

# Tarleton Risk Management and Insurance Matrix

Event Name: \_\_\_\_\_

**Instructions:** **Step 1-**List all event activities and be as inclusive as possible. **Step 2-**Completely identify risks associated with each activity. **Step 3-** Use the matrix below to assess your activities. Tally the seriousness and probability scores for evaluation. **Step 4-** Brainstorm methods to manage risks. Reduce the probability of something going wrong. **Step 5-** Submit Risk Management and Insurance Matrix Form with an Activity Proposal to Student Involvement.

\*Please feel free to contact Tarleton Risk Management and Compliance 254-968-9415 for assistance in the completion of this tool.

List of Activities to Occur	Associated Risks*	Seriousness	Probability	Method to Manage Risks**

\* Possible risks include: medical emergencies, food poisoning/allergic reactions, damage to member reputation, accidents, injuries, and/or death

\*\*Methods to manage risk may include: arranging for security, traveling with an advisor, rotating drivers, proper facility inspections, waiver forms etc.

Seriousness
<b>1- May Result in Death</b>
<b>2- May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the member institution or group.</b>
<b>3- May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the member institution or group</b>
<b>4- Hazard presents a minimal threat to safety, health and well-being of participants</b>

	Probability			
Seriousness	A	B	C	D
I				
II				
III				
IV				

Probability
<b>A. Likely to occur immediately or in a short period of time, expected to occur frequently.</b>
<b>B. Probably will come in time.</b>
<b>C. May occur in time.</b>
<b>D. Unlikely to occur.</b>

If any activity score is within the red or yellow, Tarleton Risk Management highly recommends you forward the Matrix to their attention for further discussion. Although insurance procurement may not be the answer, discussions should occur regarding self-retention so all parties are aware of the risks associated with the activity.

The form has been provided as an educational tool to help student leaders to develop a process for identifying and discussing potential risk issues. It is intended for use as part of a larger event planning process, and should only serve as a starting point for your discussion on risk management. It is not designed to take the place of a careful review of applicable rules, policies, and laws, or discussion with your advisor. Completion of this form does not imply approval or authorization of your event by Tarleton State University. For more information on event planning, contact Student Involvement in the Thompson Student Center.

