

Risk Assessment Tool - Generic

Event/ Activity Description		
Date(s)		
Requesting individual(s)		
Responsible office/ Division		
Curricula related?	Yes (explain)	No
Athletic related?	Yes (explain)	No
RSO related?	Yes (explain)	No
Other?	Yes (explain)	No

Step #1: Identify the Hazards

Arranged Transportation		
<input type="checkbox"/> Student Driver	<input type="checkbox"/> Rental Vehicles	<input type="checkbox"/> Personal Vehicles
<input type="checkbox"/> 3 rd party transportation companies	<input type="checkbox"/> Air travel	<input type="checkbox"/> Other
Details:		

Biological (E.G. hygiene, disease, infection)		
<input type="checkbox"/> Blood/ Bodily fluid	<input type="checkbox"/> Virus/ Disease	<input type="checkbox"/> Food handling
Details:		

Chemicals	
<input type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> Hazardous chemicals
List all chemical(s) and include MSDS sheets, if available	

Contracts	
<input type="checkbox"/> Insurance terms & conditions	<input type="checkbox"/> Indemnifications
<input type="checkbox"/> Duration/ renewals	<input type="checkbox"/> Contracting authority
List all chemical(s) and include MSDS sheets, if available	

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Critical Incident Potential		
<input type="checkbox"/> Protests with or without counter-protests	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Business Disruption
<input type="checkbox"/> Severe traffic conditions	<input type="checkbox"/> Lockdown	
Details:		

Cyber/ Privacy		
<input type="checkbox"/> Personally identifiable information is collected	<input type="checkbox"/> PII is not anonymized	<input type="checkbox"/> PII is stored in an open access location (electronic or physical)
<input type="checkbox"/> Informed consent or IRB Waiver triggers required	<input type="checkbox"/> Online survey consent required	<input type="checkbox"/> Documented parental permission required
Details:		

Compliance & Ethics		
<input type="checkbox"/> ADA	<input type="checkbox"/> America COMPETES Act	<input type="checkbox"/> Age Discrimination Act exposure
<input type="checkbox"/> Animal Welfare Act	<input type="checkbox"/> Bias/ discrimination	<input type="checkbox"/> Clinical Trials & Financial disclosures
<input type="checkbox"/> Copyright or trademark exposures	<input type="checkbox"/> Documented parental permission required	<input type="checkbox"/> Export controls exposures
<input type="checkbox"/> FDA	<input type="checkbox"/> Fundraising or development activities	<input type="checkbox"/> Genetic information exposures
<input type="checkbox"/> Grants management exposures	<input type="checkbox"/> Hazardous materials exposures	<input type="checkbox"/> HIPAA exposure
<input type="checkbox"/> Informed consent or IRB Waiver triggers required	<input type="checkbox"/> Intellectual property exposures	<input type="checkbox"/> National Science Foundation Research
<input type="checkbox"/> Online survey consent required	<input type="checkbox"/> Protection of Human Subjects Regulations (Common Rule)	<input type="checkbox"/> Public Health Service Policies on Research Misconduct
<input type="checkbox"/> Title VI	<input type="checkbox"/> Unmanned Aircraft Systems (Drone)	<input type="checkbox"/> Other
Details:		

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Financial		
<input type="checkbox"/> Unbudgeted expenses	<input type="checkbox"/> Unintended costs associated with “going cheap”	<input type="checkbox"/> Damage to GVSU land, lawns, facilities
<input type="checkbox"/> Damage to 3 rd party land, lawns, facilities	<input type="checkbox"/> Potential litigation for worst case scenario	
Details:		

Safety – students, faculty, staff, volunteers ¹		
<input type="checkbox"/> Animals/ Insects	<input type="checkbox"/> Alcohol (permitted or not)	<input type="checkbox"/> Cold/ frostbite
<input type="checkbox"/> Exertion	<input type="checkbox"/> Fall from heights	<input type="checkbox"/> Heat/ sunstroke/ sunburn
<input type="checkbox"/> Hazing	<input type="checkbox"/> Lightning/ weather	<input type="checkbox"/> Mental/ emotional health
<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Slippery or uneven surfaces	<input type="checkbox"/> Technology failure (communication devices in remote areas)
<input type="checkbox"/> Theft of personal property	<input type="checkbox"/> Transportation	<input type="checkbox"/> Violence
<input type="checkbox"/> Weapons		
Details:		

Special Considerations		
<input type="checkbox"/> Alcohol Exposure ²	<input type="checkbox"/> Contradicts GVSU Mission, Vision or Values	<input type="checkbox"/> Event/ Activity is occurring only because it’s “tradition”
<input type="checkbox"/> Minors Exposure ³	<input type="checkbox"/> Revenue is a consideration	<input type="checkbox"/> Other
Details:		

Travel outside of USA	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:	

1. Please be aware that the University’s insurance programs do not cover injury or illness sustained by students, visitors or volunteers, even if the injury or illness is a result of an educational opportunity, a sponsored activity, or other incidents that occur either on or off campus.
<https://www.gvsu.edu/riskmanagement/student-or-visitor-injuries-38.htm>
2. Refer to the Alcohol Risk Management Tool. Contact taylorh1@gvsu.edu for a copy
3. Refer to GVSU’s Minors on Campus website

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Step #2: Score the Risk

Consider all of the hazards that you identified in Step #1, and use the matrix below as a guide to assess the risk level

Key			
Consequence	Description of Consequence	Likelihood	Description of Likelihood
Manageable	Nominal threat to health, safety, GVSU reputation, or property damage	Almost Certain	Expected to occur during the event/ lifecycle of project
Moderate	Injury requiring medical treatment, lost time, or some property damage	Likely	May not occur each time, but would likely occur with enough time
Major	Severe injury, major property damage, significant financial loss, or loss of reputation	Possible	Not necessarily expected, but nobody would be shocked
Catastrophic	Death or significant violence	Unlikely	Not likely to occur during the event/ within the Event/ Activity life-cycle

		Consequence			
		Manageable	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	Extreme	Extreme
	Likely	Medium	High	High	Extreme
	Possible	Low	Medium	High	High
	Unlikely	Low	Medium	Medium	High

SCORE Decisions		
<input type="checkbox"/>	Low	Undertake the Event/ Activity, use common sense and secure waivers from participants if possible
<input type="checkbox"/>	Medium	Find an alternative, if available. Otherwise, undertake the Event/ Activity using common sense, transfer risk through both contracts and waivers, and utilize any risk mitigation strategies available
<input type="checkbox"/>	High	Consider eliminating activities that have unreasonable risk associated.
<input type="checkbox"/>	Extreme	Do not proceed unless there is a statutory or operational requirement. Only proceed once Legal, Compliance, Risk Management and Public Safety is informed and provided an opportunity to provide mitigations

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Step #4: Final Questions

Question #1	Response
When you think about this Event/ Activity, what can you imagine is the worst-case scenario?	
Question #2	Response
Considering the potential risks, why would it be in GVSU's best interest to have this activity/ event?	
Question #3	Response
Has this exercise reinforced your desire to pursue this activity/ event, or made you question whether it's an appropriate choice?	
Question #4	Response
If you've decided to proceed, what mitigation actions will you take to ensure that both GVSU and all participants are protected?	
Question #5	Response
Is additional authorization/approval required in order to proceed? Have you secured that authorization & approval?	

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Step #5 Decision

We are/are not undertaking the above referenced Event/ Activity(s). If we are undertaking the Event/ Activity, we will use the mitigation strategies noted in Section #3.

Signature

Date

Approval

Important Note: Completion of this document, does not constitute authority or approval. The decision-making process may also include academic, budgetary, ethical, legal, safety, or other institutional considerations. Please secure approval and authority, as is appropriate for this activity/decision.