

Event Risk Assessment

1. List all event activities and be as inclusive as possible. (Consider how all activities relate to the mission, purpose and values of your organization)
2. Identify all risks associated with each activity and then use the matrix to determine the level of risk associated with that activity.
3. 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.
4. Use the matrix to re-access the activities, now that you have applied risk management strategies, and determine if you have reached an acceptable level of risk. Consider modifying or eliminating activities that have unreasonable risk associated with them.

		Seriousness				Risk Definitions			
		Negligible	Marginal	Critical	Catastrophic	L	M	H	E
Categories		Presents Minimal threat to safety, health or well-being	May cause minor injury, illness, property damage, financial loss, or result in negative publicity	May cause severe injury, major property damage, significant financial loss or result in negative publicity	May result in death	Activities contain minimal risk and are unlikely to occur. Organizations may proceed with these activities as planned.			
Unlikely <small>Unlikely to occur at any point during the event</small>	L	L	L	L	M	M	Moderate Risk	Activities contain some level of risk that is unlikely to occur. Organizations should consider what can be done to manage the risk.	
Occasional <small>May occur in time</small>	L	M	H	H	H	H	High Risk	Activities raise potential 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.	
Likely <small>Quite likely to occur with enough time and activity, likely to occur over the life of the event</small>	L	M	H	E	E	E	Extremely High Risks	Activities contain unacceptable levels of risks, 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.	
Frequent <small>Likely to occur immediately, expected to occur frequently</small>	M	H	E	E	E	E	Extremely High Risks	Activities contain unacceptable levels of risks, 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.	

Event Registration Risk Assessment Form

Organization: _____

Event Name: _____

This form is intended to be used as an educational tool to help chapters identify potential risks and discuss potential risk management strategies to minimize risks. This form should be completed after through discussion with chapter officers, and advisors.

Activity	Associated Risk	Seriousness	Probability	Risk Level (L,M,H,E)	Ways to Manage Risk