Organization Name

Creating a Risk Management Plan Checklist

		Yes	**Needs Attention**
1.	Do you have the right insurance policies and limits to cover the amount of risk you've identified?	☐	☐
2.	Have you discussed increasing your insurance deductible in order to reduce insurance costs? (This would mean absorbing additional costs if a claim occurs in order to reduce your insurance premium.)	☐	☐
3.	Do you use agreements that can help transfer some costs associated with risk to others (e.g., participants in youth outings sign liability release forms and contractors provide certificates of insurance)?	☐	☐
4.	Can your current budget accommodate needed changes like additional insurance coverage, building or vehicle maintenance, or additional alarm, security, or screening tools?	☐	☐
5.	Do you communicate your risk management plan to staff, volunteers, and participants in your ministry?	☐	☐
6.	Have you made necessary changes to your building and/or vehicles?	☐	☐
7.	Have you purchased and installed additional alarm, security, or screening tools?	☐	☐
8.	Have you made necessary improvements to your ministry's operating procedures?	☐	☐
9.	Do you train staff and volunteers when you have changes?	☐	☐
10.	Do you define ways to establish accountability for your new operating procedures?	☐	☐
11.	Do you assess how well the plan works?	☐	☐
12.	Do you evaluate whether staff and volunteers are appropriately performing their roles?	☐	☐
13.	Do you obtain feedback from staff, volunteers, and others about your new risk management plan?	☐	☐
14.	Do you have plans in place to evaluate your risk management procedures on a regular basis and make adjustments as needed?	☐	☐

Notes: _____

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Completed by: _____ Date: _____