



Pre-Event Risk Management Worksheet

1. **Activity/Task:** *List all activities that could cause illness, property damage, injury, financial loss or negative publicity for the organization that could stem from the event or activity you choose to do.*

2. **Type of Risk(s): (Check all that Apply)**

- People *Youth, volunteers, employees, clients, donors, board members, and the public.*
- Property *Buildings, facilities, equipment, materials, copyrights, and trademarks*
- Financial *Sales, grants, and contributions*
- Goodwill/ Reputation *Stature in the community, and the ability to raise funds and appeal to prospective volunteers*

3. **Possible Risks of Activity:**

4. **Level of Risk:**

- I. May result in death.
- II. May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.
- III. May cause minor injury, illness, property damage, financial loss and/or could result in negative publicity for the organization and/or institution.
- IV. Hazard presents a minimal threat to safety, health and well-being of participants.

5. **Probability that something will go wrong:**

- A. Likely to occur immediately or in a short period of time, expected to occur frequently.
- B. Probably will occur in time.
- C. May occur in time.
- D. Unlikely to occur.

6. Score the level of risk of the activity based on your responses to questions 4 and 5:

	Probability			
Severity	A	B	C	D
I	High 5	High 5	High 4	Medium 3
II	High 5	High 4	Medium 3	Medium 2
III	High 4	Medium 3	Medium 2	Low 1
IV	Medium 3	Medium 2	Low 1	Low 1

- Low
- Medium
- High

If Low, skip to Q9. If higher, proceed to Q7

7. Brainstorm ways to manage the risk:

8. Needed changes to activity/task:

9. We will _____ the risk. (Check all that Apply)

- Reduce
- Avoid
- Transfer
- Assume