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:

<table>
<thead>
<tr>
<th>Severity</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>High 5</td>
<td>High 5</td>
<td>High 4</td>
<td>Medium 3</td>
</tr>
<tr>
<td>II</td>
<td>High 5</td>
<td>High 4</td>
<td>Medium 3</td>
<td>Medium 2</td>
</tr>
<tr>
<td>III</td>
<td>High 4</td>
<td>Medium 3</td>
<td>Medium 2</td>
<td>Low 1</td>
</tr>
<tr>
<td>IV</td>
<td>Medium 3</td>
<td>Medium 2</td>
<td>Low 1</td>
<td>Low 1</td>
</tr>
</tbody>
</table>

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

*This document is adapted from materials developed by University of Florida IFAS Extension*