

Risk Assessment Worksheet

<u>Standard Events, Meetings, Academic Courses, Campus Rec Classes</u>

- 1. What activities will take place?
- 2. Who could be harmed?
- 3. What property could be damaged and how severely?
- 4. What is the maximum likely loss for each activity?
- 5. Is there a possible pollution exposure?
- 6. Are crowds or bystanders/passerby likely to be involved?
- 7. Will inherently dangerous activities be involved?
- 8. Is there a reputational risk to the University?
- 9. How likely is it that the University will be a defendant in the event of a loss?
- 10. What is the duration of the contract?
- 11. What is the amount of the contract

<u>Special Events, Large Events, Facility Rental Use</u> <u>Agreements</u>

- 1. How many attendees?
- 2. Will alcohol be served?
- 3. What activities will take place?
- 4. Who could be harmed?
- 5. What property could be damaged and how severely?
- 6. What is the maximum likely loss for each activity?
- 7. Is there a possible pollution exposure?
- 8. Are crowds or bystanders/passerby likely to be involved?
- 9. Will inherently dangerous activities be involved?
- 10. How likely is it that the University will be a defendant in the event of a loss?
- 11. What is the duration of the contract?
- 12. What is the amount of the contract?
- 13. Is this a recurring (annual) special event? If yes what is the safety/loss history of the event?

Event Name:							
Risk Activities	Activity Controls	Responsible Individual	Risk Level (H,M,L) Probability & Impact				
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Reviewed & Authorized by:	D	ate:				
Prepared by:	Da	ate:	•	1 1	, ,	1 1
Risk Assessment Rating: Check the overall event risk assessment rating remain	ning after controls are implemented	EXIRE	IVIE	HIGH	WIODERATE	LOW
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