



ACTIVITY RISK ASSESSMENT

The Activity Risk Assessment is an event planning tool created to ensure thoughtful planning and execution by prompting organizers to consider potential risks to an event or activity and by providing resources to mitigate those risks. There is great responsibility that comes with putting on events for the College and the campus community. Safety and the well-being of participants should be your primary concern. Please use this Activity Risk Assessment in the planning of your event, and share your risk management and preparedness plans with all those involved. If you have any questions or concerns, contact your campus/site leadership or Systems Office Risk Management.

Name:

Email:

Phone:

1 - Define the Objective

Define what the activity or undertaking being assessed is meant to accomplish. Think of how an undertaking supports the mission and strategies of the College. If it seems to be a higher-risk activity, then carefully consider what the underlying objective of the activity is. If a much safer or less risky activity would achieve the same objective, then that activity may be a better choice.

2 - Define the Activity

A more detailed description of the activity will allow for a more meaningful risk assessment. Consider the who, what, where, when and how of the activity.

Who (Specify who will participate and/or be involved.)

What (List the activity/event name and description.)

Where (At what location(s) will the activity event be held?)

When (List the date and time of the activity/event.)

How (What organizations, internal or third party, will be involved in the activity, and how will the activity happen?)

3 – Risk Questionnaire

1.	Will a contract, agreement or memorandum of understanding (MOU) be involved? If Yes: <ul style="list-style-type: none">a. Review Minimum Insurance Requirements for Vendorsb. If an Ivy Tech Certificate of Insurance is required, request it here.c. Send the contract to your EDF or designee for review and approvald. Load the contract and third party COI into the Contract Management System (CMS)
2.	Have all participants signed an Assumption of Risk and Waiver of Liability? See Releases & Waivers of Liability. Important Details: <ul style="list-style-type: none">a. Individual waivers are required for field trips, off-site activities, on-site or off-site events involving physical activity or other potentially harmful activities.b. Individual waivers are not required for open access events, unless there is some element of potentially harmful physical activity. For activities involving bounce houses and carnival type games, consider posting a visible disclaimer, and ensure these activities are continuously supervised. Disclaimer Example: <i>Risks known and unanticipated to participants include but are not limited to falling, slipping, crashing, and colliding and could result in injury, illness, emotional distress, death, or property damage. Play at your own risk.</i>c. Generic waivers are suitable for most events, however, waivers should be tailored for specific events involving potentially hazardous activities, such as those with animals or bicycles/motorcycles. Please contact risk management for waiver customization or if you are uncertain whether modification is necessary.d. Store signed waivers in a secure location for a minimum of seven years.

3.	<p>Will minors (those under the age of 18) be present? If Yes, Have all adults involved been asked to review the Protection of Minors Policy?</p>
4.	<p>How many people do you estimate will attend the event? 0-25; 26-100; 100-250; 250+ <i>If over 100 is selected,</i></p> <ol style="list-style-type: none"> a. Have you arranged for security or crowd management? b. Will you ensure that ingress/egress is sufficient for the size of the crowd, and that it will be not compromised in the event of an emergency? c. Review the following resource, Event Crowd Management.
5.	<p>Does the activity involve inflatables, or other carnival attractions like dunk tanks, rock climbing walls, hayrides etc.? If yes, your event may require an Amusement & Entertainment Permit issued by the Indiana Department of Homeland Security. Please contact Risk Management for further guidance and discussion.</p>
6.	<p>Have you ensured the location is appropriate and suitable for the type of activity and the number of those participating?</p>
7.	<p>Will external volunteers be involved? If Yes, Please review the Volunteer Guidelines and use the Volunteer Waiver.</p>
8.	<p>Does the activity involve transportation? If Yes,</p> <ol style="list-style-type: none"> a. If travel is outside of the US: <ul style="list-style-type: none"> - Review the International Field Guide, a comprehensive guide to planning an international trip. - Advise each traveler to register his or her travel through the International Travel Registry. b. If within the US: <ul style="list-style-type: none"> - Please review the College's domestic travel policy (ASOM4.29). - Please ensure that where College vehicles (owned, rented or leased) will be used, a driver must be authorized. Check with your HR department for confirmation on a driver's status. Click here to access the Driver Authorization application.
9.	<p>Will the third party be occupying a space to conduct an activity? If Yes,</p> <ol style="list-style-type: none"> a. Is there a rental agreement involved? Follow guidelines in item 1. b. See your local EDF for facilities use guidelines.
10.	<p>Will security be present at the event? If Yes, ensure that your coordinate security staffing with your campus Public Safety and Emergency Preparedness (PSEP) lead.</p> <p>If No, ensure that your campus PSEP lead has been informed of the event.</p>
11.	<p>Do you anticipate slow emergency response due to the location of the event? If Yes,</p> <ol style="list-style-type: none"> a. At least one event organizer or planned participant should be first aid and CPR trained. b. Consider communication capability (i.e. mobile phone signal strength) and ensure you have a response plan in place.
12.	<p>For indoor events, is signage visible and clear (exits or emergency pathways)?</p>

13.	<p>Could weather conditions (rain, lightning, snow/ice, wind) adversely impact the safety of participants?</p> <ul style="list-style-type: none"> a. Check ahead for weather conditions at http://www.weather.com b. Check location ahead of time for shelter c. Plan for an alternative rain location d. Be sure to monitor changing weather conditions and have a plan in place for emergency sheltering
14.	<p>Is there any danger from falling objects, unsecured equipment or signage? Consider weather conditions that might increase the chance for damage to persons or property resulting from blowing objects.</p>
15.	<p>Will food be served or sold? If Yes,</p> <ul style="list-style-type: none"> a. The person or party performing food service or sales is subject to federal, state, and county food regulations. Please refer to the IN State Department of Health Code. b. Any persons or parties should be currently licensed in the jurisdiction in which they are operating with proper permits and with a certified food handler engaged in the performance of the food service. c. If a Food Truck is involved, please review the Food Truck Guidelines.
16.	<p>Will loaned or rented equipment be used? If Yes, event staff should have experience in use of equipment, or training if required. The contract or agreement must establish responsibility for damage to, or injury resulting from, the equipment.</p>
17.	<p>Does the activity involve service-learning (learning tied to a community service experience)? If Yes, review the following resource, Service Learning Risk Management.</p>
18.	<p>Will there be any use of a fire hazard (i.e. bonfire) or fireworks? If Yes, contact Risk Management for further guidance and discussion.</p>
19.	<p>Any planned use of animals? If Yes, contact Risk Management for further guidance and discussion.</p>
20.	<p>Have you consulted with other potentially affected College officials or departments about the event or activity? (e.g. Facilities, Security, Executive Leadership)</p>
21.	<p>Are you using a College logo or trademark in association with your activity? Refer to the College's Style Guide.</p>
22.	<p>Will photos be taken at the event? Refer to the College's Photo Guidelines.</p>

4 - Consider Negative Outcomes and Develop Controls

Now that you have completed the risk questionnaire, please complete a Risk Register to outline risks of concern that are not covered on the questionnaire or that may require controls additional to those suggested in the questionnaire.

Instructions on how to complete the questionnaire are shown below. Click [here](#) to view a sample risk register.

1. List all aspects of the event or activity

2. Consider all potential negative outcomes

Some questions to consider:

- What harm - physical, psychological or social - could come to the participants?
- What property - owned by the College or owned by someone else - could be damaged?
- Is there any personal information that may be gathered and at risk for exposure?
- What is the reputational risk to the organization and the College?
- What is the financial risk? Do you have the funds to fully support your event, and have you considered the financial loss associated with a non-performance of the event?

3. Develop Controls

Consider ways to lessen the severity and frequency of the negative outcomes. Assign responsibility for mitigation actions to ensure they are taken. Develop thorough contingency and crisis response plans in case of emergencies. Consult with relevant "campus experts" and resources in the planning of the event.

4. Share your plans and risk management actions with the others involved in planning the event, and implement your event according to those decisions.

Risk Register – Activity Name & Date:

List all aspects of your event	What could go wrong? Consider the potential negative outcomes of the activity, including worst-case scenarios	Consider what you can do to manage the risk & bring it to a reasonable level.	Who is responsible?

7 - Monitor the Controls

Once an activity is underway, periodically go back and make certain that the controls are working. New controls may need to be considered or existing controls may need to be updated.

What are some ways you will monitor the controls you have established?

8 - Assess the success of your event after its completion. Document your evaluation information for your peers or for future events.

Set a date for your post-event evaluation.