

RISK MANAGEMENT AND INSURANCE MATRIX

Please feel free to speak to or consult with staff in Student Affairs to assist in this risk assessment and insurance management process.

Step One – List all event activities or concerns.

Step Two – Identify risks associated with each activity.

Step Three – Use the Matrix to determine the level of risk before applying any Risk Management strategies

Step Four – Brainstorm methods to manage risks. See if you can reduce the probability that something will go wrong.

Step Five – Submit Risk Management & Insurance Matrix with Activity Proposal to Student Affairs.

NAME OF EVENT:

LIST SPECIAL ACTIVITIES	ASSOCIATED RISKS*	SERIOUSNESS	PROBABILITY	METHOD TO MANAGE RISKS**
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.

* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.

**Methods to manage risks may include: purchasing special event liability insurance, arranging for security through TAMIU PD, traveling with an advisor, rotating drivers, etc.

SERIOUSNESS
I – May result in death.
II – May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the organization and/or institution.
III – May cause minor injury, illness, property damage, financial loss, and/or could result in negative publicity for the organization and/or institution.
IV – Hazard presents a minimal threat to safety, health, and well being of participants.

	Probability			
Seriousness	A	B	C	D
I				
II				
III				
IV				

PROBABILITY
A – Likely to occur immediately or in a short period of time, expected to occur frequently.
B – Probably will come in time
C – May occur in time.
D – Unlikely to occur.