



City of Kannapolis Parks and Recreation Department Risk Management Policy

Purpose:

To continuously improve the management of risks at the Department.

Scope:

This policy applies to all full-time, part-time employees, and volunteers of the Department.

Policy Statement:

The Department is committed to an organizational culture that optimizes its ability to achieve agency objectives through appropriate management of risk. Appropriate management of risk will maximize opportunities and safeguard the Department's:

- Park and Recreation Services Users, Employees, Volunteers and Partners
- Quality of the leisure experiences
- Assets and Resources
- Contractual and statutory obligations
- Suppliers and Vendors
- Image and reputation

Risk Management Responsibilities and Implementation:

The Director of Parks and Recreation has the authority to implement operational practices and procedures as stated in the Risk Management Plan and Procedures.

The Department's Management Team has the responsibility for the implementation of the operational plan and procedures and to provide the resources necessary to minimize risk and potential loss.

The Park Managers are responsible for the operational management of risk in all activities associated with their area of work. They shall ensure that their employees have the proper training and understanding of the Department's policies and procedures related to risk and safety.

All employees of the Department are responsible for operational management of risk as related to the tools, equipment, vehicles, building facilities and park property that have been assigned to them.

The Employee Risk and Safety Committee (2 Park Managers, 1 FT Programming / Special Events staff, 2 FT Park Maintenance Tech III, and 1 PT Operation Specialist) under the supervision of the Director of Parks and Recreation are responsible for:

- Research
- Policy development
- Risk and safety training improvements
- Reviewing risk and safety incidents
- Data collection, analysis and recommendations related to risk and safety

The Risk Management Plan and Procedures:

The Plan and Procedures provide the Department staff with the guidance necessary to reduce the potential for loss due to risk or safety related incidents. The Plan is continuously updated as the Committee's work evolves. It is the responsibility of all management and supervisory employees to understand the policies and procedures related to risk and safety and implement and interpret the Plan for their employees.

Reviews and Updates:

The Risk Management Plan must be reviewed annually by the Committee. The Committee shall forward their recommendation(s) to the Director of Parks and Recreation for review, approval, and implementation.

Approved 06/ /2015

