

Company: Thistle Trekking LTD	Risk Management Procedure	Compiled by: Scarlet Trevett
Date completed: February 2014	All procedures should be reviewed if changes are made to the trip, e.g. the group, transport, ratios etc.	Reviewed/Updated: 23.1.2019

This procedure provides information for all persons who are responsible for risk management.

Risk management is an integral part of day-to-day operations. As individuals we all play our part in managing risk and staff at all levels are responsible for understanding and implementing Thistle Trekking risk management principles and practices.

Risk management consists of three essential elements:

1. **Hazard identification** - A hazard is anything with the potential to cause harm.
2. **Risk assessment** - Risk is the assessed potential for adverse consequences resulting from a hazard. It is the likelihood that the hazard's potential to cause harm will be realised.
3. **Risk mitigation** - Steps taken to control or prevent a hazard from causing harm and to reduce risk to a tolerable or acceptable level.

Hazard identification - can be made by anyone. All new hazards must be reported to Scarlet as soon as possible. A report can be made by filling out the trek report sheet, an incident sheet or by phone or email.

Risk assessment - Thistle Trekking LTD has written risk assessments for all activities. All risk assessments must be updated at least once per year by Scarlet Trevett, or more often as new risks and hazards are identified. Risk assessments must be read and understood by all persons involved in Thistle Trekking LTD at least once per year. Dynamic risk assessments must also be carried out by all persons involved in Thistle Trekking LTD on an ongoing basis.

Risk mitigation - Thistle Trekking LTD has written risk assessments which identify steps taken to control or prevent hazards and reduce risk to a tolerable or acceptable level. This must be implemented by all persons involved in Thistle Trekking LTD.