

# 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 (seriousness)	Method to Manage Risks
A. Driving	-Road Hazards -Weather -Inexperienced Drivers -Drowsy Drivers -Texting while driving	Major Major Major Moderate Major	Probable Not Likely Not Likely Probable Probable	<b>THIS IS STEP 5</b>
B. Sightseeing	- As a tourist - Potential to become lost	Moderate Moderate	Not Likely Not Likely	
C. Attending Conference Sessions	-Being personally offended by sessions leader's comments	Moderate	Not Likely	
D. Shopping	-Carrying large amounts money	Moderate	Probable	
E. After Hours Activities	-Alcohol consumption -Over consumption -Physical Injury	Major Major Major	Not Likely Not Likely Not Likely	

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
NOT LIKELY  this risk has never been a problem / never occurred at an event of this nature	LOW	MEDIUM	MEDIUM	HIGH
PROBABLE  the occurrence of this risk WILL occur at this event	LOW	MEDIUM	HIGH	EXTREME
FREQUENT  the occurrence of this risk WILL occur at this event, multiple times and has in the past	MEDIUM	HIGH	HIGH	EXTREME

LOW

MEDIUM

HIGH

EXTREME

**Disclaimer:**

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

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

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