**Risk Management Plan Guide**

Recognized Student Organizations are required to have in place a risk management plan as a condition of ongoing recognition. This guide provides an outline of the types of categories each organization should consider with respect to their plan. Individual organizations should give consideration to the components within this guide to evaluate their own risks and means of mitigation.

**What does a risk management plan accomplish?**

* Identifies areas of uncertainty or exposure that may affect and organization while determining means to control for the uncertainty and minimize it’s likelihood of occurring.
* Helps to ensure safety of participants, maintain reputations, mitigate financial loss (via incidents/injury and potential wasteful practices).
* Ensures a process of improvement and organization self-management.

**How does an organization accomplish this?**

1. Identify your risks by type – there can be any number of individual risks within each category. There may be zero in some categories. We recommend establishing an excel sheet to track and manage. Several templates exist (including at <https://www.smartsheet.com/all-risk-assessment-matrix-templates-you-need>)
	1. Physical – someone could experience bodily harm due to the nature of activity, weather exposure, equipment issues, food-related illness, alcohol consumption, medical emergencies.
	2. Reputational – poor conduct or behavior at own or others’ events, or from events with offensive subject matter which can harm the reputation of individuals, the organization, department, or institution.
	3. Emotional – mental health or wellbeing risks related to attending or participating which include but are not limited to hazing, lack of consideration for accessibility, and discrimination.
	4. Financial – related to the budget of an event, overall budget of the organization and related fiscal management practices. Risks could include loss of funding, lack of fundraising, fraud.
	5. Facilities – involve the safety of facilities and their maintenance/upkeep. Can include lack of proper set-up or clean-up, inadequate security protocols, lack of familiarity with facilities. Any organization with assigned office or storage space or which qualifies as a University Approved House must address this category with respect to the maintenance and management of each area assigned.
2. Identify the level of risk affiliated with each identified item.
	1. Low – likely non-catastrophic in nature, typically universally accepted by all participants, has low impact if it occurs or low likelihood of occurring.
	2. Moderate – not excessive or extreme and likely to be infrequent, may include advisors and risk management professionals to plan, may require a waiver.
	3. High – involves the possibility of life threatening or debilitating personal injuries, property damage, etc.; consequences may be severe; waivers will be required.
3. Use the risk matrix chart to help assign a risk level:



1. Examples
	1. RollaMo yearbook in a previous workshop submitted risk of papercuts when working with pages. This using the guides so far, this qualifies as a physical risk (bodily harm). The likelihood of occurrence may qualify as moderate – it probably will happen to any one person over the course of a year. The impact should it occur would be trivial – most individuals understand papercuts sometimes happen when handling paper and in the event it happens requires little to know medical or fist-aid intervention. It would be green on the above chart, and would qualify as a risk the organization would not plan to mitigate beyond having a basic first aid kit in their office.
	2. A group previously presented a proposal to host pumpkin chunking on the mall from the Puck to the Library. This event presented physical (bodily harm due to equipment malfunction and to observers being struck by pumpkins), reputational (the news of the organization being responsible for injury to persons or damage to property) and facilities (a stray pumpkin breaking a window, for example) risks. The probability of an occurrence was moderate, with impact ranging from moderate to severe. The event resulted in consulting with campus experts to determine a location which could minimize the risks; the location change reduced the probability of incident to rare or unlikely. In this case, an assessment identified the number of uncertainties and a plan to mitigate which reduced the risks to a more acceptable level.