

# Risk Identification and Evaluation Procedure

(Supplement to the Risk Assessment Worksheet)

To assist in completing the Risk Assessment Worksheet the following are some questions that should be considered in order to identify the possible risks and subsequent losses, to determine the level of risk involved in the activity, if the activity is one that warrants insurance and if additional levels of coverage is warranted.

1. What activities will take place?
2. Who could be harmed?
3. What property could be damaged and how severely?
4. What is the maximum likely loss for each activity?
5. Is there a possible pollution exposure?
6. Are crowds or bystanders/passersby likely to be involved?
7. Will inherently dangerous activities be involved?
8. Is there a reputational risk to the University?
9. How likely is it that the University will be a defendant in the event of a loss?
10. What is the duration of the contract?
11. What is the amount of the contract?

When evaluating Special Events; Facility Rental Use Agreements or other large scale activities with special circumstance, the standard insurance coverage limits should be evaluated and amended as appropriate. Again, the Risk Assessment Worksheet shall be used to document the level of risk. This Evaluation or Assessment shall also include responses to the following questions:

1. How many attendees?
2. Will alcohol be served?
3. What activities will take place?
4. Who could be harmed?
5. What property could be damaged and how severely?
6. What is the maximum likely loss for each activity?
7. Is there a possible pollution exposure?
8. Are crowds or bystanders/passersby likely to be involved?
9. Will inherently dangerous activities be involved?
10. How likely is it that the University will be a defendant in the event of a loss?
11. What is the duration of the contract?
12. What is the amount of the contract?
13. Is this a recurring (annual) special event? If "yes" what is the safety/loss history of the event?

## On-Campus Events...

### Typical Characteristics of Low Risk Events:

- Event attendees are Cal Poly Pomona students only.
  - Advertised on campus; not public
- The event involves activities with little to no risk of injury or property damage.
  - For example a guest lecturer/speaker, ceremony or demonstration without physical contact.

### Typical Characteristics of Medium to High Risk Events:

- Event attendees are off campus visitors/the general public.
  - Advertised to the general public.
- The event attendees/participants are minors.
- The event has vendors or exhibitors.
- Musicians or other entertainers will perform at the event.
- The event includes rides, mechanical devices, inflatables, animals and/or fireworks.
- The event involves contact sport-related activities.
- The event has a controversial speaker.
- Alcoholic beverages will be served.