

## What is Risk Management

Risk is associated with every aspect of life, including involvement in clubs or organizations on a college campus. Ethically, as a student leader, it is part of your responsibility to ensure that all events for the campus community are not only fun, but safe as well!

## What You Can Do

There are seven steps to ensuring that your event is as safe as possible.

Step 1: List all the activities associated with the event

Example: Set-up, ticket selling, break down, etc.

Step 2: Identify risks associated with each activity

Example: Weather, weapons, climbing risks, crowd control, etc.

Step 3: Use the matrix below to review the activity without using methods to manage risk.

Severity	Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

- **E (Extremely High Risk):** critical injuries are highly likely to occur when unacceptable levels of risk are present . Organizations should eliminate or modify activities.
- **H (High Risk):** activities that contain potentially serious risks. Organizations should also eliminate or modify unacceptable risks.
- **M (Moderate Risk):** activities that contain some risk that are unlikely to occur. Organizations should consider what can be done to manage any risk and prevent any negative outcomes.
- **L (Low Risk):** activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned.

Step 4: Brainstorm methods to manage risks discovered through the process

Step 5: Return to the matrix to re-assess using the methods to manage risk

Step 6: Determine whether or not to conduct event and/or modify/eliminate activities

Step 7: Assess the event

## Perspective

Some things to think about when planning events that include risk are:

1. How is this activity reflective of our organization or our university?
2. How does this activity connect with the mission or vision of our organization?
3. What are ways that we can reduce the risk associated with this activity?
4. Can we consult other resources?

## Risk Assessment

When assessing risk associated with an organizational event or activity, the following potential risks or issues should be reviewed .

- Physical Injury: injuries may result from physical activity
- Reputation: affect on the organization and members should an injury occur
- Emotional: participants should not feel alienated and safe
- Financial : fiscal stability should be held at all times
- Facilities: Ensure that the facility can properly support the event and have the proper physical structure to do so

Some questions that you can ask yourself are:

1. What can you do to mitigate possible risk?
2. How does this actually mitigate risk?
3. How can you put this strategy in place?
4. What resources will you need?
5. Who will be responsible for ensuring follow-through?

## Resources

The university creates policies and procedures for many reasons, one being to reduce risk. The Student Activities Office has several policies and contracts connected to travel, conferences, publicity, etc. to assist in providing ways to eliminate risk and ensure a safe event. To view these policies visit the Student Activities Office at <http://www.wpi.edu/Admin/SAO/Policies/index.html>. Professional staff members are also available to assist in brainstorming, planning and the facilitation of all events sponsored by recognized clubs or organizations on campus.

*This Xcel Point was adopted from Student Activities Risk Management at Texas A&M University and Student Risk Management Department of Student Life at Arizona State University.*