

Managing Risk Worksheet

Remember to consider each of these different types of risks:

Physical (i.e. food poisoning, injuries from physical activities, or travel related incidents)

Reputation (i.e. negative publicity for your organization, UH, your advisor)

Emotional (i.e. a alienation)

Financial (i.e. negative impact on the fiscal stability of your organization or other organizations financially supporting your event)

Facilities (i.e. property damages, bad weather, lack of space, equipment, and resources needed to hold your event)

Event Activities	Possible Risks	Level of Risk	Risk Management Plans	Values
List all aspects of your event, both risky and less risky ones.	Think through all the things that could go wrong, including worst-case scenarios.	Identify the level of risk associated with the matrix on the previous slide.	Consider what your organization could do to manage the risk & bring it to a reasonable level.	Indicate why this is important to you and/or your organization.

		THE PROBABILITY THAT SOMETHING WILL GO WRONG					
		Category	Frequent Likely to occur immediately or in a short period of time; expected to occur frequently	Likely Quite likely to occur in time	Occasionally May occur in time	Seldom Not likely to occur but possible	Unlikely Unlikely to occur
SEVERITY OF RISK	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 UH	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 UH	H	M	M	L	L	
	NEGLIGIBLE Hazard present 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.					