Risk Assessment Instructions

The first step in planning an event or project is a comprehensive review of the risks involved. The Risk Assessment Worksheet will assist in the Identification of Potential Hazards and Risks. When responding to the question “What might go wrong?” look to the following risk categories:

Risk to Persons- Include the students, employees and the general public. Risks involve harm or injuries to participants or attendees both physical and emotional. Example: injuries from physical activity, weather-related, equipment or materials, food-related illnesses, alcohol consumption, dangerous travel conditions, medical emergencies, hazing, inequity, sensitive subject matters, etc.

Risk to Property- Include both the safety and maintenance of facilities used for the event or project by participants or attendees. Example: improper set-up or clean-up for the event or project, safety or security issues at the location, damage to property (building, equipment, etc. and university or personal property), the disruption of facilities use, etc.

Financial Risks- Involve both the budget for the event or project and the costs involved should something go wrong. Example: poor budgeting, unplanned expenses, unsuccessful fundraising, lack of funding, etc.

Reputation Risks- Apply to the reputation of the University, persons or individuals, an Organization, its officers and members, Example: poor conduct or behavior at an event or during a project, a negative representation or publicity associated with the group or activity, etc.

Step 2: Now that the foreseeable risks have been identified, next evaluate the potential for the harm to be realized. Using the Risk Assessment Matrix evaluate the Probability (likelihood that the risk will occur) and Severity (degree of injury or damage or loss) of loss as High, Medium or Low. Then identify what actions or Risk Control Measures that can be implemented to mitigate or eliminate risk; in particular those in the Medium or High categories.

Step 3: Implement identified Risk Control Measures. Example: purchase insurance, obtain Certificate of Insurance & Additional Insured Endorsement from vendor, have participants sign a Release of Liability, consultation with safety professionals, elect not to do the identified activity, etc.

Step 4: Revise Risk Assessment Matrix. Describe the Risk Control Measures to be implemented, the date implemented and the revised level of risk (High, Medium, Low).

Step 5: For student club/organization events or projects submit the Risk Assessment Worksheet to the Office of Student Life for review. All others submit the Risk Assessment Worksheet to University Risk Management for review.