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| --- | --- | --- | --- | --- | --- |
|  | | Severity | | | |
| Negligible  small/unimportant;  not likely to have a major effect on the operation of the event / no bodily injury to requiring minor first aid injury | Marginal  minimal importance;  has an effect on the operation of event but will not affect the event outcome / requires medical treatment | Critical  serious/important;  will affect the operation of the event in a negative way / suffers serious injuries or medical treatment of minors | Catastrophic  maximum importance;  could result in disaster/death; WILL affect the operation of the event in a negative way / death, dismemberment or serious injury to minors |
| Probability | LOW  This risk has rarely been a problem and never occurred at a college event of this nature | LOW (**1**) | MEDIUM (**4**) | MEDIUM (**6**) | HIGH (**10**) |
| MEDIUM  This risk will MOST LIKELY occur at this event | LOW (**2**) | MEDIUM (**5**) | HIGH (**8**) | EXTREME (**11**) |
| HIGH  This risk WILL occur at this event, possibly multiple times, and has occurred in the past | MEDIUM (**3**) | HIGH (**7**) | HIGH (**9**) | EXTREME (**12**) |

**Risk Matrix**

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| Explanation of Risk Ranking | | |
| LOW | MEDIUM | If the consequences to this event/activity are LOW / MEDIUM, your group should be OK to proceed with this event/activity. It is advised that if the activity is MEDIUM, risk mitigation efforts should be made. |
| HIGH | | If the consequences to this event/activity are HIGH, it is advised that you seek additional event planning support. |
| EXTREME | | If the consequences to this event/activity are EXTREME, it is advised that you **do not hold** this event without prior consultation with Risk Management |

Risk Assessment Table (Sample)

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| --- | --- | --- | --- | --- | --- |
| **List All Activities**  *Your activity name* | **Associated Risk(s)**  *Risk(s) associated with the activity* | **Severity**  *Level of impact on the trip and students* | **Probability**  *The chances of that risk happening* | **Risk Score**  *Risk score, found by combining impact and probability on the risk matrix* | **Method(s) to Manage the Risk**  *A list of methods you will use to minimize the chances of the risk happening and/or the resulting damages of the risk* |
| Playing Chess in Classroom A | 1. Damaging College property 2. Competition sparks fighting among participants | 1. Negligible 2. Negligible | 1. Low 2. Low | 1. Low (1) 2. Low (1) |  |
| Hiking on Unsteady Terrain with Elderly participants | 1. Bodily Injury to participants | 1. Critical | 1. Low | 1. Medium (6) | 1. Educate participants regarding conditions of activity, appropriate footwear and caution against risk of bodily injury due to uneven terrain. |
| Traveling to Boston with students for a conference | 1. Auto Accident | 1. Catastrophic | 1. Low | 1. High (10) | 1. Ensure Drivers are credentialed, use a College vehicle to ensure it is properly insured, educate passengers on vehicle safety |
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Risk Assessment Table

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| --- | --- | --- | --- | --- | --- |
| **List All Activities**  *Your activity name* | **Associated Risk(s)**  *Risk(s) associated with the activity* | **Severity**  *Level of impact on the project* | **Probability**  *The chances of that risk happening* | **Risk Score**  *Risk score, found by combining impact and probability on the risk matrix* | **Method(s) to Manage the Risk**  *A list of methods you will use to minimize the chances of the risk happening and/or the resulting damages of the risk* |
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Risk Assessment Table

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| --- | --- | --- | --- | --- | --- |
| **List All Activities**  *Your activity name* | **Associated Risk(s)**  *Risk(s) associated with the activity* | **Severity**  *Level of impact on the project* | **Probability**  *The chances of that risk happening* | **Risk Score**  *Risk score, found by combining impact and probability on the risk matrix* | **Method(s) to Manage the Risk**  *A list of methods you will use to minimize the chances of the risk happening and/or the resulting damages of the risk* |
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