

## UCA Service-Learning Risk Management Tips

Risk: (1) Possibility of injury. (2) Any issue that could impact an institution's ability to meet its goals and objectives.

Risk management is the identification (what can go wrong) and assessment (what is the likelihood and potential impact) of risks followed by coordinated activities to direct and control an organization with regard to risk.

In order to analyze the risk, you should consider: (a) what is the likelihood of the risk event occurring (how high/low) and (b) what is the potential impact – financial cost, personal injury, and/or damage to reputation.

One goal or objective of every program should be to provide a safe environment for students and staff.

Some steps to take to manage risk:

1. All participants must sign UCA's waiver and release form.
2. All participants and faculty must comply with applicable laws and university policy.
3. All faculty should have knowledge of the activity and partner organization (location, transportation issues, history of organization, prior relationships with organization, etc.).
4. Conduct site reviews before, during and after a service-learning course is offered.
5. Avoid arranging informal travel for students. Liability may be reduced if students are responsible for their own transportation.
6. Any activity should further an objective of the program.
7. Participants should be properly trained for any activity.
8. When possible, participants should work in pairs or group settings.
9. Background checks must be performed when required by law, university policy, or if determined by faculty or partner organization.
10. An incident response plan should be established (police and/or emergency medical care information, emergency contact information for student, and notification of appropriate university officials).