# FSL Risk Assessment Worksheet

| **Standard Events, Meetings, Org. Activities on campus** | **Special Events, Large Events, Facility Rental Use Agreements, Off-campus events** |
|---|---|
| 1. What activities will take place?<br>2. Who could be harmed?<br>3. What property could be damaged and how severely?<br>4. What is the maximum likely loss for each activity?<br>5. Is there a possible pollution exposure?<br>6. Are crowds or bystanders/passerby likely to be involved?<br>7. Will inherently dangerous activities be involved?<br>8. Is there a reputational risk to the Greek Org or University?<br>9. How likely is it that the Greek Org. or University will be a defendant in the event of a loss?<br>10. What is the duration of the contract?<br>11. What is the amount of the contract? | 1. How many attendees?<br>2. Will alcohol be served?<br>3. Will food be served?<br>4. What activities will take place?<br>5. Who could be harmed?<br>6. What property could be damaged and how severely?<br>7. What is the maximum likely loss for each activity?<br>8. Is there a possible pollution exposure?<br>9. Are crowds or bystanders/passerby likely to be involved?<br>10. Will inherently dangerous activities be involved?<br>11. How likely is it that the Greek Org. or University will be a defendant in the event of a loss?<br>12. What is the duration of the contract?<br>13. What is the amount of the contract?<br>14. Is this a recurring (annual) special event? If yes what is the safety/loss history of the event? |

**Additional questions:**

1. Is transportation involved?
2. Has this event been done before? (any incidents occur?)
3. What advertising of the event is planned?
4. Are minors or vulnerable populations involved?
5. Is this open to the public?

| **Event Name:** | | | | |
|---|---|---|---|---|
| **Risk Activities** | **Who/What might be harmed and how?** | **Mitigation Controls or Transfer** (action to control the risks) | **Responsible Individual** | **Risk Level (VH,H,M,L,VL) Likelihood & Impact** |
| Swimming | Attendee who swims - drowning | Lifeguard present<br>Life jackets<br>Follow pool rules<br>Avoid drinking alcohol, stay hydrated | Group leader | Medium |
| | Waterborne illness | Take a shower before swimming<br>Avoid swallowing pool water | Attendee | very low |

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| Risk Assessment Rating: | Very High (VH) | High (H) | Medium (M) | Low (L) | Very Low (VL) |
|---|---|---|---|---|---|
| *Check the overall event risk assessment rating remaining after controls are implemented* | | | | | |

| | | |
|---|---|---|
| | **Prepared by:** | **Date:** |
| | **Reviewed & Authorized by:** | **Date:** |

## How to rate the Risk:

| IMPACT | | | | | | |
|---|---|---|---|---|---|---|
| | Catastrophic | High | High | Very High | Very High | Very High |
| | Significant | Medium | Medium | High | Very High | Very High |
| | Moderate | Low | Low | Medium | High | High |
| | Minimal | Very Low | Very Low | Low | Medium | Medium |
| | Negligible | Very Low | Very Low | Very Low | Low | Low |
| | | Rare | Unlikely | Possible | Likely | Almost Certain |
| | | LIKELIHOOD | | | | |

**IMPACT RATING:**

**Negligible**: No damage, no fines, no public relations impact, no equipment damage, no security element, no impact to policy, no legal implication.

**Minimal**: Issues are easily and quickly addressed; general "everyday" risks; no public relations impact, none to slight damage (no operational impact). Minor incidents/disruptions handled on site. No fines, no environmental impact, no regulatory action anticipated, no evident security threat, no legal implication.

**Moderate**: Accident or incident with a minor injury and/or minor property damage. Non-life threatening-injury. Requires higher levels of involvement (PD, emergency responders, Administrative involvement); objectives (Greek Org. and/or University's) may be temporarily impaired; may get media attention; limited data breach of sensitive, confidential, or protected information (minimal people impacted), possible legal implication or student educational implication

**Significant**: Requires senior-level administration attention & national organization; significant operational disruption to one or more areas of campus for more than 24 hours; likely to draw significant media attention (extended in reach and/or duration); Greek Orgs./University's objectives not being met and/or integrity is significantly questioned or impaired; may result in external agency involvement (sanctions, regulatory scrutiny, program suspension, etc.); financial impact; significant injuries requiring hospitalization; major breach of sensitive, confidential or protected information (21+ people impacted).

**Catastrophic**: Significant disruption to operations/business objectives for one week or longer; significant and widespread negative media attention; financial impact of $10,000+; any fatalities or multiple severe injuries; loss of governmental funding; anything that puts the Greek Org /University into "crisis mode."

**LIKELIHOOD RATING:**

| Rare | Unlikely | Possible | Likely | Almost Certain |
|---|---|---|---|---|
| It would be very unusual for this to happen | It would be unusual for this to happen, but not unheard of | About as equal a chance that it will happen as won't happen | More likely that it will happen than won't | It would be unusual for it not to happen |

**Risk Rating Considerations for Determining Appropriate Impact & Likelihood Ratings:**

- Ratings should be based on "residual risk" (whatever the impact and/or likelihood are with current controls/processes/mitigation strategies already in place).
- Picking the right rating should be based on meeting any *one* of the criteria in a definition, not all criteria.
- Use *credible* worst-case scenarios, and not necessarily the *absolute* worst-case scenario.
- If you are struggling between two ratings, it is generally best to err on the side of caution and go with the higher rating. As you analyze and discuss the risk and potential controls, a fairly accurate rating will generally emerge.
- The scales are not intended to progress evenly/proportionately as you go up in impact or likelihood. For example, the difference in a "significant" versus "moderate" severity may be far more impactful than the difference in a "limited" versus "minimal" severity risk.
- Impact can be qualitative and/or quantitative.
- This is more art than science; try not to get too hung up and the quantitative aspect of the rating. The point is to identify things that may present the most risk, to rank/prioritize your risks, and to have conversations about them that will result in taking the right action.