

STUDENT ORGANIZATION RISK MANAGEMENT ASSESSMENT

Step One – List all event activities – be as inclusive as possible

Step Two – Honestly identify risks associated with each activity

Step Three – Use the Matrices below to assess your activities. Tally the seriousness and probability scores for the evaluation.

Step Four – Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.

Name of Event

List ALL Activities	Associated Risks	Seriousness (impact)	Probability (likeliness)	Method to Manage Risks
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.

small/unimportant not likely to have a major effect on the operation of the event	minimal importance has an effect on the operation of event but will not affect the event outcome	serious/important will affect the operation of the event in a negative way	maximum importance could result in disaster/death WILL affect the operation of the event in a negative way
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		Impact			
	Likelihood	INSIGNIFICANT	MODERATE	MAJOR	CATASTROPHIC
this risk has never been a problem / never occurred at an event of this nature	NOT LIKELY	LOW	MEDIUM	MEDIUM	HIGH
the occurrence of this risk WILL occur at this event	PROBABLE	LOW	MEDIUM	HIGH	EXTREME
the occurrence of this risk WILL occur at this event, multiple times and has in the past	FREQUENT	MEDIUM	HIGH	HIGH	EXTREME

Disclaimer:

LOW

If the consequences to this event/activity are LOW / MEDIUM, your group should be OK to proceed with this event/activity.

MEDIUM

If the consequences to this event/activity are HIGH, it is advised that you seek additional event planning support.

HIGH

EXTREME

If the consequences to this event/activity are EXTREME, it is not advised that you hold this event.