Risk Management for Student Events and Activities

These questions are intended to help you think about risks when planning and holding events.

Using the template on the back as a guide, answer the following questions about your event or activity. Then, discuss your plan with your group’s advisor or the Office of Student Leadership, Involvement, and Civic Engagement (SLICE) staff.

1. **Name of the event? What are you trying to accomplish? What activities are involved?**

2. **What are the risks associated with these activities? What might go wrong that could...**
   a. ... keep you from meeting your objectives?
   b. ... hurt someone or harm the environment?
   c. ... damage the reputation of your group or the university?
   d. ... damage property (the university’s or someone else’s) or result in money or equipment being lost or stolen?
   e. ... violate laws or policies (for example, Pennsylvania Anti-Hazing Law)?
   ▶ Example things to consider: on- or off-campus, weather, alcohol, transportation, children/minors, vendors & contracts, swimming, machinery, hazardous substances, etc...

3. **For each risk:**
   a. If it happened, what are the worst outcomes that could occur (i.e. severity)?
   b. How likely are they to happen (i.e. likelihood)?
   c. Where does it fall on the risk management matrix on the back of this page?

4. **Are the risks acceptable? Can you make this decision or does someone else need to be consulted?**

5. **For each risk that is not acceptable, what can be done to manage the risk?**
   a. Can you do something to reduce the potential severity? Reduce the likelihood?
   b. What specific actions are required to implement these controls?
   c. Who, specifically, is going to do them?
   d. How will these responsibilities be communicated to them?
   e. If those things are done, will the risk be acceptable? Can you make this decision or does someone else need to be consulted?
   f. If “no,” can things be done differently to avoid the risk altogether? (For example, change location or time, hire professionals, restrict attendees, eliminate risky activities, etc.) Should it be done at all?

6. **After all risks are addressed:**
   a. Who will check to make sure the controls are in place as planned? What will they do if there is a problem?
   b. If new hazards are identified, who should be informed?
   c. Looking back – What went well? What can be improved upon?

Risk Management Review Summary

Please feel free to consult your group’s advisor or the Office of Student Leadership, Involvement, and Civic Engagement (SLICE) staff to assist in the risk assessment and management process.

Step One – List all event activities or concerns.
Step Two – Identify risks associated with each activity.
Step Three – Use the Matrix to determine the level of risk before applying any Risk Management strategies.
Step Four – Brainstorm methods to manage risks. See if you can reduce the likelihood that something will go wrong, or the severity if it does.
Step Five – Review the Risk Management Summary with your group’s advisor or the SLICE-Student Activities team.

NAME OF EVENT:

<table>
<thead>
<tr>
<th>LIST SPECIAL ACTIVITIES</th>
<th>ASSOCIATED RISKS*</th>
<th>SEVERITY</th>
<th>LIKELIHOOD</th>
<th>METHOD TO MANAGE RISKS**</th>
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* Associated risks include things like: medical emergencies, food poisoning/allergic reactions, traffic or other accidents (i.e. falls), injury and/or death, damage to University reputation, damage to University or personal property and/or facilities, police involvement or arrests, etc.

**Methods to manage risks may include: arranging for security through CMU PD, traveling with an advisor, rotating drivers, using safety equipment, liability insurance, etc.

SEVERITY

I – May result in death, financial or reputational catastrophe, and/or criminal arrest.

II – May cause severe injury, major property damage, significant financial loss, and/or will 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 – Risk presents a minimal threat to safety, health, and well-being of participants.

LIKELIHOOD

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<tr>
<th>SEVERITY</th>
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<th>B</th>
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Risk Assessment Codes

1 – Critical 2 – Serious 3 – Moderate 4 – Minor 5 – Negligible

LIKELIHOOD

A – Likely to occur immediately or within a short period of time

B – Probably will occur in time

C – May occur in time

D – Unlikely to occur

If any special activity score is within the red, orange, or yellow, review your event with the SLICE-Student Activities team or your group’s advisor.

This form is an educational tool to help student leaders develop a process for identifying and discussing potential risk issues. It is intended for use as part of a larger event planning process, and should serve only 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 and/or the SLICE-Student Activities team. Completion of this form does not imply approval or authorization of your event by Carnegie Mellon University. For more information on event planning, contact SLICE-Student Activities team in the Jared L. Cohon University Center, Suite 103, (412) 268-8704.