

# 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.