

Risk Assessment Worksheet

Cal Poly Pomona Events & Projects

Event or Project Information:

Review Date-
 Name of Event or Project-
 Date(s) of Event or Project-
 College/Department/Club Affiliation-
 Name(s) of Coordinator(s)-

Description of Event or Project (Attach added sheet as needed.)

Identification of Potential Hazards and Risks (Refer to Risk Assessment Instructions):

Potential Area(s) of Impact (Check all that may apply.)

Risk to... **Person(s)-** Employee Student Other (identify) _____
Property- University Personal Other (identify) _____
Financial- University Personal Other (identify) _____
Reputation- University Personal Other (identify) _____

Identify Risks- Use the section below to describe the possible risk(s) that may impact your event or project in the **Potential Area(s) of Impact** identified above. Refer to the sample questions on the **Risk Identification and Evaluation Procedure** form.

Risk Level	Identify Hazards and Risks - What might go wrong? (Hazard- the potential to cause harm, e.g. by equipment or physical activity. Risk- the potential for harm to be realized, e.g. personal injury or property damage)

Risk Probability & Severity Levels:

Evaluate the potential for the harm to be realized. To determine the **risk level** look at the likelihood and severity of the outcome if the hazard or risk is realized (e.g. Where the Probability is "Possible" and the Severity is "Catastrophic" the risk rating is H).

- 1-Apply Matrix below to each risk described above.
- 2- Assign rating H, M or L.
- 3- Mark an "H", "M" or "L" in the "Risk Level" column next to each hazard or risk identified above.

Risk Assessment Matrix

Probability/ Severity	Remote	Possible	Likely
Negligible	L	L	M
Marginal	L	M	H
Catastrophic	M	H	H

H= High
 M= Medium
 L = Low

Probability- Likelihood that event will occur.

Remote- Unlikely, but could occur at some time.

Possible- Occurs sporadically.

Likely- Occurs often, continuously experienced.

Severity- Expected consequence of loss - degree of injury, damage, etc.

Negligible- Likelihood of little or no loss.

Marginal- Minor injury(s), minimal lost work time, minor damage.

Catastrophic- Death or Permanent/Temporary disability, major damage.

Risk Control Measures:

What actions that will be taken to prevent, lower or control the identified hazards or risk(s)?

Risk Action/Control Table

Risk Level	Action/Control to be Implemented
Low/ Acceptable	Note that risk has been identified as minimal to acceptable. Review and approval Risk Management. (OSL for Student Clubs)
Medium	Take action to reduce level of risk to "Low" level. Purchase insurance or obtain proof of insurance (Certificate of Insurance & Additional Insured Endorsement) from vendor. Participants sign Release of Liability form. Review and approval of OSL and Risk Management.
High/ Unacceptable	Implement Actions/Control measures to reduce level of risk to medium or low level. (See Action/Control above for M or L.) Review and approval by Risk Management.

Revised Risk Probability & Severity Levels:

Use the section below to describe the **Risk Prevention/Control Measures** that will be implemented and the date implemented. Indicate the **Revised Risk Level**. If level of risk is "Low/Acceptable" or if no action will be taken, so indicate.

(e.g. with the control measures implemented the Probability is reduced to "Marginal" and the Severity is reduced to "Possible". The revised risk rating is "M"). Attach additional page(s) if needed.

Revised Risk Level	Describe Risk Control Measures implemented and Note the Revised Risk Level (H,M,L) – <small>(Hazard- the potential to cause harm, e.g. by equipment or physical activity. Risk- the potential for harm to be realized, e.g. personal injury or property damage)</small>

To the best of my knowledge all known and foreseeable risks have been identified and evaluated. The identified risk control measures will be implemented prior to the start of the Event or Project.

Event/Project Coordinator (Print Name and Sign)

Date

Review Section:

Level of risk after stated risk control measures have been implemented: ___ Acceptable ___ Not Acceptable

Comments: _____

OSL Review of Student Club Events (Print Name and Sign)

Date

Risk Management Review (Print Name and Sign)

Date