


STEP ONE List All Event Activities


ACTIVITY



Activities include all aspects of your event

STEP TWO Identify the Risks Associated with each Activity

ASSOCIATED RISKS




Some examples of things to consider:

- External- Weather, criminal acts
- Specific to Organization- Contact sports, weapons, climbing
- Common Risks- Traveling, crowd control, alcohol, and hazing

STEP THREE Use the Matrix to Assess your Activities, without Using any Methods to Manage your Risks

	PROBABILITY			
SERIOUSNESS	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1




Determine your initial score by finding the intersection with the highest score. The lower the score, the lower your risk.

STEP FOUR Brainstorm Methods to Manage Risks, See if you can Reduce the Probability that Something Will go Wrong

METHOD TO MANAGE

STEP FIVE Return to the Matrix to Re-Assess, using the Methods to Manage Risks



Determine your final score by finding the intersection with the highest score. The lower the score, the lower your risk.

STEP SIX Determine Whether or Not to Conduct Event and/or Modify/Eliminate Activities

EVENT PLANNING MATRIX

SERIOUSNESS OF RISK

- I** May result in death
- II** May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution
- III** May cause minor injury, illness, property damage, financial loss and/or could result in negative publicity for the organization and/or institution
- IV** Hazard presents a minimal threat to safety, health and well-being of participants

	PROBABILITY			
SERIOUSNESS	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1

PROBABILITY THAT SOMETHING WILL GO WRONG

- A** Likely to occur immediately or in a short period of time, expected to occur frequently
- B** Probably will occur in time
- C** May occur in time
- D** Unlikely to occur

WHAT DO WE HAVE IN PLACE TO REDUCE THE RISKS THAT WE IDENTIFIED?

____ Initial Score ____ Final Score
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ACTIVITY	ASSOCIATED RISKS	METHOD TO MANAGE

This form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. This form is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Utah State University. For more information on risk management or event planning, please contact the Risk Management at (435) 797-1844.