

RISK MANAGEMENT AND INSURANCE MATRIX

Please feel free to speak to or consult with staff in Student Activities to assist in this risk assessment and insurance management process.

- Step One - List **all** event activities – be as inclusive as possible.
- Step Two – Honestly identify risks associated with each activity.
- Step Three – Use the Matrix below to assess your activities. Tally the Seriousness and Probability scores for evaluation.
- Step Four – Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.
- Step Five – Submit Risk Management & Insurance Matrix with Activity Proposal to Student Activities.

NAME OF EVENT:

LIST SPECIAL ACTIVITIES	ASSOCIATED RISKS*	SERIOUSNESS	PROBABILITY	METHOD TO MANAGE RISKS
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.

* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.

**Methods to manage risks may include: purchasing special event liability insurance, arranging for security through TSU PD, traveling with an advisor, rotating drivers, etc.

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

	Probability			
Seriousness	A	B	C	D
I				
II				
III				
IV				

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

If any special activity score is within the red or yellow the Office of Student Activities must review. The Risk Management & Insurance Matrix must be filed when an Activity Proposal is require.

The form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. It is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Tarleton State University. For more information on event planning, contact Student Activities in the Thompson Student Center. **Continue on second sheet if more activities need to be listed.**

NAME OF EVENT: **Continued**

LIST SPECIAL ACTIVITIES	ASSOCIATED RISKS*	METHOD TO MANAGE RISKS**	SERIOUSNESS	PROBABILITY
5.	5.	5.	5.	5.
6.	6.	6.	6.	6.
7.	7.	7.	7.	7.
8.	8.	8.	8.	8.
9.	9.	9.	9.	9.
10.	10.	10.	10.	10.
11.	11.	11.	11.	11.
12.	12.	12.	12.	12.
13.	13.	13.	13.	13.
14.	14.	14.	14.	14.
15.	15.	15.	15.	15.