Event Risk Management – Risk Assessment Plan (RAP)

Use this risk matrix and the accompanying planning chart to:

* 1. Help you identify risks associated with your event,
	2. Decide how likely and how serious potential event risks could be,
	3. List ways to prevent the risks from happening (ie, mitigate the risks), and
	4. List possible solutions in the event the risk happens.

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|  | **SEVERITY** |
| **LIKELIHOOD** | Minor | Moderate | Major |
| Likely | MEDIUM | HIGH | HIGH |
| Possible | LOW | MEDIUM | HIGH |
| Unlikely | LOW | LOW | MEDIUM |

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| **Risk Treatment Key** |
| High Risk Level – Immediate action required! |
| Medium/Tolerable Risk Level – Risks must be reduced so far as is possible. |
| Low/Broadly Acceptable Risk Level – Monitor and further reduce where possible. |

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| **Identified Risk** | **Consequences** | **Likelihood** | **Severity** | **Risk Rating** | **Preventative Measures (to avoid risks)** | **Possible Solutions (ways to deal with risk if it happens)** | **Outcome** |
| EXAMPLE: *Participant becomes very intoxicated* | *Participant could not get home safely, could lose consciousness* | *Possible* | *Moderate* | *Medium/ Tolerable* | *Monitor participant consumption, limit available drinks, cut people off, provide substantial food* | *Cut person off, partner them with sober friend, take them to a quiet place, send them home safely, take to hospital if necessary* | *Participant recovers, student group avoids liability* |
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