

EVENT PLANNING / RISK MANAGEMENT TOOLS – AVAILABLE ONLINE AT OSA.UARK.EDU

Risk Levels	By planning in advance, you can use risk management strategies to reduce your event’s risk to an acceptable level.
E Extremely High Risk	Activity contains unacceptable level. Catastrophic/critical injuries are likely to occur. Eliminating or modifying activities with an “E” level may be necessary after applying all reasonable risk management strategies.
H High Risk	Activity contains potentially serious risks that may occur. Proactive risk management is necessary, and some components of activity may need to be eliminated or modified to reduce risk.
M Moderate Risk	Activity contains some level of risk, but not as likely to occur. RSO should have a plan in place for managing risk and dealing with any emergencies that could possibly arise.
L Low Risk	Activity contains minimal level of risk, negative outcomes unlikely to occur. Proceed with activity as planned.

PROBABILITY THAT SOMETHING WILL GO WRONG					
Level of Risk	FREQUENT Likely to occur immediately or in a short period of time, frequent problems	LIKELY Quite likely to occur, “only a matter of time” until something goes wrong	OCCASIONALLY May occur eventually but not immediate threat	SELDOM Not likely to occur, but possible	UNLIKELY Unlikely to occur
CATASTROPHIC May result in death	E	E	H	H	M
CRITICAL May cause severe injury, major property damage, significant financial loss, and/or negative publicity	E	H	H	M	L
MARGINAL May cause minor injury, illness, property damage, financial loss, and/or negative publicity for RSO or UA	H	M	M	L	L
NEGLIGIBLE Hazard presents minimal threat to safety, health, and well-being of participants	M	L	L	L	L

MANAGING RISK WORKSHEET

Use this worksheet in planning your RSO events. The risk management matrix on the previous page can assist you in identifying risk levels associated with your activities. Develop a plan to minimize your risks and prepare for emergencies!

Remember to consider all of the different types of risks you may encounter:

- **Physical** – *Food poisoning, injuries, travel-related accidents, potential conflicts*
- **Reputational** – *Negative publicity for your organization, officers, advisor, University, and/or event venue*
- **Emotional** – *Traumatic experiences, feelings of alienation or embarrassment, or other negative impacts*
- **Financial** – *Loss of financial stability for your RSO, or financial impact to the University or organization members*
- **Facilities** – *Property damage, lack of space/equipment/resources, security, weather concerns*

EVENT ACTIVITIES	POSSIBLE RISKS	LEVEL OF RISK	RISK MANAGEMENT PLANS	VALUES
List all aspects of event, including risky and less risky aspects	Think through all possibilities, including worst-case scenarios	Use the risk matrix to identify the level of risk for your activity	What can your RSO do to manage the risk and bring it to an acceptable level?	Why is this important to your RSO?