

CSUN SPECIAL EVENTS RISK ASSESSMENT WORKSHEET

Six steps to evaluate event risks.

This special events risk assessment worksheet leads the program planners through the ASPIC review: Assessment, Planning, Implementation, Control and Evaluation. The key areas of focus are alcohol, transportation and physical activities.

Step 1: List all Event Activities (Include all aspects of the event)

Step 2: Identify the risks associated with each activity

Examples: EXTERNAL - Weather, Criminal Acts, Venue;
 SPECIFIC TO EVENT – Contact Sports, Weapons, Climbing;
 COMMON RISKS – Traveling, Crowds, Alcohol

Step 3: Use a Matrix to assess activities, without applying any methods to manage risks.

Risk	Probability			
Seriousness	A Very High	B High	C Moderate	D Low
I Very High	5	5	4	3
II High	5	4	3	2
III Moderate	4	3	2	1
IV Low	3	2	1	1

Determine the initial score for each identified activity by finding the intersection with the highest score. The lower your score, the lower your risk. Avoid AI, AII, AIII, BI, BII, CI.

Step 4: Brainstorm methods to manage (reduce) risks. Choose methods to reduce the probability that something will go wrong, i.e., accidents, injuries. Select (apply) method(s) to each identified activity.

Step 5: Reassess the Matrix by applying the selected methods to manage risks. Determine your new score by finding the intersection of probability vs. seriousness.

Step 6: Determine whether to conduct the event and/or modify or eliminate activities.