

# Risk Assessment 101

## How to Do a Risk Analysis for a College Program/Event

Risk Analysis is an exercise that will promote safety and help avoid lawsuits. Some activities are routine and low risk and can generally be conducted with little formality. The purpose of this guide is to assist individuals in analyzing the feasibility of a particular program or activity, and encourage proactive thinking about risk. If you have questions, please do not hesitate to contact the Office of Risk Management & Safety or Campus and Community Events for assistance.

**NOTE:** *Liability coverage is not provided under Auburn University's insurance policy for student organizations and activities. Students are NOT covered by Auburn University insurance while they are driving to and from events whether they are University recognized or not.*

### 1) Identify your activity

- a. Who are your participants? minors v. adults, general public v. students
  - i. If minors are involved it must be registered in the event system – see risk management website for requirements
- b. What will you be doing?
- c. Where will you be doing the activity?
- d. For how long? (duration & frequency)

### 2) Does the activity align with the Mission, Vision and Values?

- a. What is the mission statement of your school or program?
- b. Are you able to envision and articulate how this activity will support the mission vision and values of the university or your program?

### 3) Identify your risks

- a. Risks can represent the potential for physical harm or loss to the participants, harm to the environment, property damage, reputational loss, or operational risks to the university or program.
- b. List all the risks associated with the activity taking into account any external factors including but not limited to, weather, experience level of participants, location, etc.

### 4) Classify your risks

- a. Consider the Severity and Probability of a risk and Classify your risk as Low, Medium or High.

### 5) Manage your risks

- a. If your risks are high or extreme, can you manage your activity or program so that the risks are minimized?
- b. Ways to minimize or mitigate risks include; using proper safety equipment, educating the participants on proper safety protocol and utilizing common sense in unsafe conditions such as weather events, working with campus safety officials or experts.
- c. You can also transfer the risk responsibility through contracts or waivers. This is where agreements and certificates of insurance come into play. If you believe your program may require a contract or waiver, please consult Risk Management or your program leader.

### 6) Is there return on risk?

- a. At the end of the day, the purpose of a risk analysis is to determine if the value of the activity is “worth the risk” of the activity, ie. Is there adequate “return on risk”

## QUESTIONS? CONTACT:

The Department of Risk Management & Safety @ 334-844-4533 or

[AURMI@AUBURN.EDU](mailto:AURMI@AUBURN.EDU)

[www.auburn.edu/rms](http://www.auburn.edu/rms)