

# Risk Assessment Matrix

Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

This form has been provided as an educational tool to help student leaders develop a process for identifying and discussing potential risk issues. This form is intended to use as part of a larger event planning discussion and is not designed to take the place of a careful review of applicable rules, policies, laws or discussions with an advisor.

**1**

**Does this event fit the mission of your organization and the University? Please explain.** List all aspects of your event, including low and high risk activities.

**2**

**Think through all the things that could go wrong.** Identify risk associated with each activity and utilize the matrix to determine the level of risk associated with each activity before apply any risk management strategies.

Things to consider:  
 Does a third party carry liability?  
 Have you read University policies?  
 Would you need to purchase insurance?

**3**

**Consider what your organization could do to manage the risk and bring it to a reasonable level.** Should this event require risk awareness or release forms?

Are there alternate events that are less risky and could fulfill the mission?

Is your group interested in imposing additional guidelines?

**Determine the level of risk associated with your event by reviewing the matrix below.** Once finished, determine if you have reached an acceptable level of risk by applying risk management strategies. If not, consider modifying or eliminating activities that have unreasonable risk associated with them.

		Category	Probability That Something Will Go Wrong				
			Frequent Likely to occur immediately or expected to occur	Likely Quite likely to occur in time	Occasional May Occur	Seldom Not likely to occur, but possible	Unlikely Unlikely to occur
<b>Severity of Risk</b>	<b>CATASTROPHIC</b> May result in severe injury, disability or death.	E	E	H	H	M	
	<b>CRITICAL</b> May cause injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or the University.	E	H	H	M	L	
	<b>MARGINAL</b> May cause minor injury, illness, property damage, financial loss, and/or result in negative publicity for the organization and/or the University.	H	M	M	L	L	
	<b>NEGLIGIBLE</b> Hazards present a minimal threat to safety, health and well-being of participants and staff.	M	L	L	L	L	

Risk Key
Extremely High Risk
High Risk
Moderate Risk
Low Risk

**STUDENT ORG LEADER & ADVISOR:**

After reviewing risk assessment, this event is determined to be:

Confirm \_\_\_\_\_  Not Recommended \_\_\_\_\_

Advisor Name \_\_\_\_\_ Student Org Leader Name \_\_\_\_\_

*For additional information or should you require assistance in completing the matrix, please contact Northwestern University Office of Risk Management.*