

Risk Assessment Matrix



1. List all aspects of your event activities on back page.
2. Identify risk associated with each activity. Be sure to think broadly about potential risk.
3. Use the matrix to determine the level of risk associated with each activity before applying any risk management strategies.
4. Brainstorm methods to manage risks. Find strategies you can apply to reduce the severity of the risk and the probability that something will go wrong.
5. Use the matrix to re-assess the activities, now that you have applied risk management strategies.
6. Determine if you have reached an acceptable level of risk by applying risk management strategies. Consider modifying or eliminating activities that have unreasonable risk associated with them. Remember to consider how the activity relates to the mission & purpose of your organization.

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 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 an advisor. Completion of this form does not imply approval or authorization of your event by Texas State University - San Marcos.

For more information on risk management and event planning, please contact Campus Activities & Student Organizations at (512) 245-3219.



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This Risk Assessment Worksheet was created using ideas from:
The University of Texas, Texas A & M University, Jacobs Engineering, U.S. Marine Corps, and Kaiser Permanente.

PROBABILITY THAT SOMETHING WILL GO WRONG

SEVERITY OF RISK	Category	FREQUENT Likely to occur immediately or in a short period of time; expected to occur frequently	LIKELY Quite likely to occur in time	OCCASIONAL May occur in time	SELDOM Not likely to occur but possible	UNLIKELY Unlikely to occur
	CATASTROPHIC May result in death	E	E	H	H	M
	CRITICAL May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution	E	H	H	M	L
	MARGINAL May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the organization and/or the institution	H	M	M	L	L
	NEGLIGIBLE Hazard presents a minimal threat to safety, health and well-being of participants; trivial.	M	L	L	L	L

RISK DEFINITIONS

Many events, without proper planning, can have unreasonable levels of risk. However, by applying risk management strategies, you can reduce the risk to an acceptable level.

E	Extremely High Risk	Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have an "E" rating after applying all reasonable risk management strategies.
H	High Risk	Activities in this category contain potentially serious risks that are likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks.
M	Moderate Risk	Activities in this category contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk to prevent any negative outcomes.
L	Low Risk	Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

MANAGING RISK WORKSHEET

Be sure to list all aspects of your even, both risky and less risky.

Think through all the things that could go wrong, including worst-case scenarios.

Consider what your organization could do to manage the risk & bring it to a reasonable level.

Some examples include: driving, sports / recreation, collecting money, large events, outdoor events, meetings on campus, concerts, etc.