risk management and CAPF 160 are not required)

1. ACTIVITY \_\_\_\_\_ 2. DATE \_\_\_\_\_

3. PREPARED BY \_\_\_\_\_

a. Name (Last, First) \_\_\_\_\_ b. Rank \_\_\_\_\_ c. Duty/Position \_\_\_\_\_

d. Unit \_\_\_\_\_ e. Email \_\_\_\_\_ f. Phone \_\_\_\_\_

4. SUB-ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
				How: _____ Who: _____	
				How: _____ Who: _____	
				How: _____ Who: _____	
				How: _____ Who: _____	
				How: _____ Who: _____	
				How: _____ Who: _____	
				How: _____ Who: _____	

For additional entries for items 4 through 9, use CAPF 160HL

10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):  
 EXTREMELY HIGH    HIGH    MEDIUM    LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:   APPROVE    DISAPPROVE   
NOTE: ALL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY

a. Name (Last, First, Middle Initial) \_\_\_\_\_ b. Rank \_\_\_\_\_ c. Duty/Position \_\_\_\_\_ d. Signature of Approval Authority \_\_\_\_\_

CAPF 160S 1 of 2



# Real Time Risk Management CAPF 160S



## Before **EVERY** Activity!

- Unit meeting?
- PT? Drill Practice??  
Moving the... ???
- **YES!!!!**

## It's **EASY!**

- Gather together
- Talk about the hazards and risks
- How do we reduce the risk?
- Team effort; everyone on the same page?
- **Get started and follow the plan!**



# “Knock it off!”



See something unsafe?  
See a risk you didn't anticipate?  
Need to warn someone!?

Yell ... “KNOCK IT OFF!!”

- Anyone can scream it. Everyone repeat it.
- **EVERYONE** stops what they're doing.
- Warn others about the hazard!



*The “knock it off” call is a time-honored tradition in the Air Force, used in combat and day-to-day missions. Everyone respects it, and everyone knows what it means!*



# The “Huddle”



## The “get together” after the “knock it off”

- Gather everyone together
- Talk about what went wrong?
- Is there a new risk we didn't see?
- Is the original risk worse than we thought?
- Decide on new controls?
- What's the new plan?

IMPORTANT NOTE: You may find that the risk is just too great. Maybe the weather got worse, the task got harder, or your members got hot and tired. If the risk is too great, then cancelling is the “ultimate” risk control.



# Everyday Risk Management



- CAP is committed to using risk management in the planning and execution of every mission and activity
- Members are CAP's greatest resource
- Every CAP member should actively use risk management in their CAP activities and in their daily lives
- Every Member. Every Day. Every Activity. Every Mission.

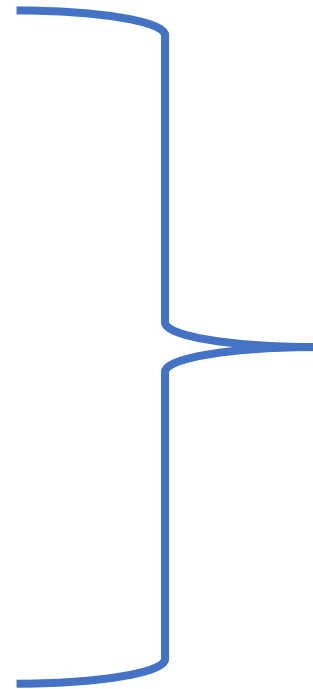


# Everyday Risk Management



## It's Easy!

Take the time to use a couple quick memory aids before every task, and YOU will be practicing risk management!



“What’s the worst that can happen?”  
“What am I doing to prevent that?”

“My goal is to finish this mission...  
“to run this obstacle course ...  
“to move this airplane ...  
“to park this vehicle ...”

**“... WITHOUT GETTING HURT”**



# Risk Management



**By now you should be able to:**

- List and explain the 5 steps of risk management
- Practice risk management as a member of a CAP team
- Practice everyday risk management in your day-to-day life

**For more information on risk management, refer to the following**

- CAPR 160-1, *CAP Safety Program*
- Safety pages of [gocivilairpatrol.com](http://gocivilairpatrol.com) website
- Intermediate Risk Management training module
- CAPF 160 and CAPF 160S



# Questions?



**We need your help!**

**If you have any questions or suggestions about any CAP Safety Education, please contact us at [safety@capnhq.gov](mailto:safety@capnhq.gov)**

**Thanks!**