

RISK MANAGEMENT WORKSHEET

This worksheet was developed to help student leaders assess the severity and probability of risks associated with their organizational events and activities. Through careful consideration and planning, risks can be managed and contingency plans developed that will reduce potential dangers to activity participants. This process will help to create discussion and review of activities and create a dialogue to help ensure a safer event. For assistance with organizational policies and procedures, contact the Director of Student Activities as 903-923-2326 or studentactivities@etbu.edu.

SIX STEPS TO RISK MANAGEMENT ASSESSMENT

1. In planning your event, list all aspects and components of the activity including travel, physical activity, locations, accommodations, expected attendance, guests, financial considerations, etc.
2. Identify risks that may be associated with each activity involved in the event. Include as many scenarios as you can for the event. Assign the level appropriate to each of these risks.
3. Utilizing a risk management chart, determine severity of risk and probability. Plot the risks and their probability on the chart.
4. With other members of the organizational leadership and advisors, think of ways to mitigate the risk and reduce possible problems.
5. Using the risk management chart, reassess the organizational activity or event and make any changes necessary to provide for the safest possible program for participants. Determine the importance of high risk activities.
6. Establish final plan with instructions and procedures to address identified risks. Eliminate issues that may contribute to a high level of risk and probability.

FORM 3.7 (CONT.)

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DEFINING RISK

E	EXTREMELY HIGH RISK	Activities in this category are extremely dangerous and involve probable risk of serious injury or death. These components should be carefully considered and eliminated whenever possible. Events and activities with multiple components that are determined to be extremely high risk should be totally reevaluated and redesigned to eliminate this risk.
H	HIGH RISK	These activities pose a serious risk and are likely to occur. Modification of original plan may be necessary to ensure a safer operating environment.
M	MODERATE RISK	Events and activities in this category carry less possibility for serious injury and are less likely to occur. Mitigating possible scenarios can help lessen possible risks.
L	LOW RISK	These activities and events involve low risk and less probability. While risk assessment and proper planning are still advised, these events are generally safe to proceed.

	FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY
EXTREMELY HIGH RISK					
HIGH RISK					
MODERATE RISK					
LOW RISK					

FORM 3.7 (CONT.)
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EVENT COMPONENTS	POSSIBLE RISKS	RISK MANAGEMENT