

IDENTIFYING RISKS IN YOUR EVENT

Risks are prevalent in all aspects of our daily lives, but the chance of risk increases during events. This is because events usually take place in a confined space, with lots of people and there is often alcohol or heavy equipment involved. Although you can never eliminate risk completely from events, you can minimize the amount of risk through proper event planning. It's important you identify all risks in the planning stages to help mitigate or eliminate as much risk as possible and have a plan in place for when something does occur.

Step 1

Identify all potential risks of the event and any activities that take place there. Take note of each and every potential hazard, regardless of the severity or likelihood. Possible risks may include injuries, damage to reputation, property damage, accidents, alcohol use, or serving food. For example, for a hike there may be hazards associated with heights, falling, insects, wildlife, disorientation, becoming separated from the group, fast running water or slippery surfaces.

Step 2

Briefly describe the risks that you have identified as it applies to your specific event.

Step 3

List the controls that you already have in place. How are you currently managing this risk? Methods to manage risks may include procedures, training, signage, arranging for security, having a back-up plan, recommending appropriate clothing/tools, insurance, or waivers.

Step 4

Consider the possible SEVERITY of the risk. If something happens, how bad could it be?

Acceptable - There will be no impact on operations, reputation, or financials; there are no safety or health hazards present.

Tolerable - Could delay operations, effect short term programs, require some management effort, may draw publicity; minor to moderate safety or health hazards present.

Undesirable - Could affect long-term programs, could result in major property damage, significant financial loss, negative publicity, or cause severe injury.

Intolerable - Long-term and serious effect on ability to continue operations, recruit students/staff/faculty, loss of financial support; lasting breach of confidence and reputation; may result in severe injury and/or death.

Step 5

Consider the possible LIKELIHOOD of the risk. Regardless of the severity, how likely is this risk to be an issue?

- Improbable** - Very unlikely to happen in the near future and no immediate action is needed.
- Possible** - Likely to occur and actions should be taken to reduce or control the risk.
- Probable** - High probability the risk will occur; immediate action plans required.

Step 6

Use the Risk Assessment Heat Map to determine what the Risk Score is for each of your risks. You'll look at the SEVERITY, look at the LIKELIHOOD and notice the score and zone its in. Higher scores represent greater risks. Items in the Orange and Red Zone will need additional mitigation and controls before the event should continue. Items in the Yellow Zone should also be assessed further, but it may not be significant enough to cancel your event. Items in the Green Zone are considered low-risk, but you are still responsible for being diligent and implementing reasonable controls to keep the risk as low as reasonably possible.

| | SEVERITY | | | |
|--|---|--|---|--|
| | ACCEPTABLE <i>Little to no effect of event</i> | TOLERABLE Effects are felt, but not critical to outcome | UNDESIRABLE Serious impact to the course of action and outcome | INTOLERABLE <i>Could result in disaster</i> |
| LIKELIHOOD | | | | |
| IMPROBABLE Risk is unlikely to occur | LOW -1- | MEDIUM -4- | MEDIUM -6- | HIGH -10- |
| POSSIBLE Risk will likely occur | LOW -2- | MEDIUM -5- | HIGH -8- | EXTREME -11- |
| PROBABLE Risk will occur | MEDIUM -3- | HIGH -7- | HIGH -9- | EXTREME -12- |

Chart sourced from Smartsheet



BCIT Student Association



Step 7

Implement additional controls and seek additional advice as needed. If there are residual concerns about any risk, consult with the Club Coordinator. In order to be duly diligent, you must show that you have considered the risks of your event and implemented all reasonably prudent controls to minimize the risk.

Step 8

If either Red, Orange or Yellow risks cannot be reduced, the Club Program Coordinator should be made aware of these risks and you should obtain written permission to continue with the event as an official sanctioned BCITSA event. The Club Program Coordinator should carefully consider the high to moderate level of risk of this event versus the potential benefits to the SA.

(!) If you are ever unsure at any point regarding the severity of risk at your event contact the Club Coordinator. It's better to be safe than sorry!