



Risk Management Guide
For Activity/Event Organizers

Babson College
Risk Management Department

FINAL VERSION

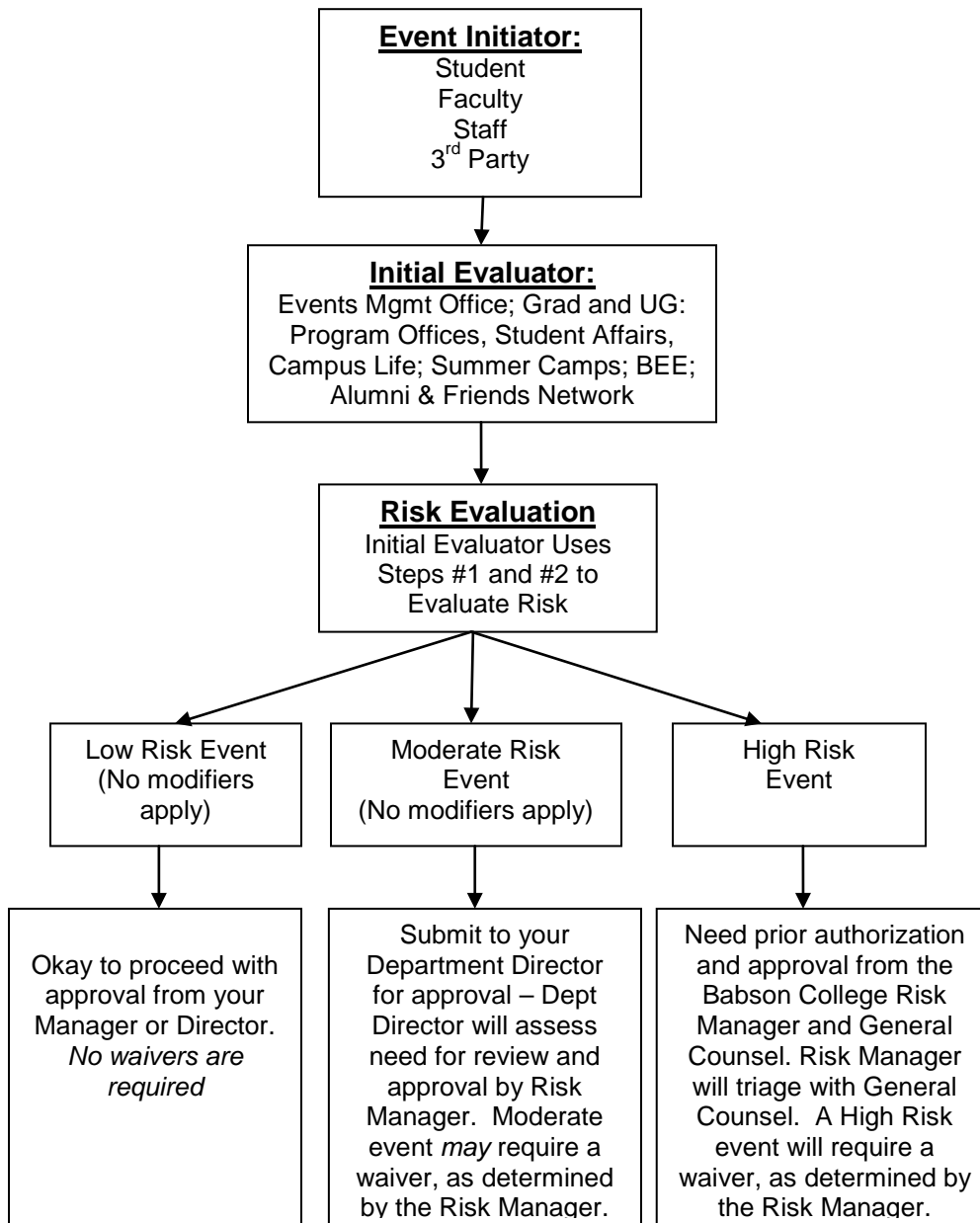
February 2011

The purpose of this Guide is to establish a framework for evaluating “risk” as it relates to campus activities and events. It is a framework only, as each activity and event has unique characteristics that call for individualized assessment and judgment to evaluate the potential risks posed thereby. In addition to this Guide, the Office of Risk Management is the primary resource to be utilized for assistance in evaluating risks posed by campus activities and events.

Please note that events that recur on a regular basis for which clear policies and practices to address the risks posed thereby have been implemented do not have to be taken through this process, unless a risk modifier not previously present is added to that event.

The process to be followed under this Guide is set forth on the Process Flow Chart which follows below.

Process Flowchart:



STEP # 1: Types of Events: Select the type of event or activity that you are planning, in order to determine the primary risk level.

EVENT/ACTIVITY DESCRIPTION	PRIMARY RISK LEVEL		
Student Events:	<u>LOW</u>	<u>MODERATE</u>	<u>HIGH</u>
Athletic Events (Contact)			<u>X</u>
Athletic Events (Non-Contact)		<u>X</u>	
Eating and Beverage Consumption Contests		<u>X</u>	
Concerts	<u>X</u>		
Fundraisers		<u>X</u>	
Rallies, Debates, and Panel Discussions	<u>X</u>		
Movies or Shows	<u>X</u>		
Stress or Senior Week Activities		<u>X</u>	
Dances and Parties	<u>X</u>		
Speakers or Performers	<u>X</u>		
Public Service or Volunteering Activities	<u>X</u>		
Student Club Activities	<u>X</u>		

EVENT/ACTIVITY DESCRIPTION	PRIMARY RISK LEVEL		
Alumni Events:	<u>LOW</u>	<u>MODERATE</u>	<u>HIGH</u>
Receptions and Dinners	<u>X</u>		
Alumni Networking Events	<u>X</u>		
Fundraisers		<u>X</u>	
Rallies, Debates, and Panel Discussions	<u>X</u>		
Athletic Events (Contact)			<u>X</u>
Athletic Events (Non-Contact)		<u>X</u>	

EVENT/ACTIVITY DESCRIPTION	PRIMARY RISK LEVEL		
Faculty/Staff Events:	<u>LOW</u>	<u>MODERATE</u>	<u>HIGH</u>
Receptions & Parties	<u>X</u>		
Athletic Events (Contact)			<u>X</u>
Athletic Events (Non-Contact)		<u>X</u>	

EVENT/ACTIVITY DESCRIPTION	PRIMARY RISK LEVEL		
External Events:	<u>Low</u>	<u>Moderate</u>	<u>High</u>
Summer Camps	<u>X</u>		
Theater Productions	<u>X</u>		
Speakers or Performers	<u>X</u>		
Athletic Events (Contact)			<u>X</u>
Athletic Events (Non-Contact)		<u>X</u>	
Civic Events	<u>X</u>		
Fundraisers	<u>X</u>		
Wedding Ceremonies	<u>X</u>		
Workshops and Seminars	<u>X</u>		
Networking and Career Fairs	<u>X</u>		

STEP # 2: Checklist of Risk Enhancing Modifiers: Some risk “modifiers” can increase an event’s risk. Please answer “yes” or “no” to the questions listed below.

Except as noted below, if you answer “yes” to one or two items in this checklist, the risk in Step is #1 is elevated to the next level. If you answer “yes” to three or more items on the checklist, a Low risk from Step #1 is elevated to High risk.

#	Risk Enhancing Modifier – Questions	Yes	No
1	Is alcohol being served, consumed, or sold?		
2	Is transportation being provided by the College?		
3	Are personal vehicles being used for transportation to an event?		
4	Are large vehicles coming onto campus for an event (e.g. trailer)?		
5	Is the event being held off campus?		
6	Is the crowd size large enough to be considered a risk factor?		
7	Is security warranted due to crowd control danger from free and uncontrolled admission to the event?		
8	Do third parties involved in this event lack insurance coverage?		
9	As part of this event, has a third party required that the College sign a contract or waiver of liability?		
10	Are pyrotechnics or fireworks being used for the event? If so, a low or moderate risk is elevated to high.		
11	Are animals being used for the event?		
12	Is Babson renting equipment for the event?		
13	Is there domestic or international travel for faculty, staff, or students?		
14	Are international venues associated with the event?		
15	Is there risk of personal injury? If so, a low or moderate risk is elevated to high.		
16	Are minor children involved in any activities?		
17	Are minor children staying overnight?		
18	Is food provided by a non-licensed vendor?		

STEP # 3: Risk Matrix

Based on the results from Step #1 and #2, please find your risk rating below:

Risk Matrix	
Low	Low risks usual to the activity or event are generally accepted by all participants and/or involve no special considerations. The strategy is generally to accept the risks associated with the activity and to manage those risks as much as possible. It is okay to proceed with approval from your Manager or Director. No waivers are required.
Moderate	A Moderate risk activity/event generally involves some risks factors that are greater than those reflected in the Low Risk category, but the risk is not excessive or extreme and is within reasonable limits; often infrequent. Strategy should be to reduce risks by implementing controls where possible. It should be submitted to your Director for approval. The Director will assess the need for review by the Risk Manager. A Moderate event <i>may</i> require a waiver, as determined by the Risk Manager.
High	High Risk can involve possible personal injuries, property damage, and/or negative financial implications. May involve life-threatening injuries, death, and disability. HIGH Risk cannot be approved without the prior authorization from the Babson College Risk Manager and General Counsel. The Risk Manager will triage with General Counsel. Babson College reserves the right to add to or remove activities from the High Risk Category. A High event will require a waiver, as determined by the Risk Manager.