

## Instructions

**Step One** - List all activities and associated risks. Be thorough and consider risks beyond personal experience. Use more than one worksheet if necessary.

**Step Two** - Use the matrix below to access the likelihood and consequence of each activity risk.

|            |            | CONSEQUENCES  |          |          |         |              |
|------------|------------|---------------|----------|----------|---------|--------------|
|            |            | Insignificant | Marginal | Moderate | Major   | Catastrophic |
| LIKELIHOOD | RARE       | Low           | Low      | Low      | Medium  | Medium       |
|            | IMPROBABLE | Low           | Low      | Medium   | Medium  | High         |
|            | PROBABLE   | Low           | Medium   | Medium   | High    | Extreme      |
|            | FREQUENT   | Medium        | Medium   | High     | Extreme | Extreme      |

### LIKELIHOOD THAT SOMETHING WILL GO WRONG

**Rare:** Will happen only under exceptional circumstances. Can safely assume will not happen. For example, a snow storm in Fullerton.

**Improbable:** Little chance of happening. Past circumstances or current conditions do not support a reasonable belief a loss will happen, although a loss is possible. For example, the price of gasoline falling below \$1 a gallon.

**Probable:** Likely but not a certainty. A loss a reasonable person should anticipate or predict will happen because similar activities have led to losses in the past and will likely cause losses in the future. For example, a skateboarder falling during a ride.

**Frequent:** Happens regularly and is almost certain to occur in the future. For example, traffic on the 57 Freeway.

### CONSEQUENCES IF SOMETHING GOES WRONG

**Insignificant:** First aid treatment only; no property damage or financial loss; no impact on reputation or ability to continue.

**Marginal:** Minor injury which may require off-site medical treatment and time to heal; little property damage or financial loss; no impact on reputation or ability to continue.

**Moderate:** Non-permanent injury which may require on-site medical treatment or hospitalization; moderate property damage, financial loss or impact on reputation; may require a minor change to continue.

**Major:** Permanent partial disability; major property damage; significant impact on financial resources or reputation; may cause an interruption in the organization or event.

**Catastrophic:** Death or permanent total disability; total property or financial loss; requires cancellation of event or organization; destruction of reputation.

**Step Three** - Brainstorm methods to mitigate each activity risk using the guidelines below. Determine who will implement measures and by when.

### SUGGESTED MITIGATION MEASURES (AVOID, TRANSFER, REDUCE, PREVENT, RETAIN)

**Extreme:** Eliminate or substitute a safer activity that meets the same need or serves the same purpose. Take all other actions noted below.

**High:** Strongly consider eliminating or substituting a safer activity that meets the same need or serves the same purpose. Transfer risks to another party through the use of insurance, liability releases and/or contracts. Require on-site medical personnel. Require all participants to attend a pre-event orientation. Take all other actions noted below.

**Medium:** Require use of protective equipment if available for all physical activities. Maintain first aid supplies and a cellular phone on site. Consider limits on participation and access. Consider purchase of insurance and/or use of liability releases. Take all other actions noted below.

**Low:** Take reasonable steps to prevent or reduce losses. Incorporate training and supervision and develop appropriate policies and procedures. Incorporate appropriate physical and other controls (time, location) that promote safety. Provide supervision and instruction during activity. Suggest use of protective equipment if available for all physical activities.

**Step Four** – Reassess each activity risk assuming the mitigation measures are implemented. The overall risk is equal to the highest individual activity risk.

**Step Five** – Determine whether to proceed and/or modify or eliminate activities.