

## **Risk Assessment Guidelines for Student Organizations**

When developing a program or event it is important for student organizations to consider all potential risks that could occur before, during or after your event. Please utilize this tool as a resource while planning for your event to help mitigate or eliminate possible risks.

Risk includes different circumstances or exposure to potential dangerous and harmful situations to the organization and/or students, staff, faculty involved. These might include physical risks, psychological risks, financial risks, reputational risks, environmental risks, or other risks. This step-by-step tool will assist in understanding the different risks that could potentially occur during your event. Before moving to Step One, please review the Risk Factor Chart below.

# Risk Factor Chart

## PROBABILITY THAT SOMETHING WILL GO WRONG

	<b>Probability</b>			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Consequence</b>				
<b>I</b>	5	5	4	3
<b>II</b>	5	4	3	2
<b>III</b>	4	3	2	1
<b>IV</b>	3	2	1	1

### Severity of Consequences:

- I May result in death
- II May cause severe injury, major property damage, significant loss and/or result in negative publicity
- III May cause minor injury, illness, financial loss and/or negative publicity
- IV Minimal threat to health and safety

### Probability that something will go wrong:

- A Likely to occur immediately or in a short period of time or occur frequently
- B Probably will occur in time
- C May occur in time
- D Unlikely to occur

- Red areas are high risk activities in which the chances that serious injury or severe property damage will occur is high.
- Yellow areas are moderate risk activities in which the chances that injury or property damage will occur is moderate or the severity is moderate if the likelihood is high.
- Green areas are low risk activities in which the chances of injury or property damage is low or the severity of the outcome is low risk management options:
  - Accept the risk: Determine that the risk will not lead to severe injury and is therefore acceptable to take,
  - Modify the risk: The risk is initially high but you can make modifications to reduce the risk,
  - Transfer the risk: The risk is moderate to high and you decide to transfer it by purchasing liability insurance or using waiver forms,
  - Eliminate the risk: The risk is too high to take so you cancel the activity or the event.

**Step One: Brainstorm all risks involved in the event:**

Name of event \_\_\_\_\_

<b>Things to think about:</b>	<b>Potential risks involved:</b>
What is your event?	
When is your event?	
Why are you planning this event?	
Where is your event?	

## Step Two-Step Six:

<b>Step Two- Identify risks into categories.</b>	<b>Step Three- Determine the level of each risk by looking at the Risk Factor Chart and circle the number accordingly.</b>	<b>Step Four-Develop a strategy to mitigate each risk.</b>	<b>Step Five- Reassess the activity while applying the strategy.</b>	<b>Step Six- Determine the actions involved to mitigate each risk based on Step Four.</b>
<b>Physical Risks:</b> 1) 2) 3)	<b>Physical Risks:</b> 1) 2) 3)	<b>Physical Risks:</b> 1) 2) 3)	<b>Physical Risks:</b> 1) 2) 3)	<b>Physical Risks:</b> 1) 2) 3)
<b>Psychological Risks:</b> 1) 2) 3)	<b>Psychological Risks:</b> 1) 2) 3)	<b>Psychological Risks:</b> 1) 2) 3)	<b>Psychological Risks:</b> 1) 2) 3)	<b>Psychological Risks:</b> 1) 2) 3)
<b>Financial Risks:</b> 1) 2) 3)	<b>Financial Risks:</b> 1) 2) 3)	<b>Financial Risks:</b> 1) 2) 3)	<b>Financial Risks:</b> 1) 2) 3)	<b>Financial Risks:</b> 1) 2) 3)
<b>Reputational Risks:</b> 1) 2) 3)	<b>Reputational Risks:</b> 1) 2) 3)	<b>Reputational Risks:</b> 1) 2) 3)	<b>Reputational Risks:</b> 1) 2) 3)	<b>Reputational Risks:</b> 1) 2) 3)
<b>Environmental Risks (Location, travel, etc.)</b> 1) 2) 3)	<b>Environmental Risks (Location, travel, etc.)</b> 1) 2) 3)	<b>Environmental Risks (Location, travel, etc.)</b> 1) 2) 3)	<b>Environmental Risks (Location, travel, etc.)</b> 1) 2) 3)	<b>Environmental Risks (Location, travel, etc.)</b> 1) 2) 3)
<b>Other:</b> 1) 2) 3)	<b>Other:</b> 1) 2) 3)	<b>Other:</b> 1) 2) 3)	<b>Other:</b> 1) 2) 3)	<b>Other:</b> 1) 2) 3)

Student organizations must request for approval for any room/event booking through our online Booking Form. Please be reminded that groups must book space at least 7 working days in advance and large meetings or events at least 14 working days in advance.

The University of Toronto Mississauga is not responsible for the assessment of recognized student organizations campus events, however the Department of Student Life does offer this resource to ensure that events are safe and well planned.

It is important to remember that all activities have a potential to some level of risk. This tool can be used for any activity however if your event meets one of more of the following criteria it is highly recommended:

- Alcohol will be served and/or sold,
- Non-U of T students, faculty, alumni are attending (including external groups or speakers),
- Activities pose a risk physically, emotionally, or financially to participants,
- Third- Party contractors or services will be present (jump houses, photo booths, etc.)
- Copyrighted materials will be shown.

If you have any questions about how to best utilize this tool please contact the Department of Student Life by emailing us at [studentlife.utm@utoronto.ca](mailto:studentlife.utm@utoronto.ca).

### **Safety on Campus**

The University of Toronto strives to maintain an environment free from discrimination and harassment, and that is safe for students, staff, and faculty. We have a range of policies, programs and services in place to support these efforts. To find out more about safety on campus, and where to go if you need help, visit [safety.utoronto.ca](http://safety.utoronto.ca) .