24.01.99.T0.01 Risk Management Program

Approved: May 1, 2002
Revised: September 4, 2018
Revised: August 5, 2025
Next Scheduled Review: August 5, 2030

Procedure Summary

Tarleton State University (Tarleton State) is exposed to a multitude of risks related to its operations, activities, and endeavors. These risks can come in the form of potential loss of property, financial liability, and reputational risks. This standard administrative procedure (SAP) and Tarleton State's Risk Management Program are established to support the university's strategic mission and goals by identifying, analyzing, and mitigating these risks in accordance with The A&M University System (system) Policy 24.01, *Risk Management*, and subsequent system regulations.

Procedure

1. GENERAL

1.1 Tarleton State maintains a comprehensive Risk Management Program in accordance with System Policy 24.01, and herein delegates administration of the university's Risk Management Program to the Department of Risk Management and Safety (RMS).

1.2 RMS serves as the university's liaison with System Risk Management and will seek their guidance and assistance where and when deemed necessary.

1.3 RMS serves as a partner and risk advisor to university stakeholders to empower them to under the implications in making decisions to self-retain, mitigate, transfer, or eliminate the impact of the risk.

1.4 Current Risk Management Program requirements, information, and resources are available on the RMS webpage at [Risk Management and Safety - Tarleton State University].

1.5 All employees, students, and third-parties must adhere to this SAP and all other applicable laws, codes, standards, system policies and regulations, and university rules, procedures and Risk Management Program requirements.

2. RISK ASSESSMENTS

2.1 University stakeholders and student organizations will submit a *Risk Assessment Matrix* (See Appendix) to RMS for the evaluation and assessment of activities or endeavors with potential risk exposure to the university. These assessments uncover possible vulnerabilities, the estimated cost of recovery in the event of damage, any mitigating risk strategies, and risk transfer options.

2.2 RMS will, upon receipt of each *Risk Assessment Matrix* received:

(a) perform an assessment;

(b) provide the applicable university stakeholder(s) with applicable guidance, recommendations, and requirements; and

(c) request review and guidance from System Risk Management, as deemed necessary.

3. RISK TRANSFER/RISK INSURANCE

3.1 All procurement of insurance protecting the university will be facilitated by RMS and purchased through System Risk Management in accordance with System Regulation 24.01.02, *Risk Transfer*.

3.2 Information and resources for procurement of insurance are available on the RMS webpage at Risk Management and Safety - Tarleton State University.

3.3 All Commercial General Liability Insurance Policy Certificates of Insurance (COI) required of third-parties for the performance of a contract will be forwarded to RMS to analyze the coverage for applicable limits, coverage provisions, and verification of effective dates in advance of commencement of the contract obligations. COIs must designate Tarleton State University, the Board of Regents of The Texas A&M University System, and The Texas A&M University System as additional insureds and meet minimum limits of liability prescribed by the system.

4. REPORTING OF INCIDENTS, INJURY OR PERSONAL PROPERTY DAMAGE

Incidents, injury or personal property damage will be reported to RMS as instructed on the RMS webpage at Origami Risk – The Texas A&M University System, Office of Risk Management. Reports will be investigated and mitigated by RMS in coordination with applicable administration to the extent deemed necessary.

5. REPORTING OF SAFETY CONCERNS

Safety concerns should be reported through the System Office of Risk Management's online reporting tool located on the RMS webpage at Origami Risk – The Texas A&M University System, Office of Risk Management. Reported safety concerns will be investigated and mitigated by RMS in coordination with applicable administration to the extent deemed necessary.

6. ENTERPRISE RISK MANAGEMENT

   On an annual basis, Tarleton State will conduct an Enterprise Risk Management (ERM) evaluation facilitated by RMS and in accordance with System Policy 24.01, *Risk Management*, and System Regulation 16.01.01, *Ethics and Compliance Programs*. At the conclusion of this annual process, RMS will provide an ERM report to System Risk Management for review. Information regarding the university's process is located on the RMS Enterprise Risk Management website at https://www.tarleton.edu/safety/enterprise-risk-management/.

7. RECORDS RETENTION

   Risk Management Program records will be retained in accordance with System Regulation 61.99.01, *Retention of State Records*, Tarleton State SAP 61.99.01.T0.01, *Records Management*, and any other applicable state and federal laws and regulations.

8. NONCOMPLIANCE

   8.1 Reported instances of noncompliance of this SAP and all other applicable laws, codes and standards, system policies, and regulations, and university rules, procedures and Risk Management Program requirements will be investigated by RMS in coordination with applicable administration to the extent deemed necessary.

   8.2 If through investigation it is determined that an activity is not in compliance or may lead to noncompliance, RMS is authorized to suspend or terminate the activity until issues have been satisfactorily resolved.

9. DISCIPLINARY ACTIONS

   Failure to comply with this SAP and all other applicable laws, codes and standards, system policies, and regulations, and university rules, procedures and Risk Management Program requirements may result in disciplinary action up to and including dismissal in accordance with system policies and regulations and university rules and procedures.

Related Statutes, Policies, or Requirements

Executive Order GWB 95-8, *Relating to Workplace Safety and Health of State Employees, Citizens Served, and Preservation of State Property*
Tex. Educ. Code § 51.966
Tex. Lab. Code, Ch. 502
Texas Tort Claims Act, Tex. Civ. Prac. & Rem. Code, Ch. 101
System Policy 24.01, *Risk Management*
System Regulation 24.01.02, *Risk Transfer*
System Regulation 24.01.06, *Programs for Minors*
Tarleton State Rule 24.01.06.T1, *Programs for Minors*

[System Regulation 24.01.07, *Unmanned Aircraft Systems (UAS)*]
[System Regulation 24.01.08, *Minors in Labs*]
[System Regulation 61.99.01.01, *Retention of State Records*]
[Tarleton State SAP 61.99.01.T0.01, *Records Management*]

Supersedes:
Tarleton SAP 24.01.01.T0.01, *Risk Management Programs*

Appendix

Risk Assessment Matrix

Contact Office

Risk Management and Safety
254.968.0598

APPENDIX

RISK ASSESSMENT MATRIX

Tarleton Risk Management and Insurance Matrix

Event Name: ____

Instructions: Step 1-List all event activities and be as inclusive as possible. **Step 2**-Completey identify risks associated with each activity. **Step 3**- Use the matrix below to assess your activities. Tally the seriousness and probability scores for evaluation. **Step 4**- Brainstorm methods to manage risks. Reduce the probability of something going wrong. **Step 5**- Submit Risk Management and Insurance Matrix Form with an Activity Proposal to Student Involvement.

***Please feel free to contact Tarleton Risk Management and Compliance 254-968-9415 for assistance in the completion of this tool.**

List of Activities to Occur	Associated Risks*	Seriousness	Probability	Method to Manage Risks**

* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to member reputation, accidents, injuries, and/or death
**Methods to manage risk may include: arranging for security, traveling with an advisor, rotating drivers, proper facility inspections, waiver forms 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 member institution or group.

3- May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the member institution or group

4- Hazard presents a minimal threat to safety, health and well-being of participants

	Probability			
Seriousness	**A**	**B**	**C**	**D**
I				
II				
III				
IV				

If any activity score is within the red or yellow, Tarleton Risk Management highly recommends you forward the Matrix to their attention for further discussion. Although insurance procurement may not be the answer, discussions should occur regarding self-retention so all parties are aware of the risks associated with the activity.

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.**

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 Involvement in the Thompson Student Center.

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