



RISK MANAGEMENT FORM - The Five Steps



1. Risk Identification

Rotary Club/District Committee:

Activity Title:

Location:

Activity Date:

Description of Activity (incl. potential harm to persons or property - known as a hazard):

2. Risk Assessment

Identified Hazard	Risk Assessment			Risk Score E x L x C	Risk Level
	Exposure E	Likelihood L	Consequence C		

DEFINITIONS

Exposure - E	Likelihood - L	Consequence - C	Risk Score	Risk Level
Continuously 10	Almost certain 1.0	Catastrophic 20	>20 = Extreme Risk	Extreme: Immediate action required with detailed plan, notify DIO Immediately. High: senior management attention needed, detailed research and planning with DIO Moderate: management responsibility must be specified, specific monitoring or response Low: manage by routine procedures, unlikely to need specific allocation of resources.
Frequently 6	Likely 0.6	Major 10	>10 = High Risk	
Occasionally 3	Possible 0.3	Moderate 5	3-10 = Moderate Risk	
Infrequently 2	Unlikely 0.1	Minor 2	<3 = Low Risk	
Rarely 1	Rare 0.05	Insignificant 1		

3. Develop the Plan

Hierarchy of Risk Controls

- 1. Elimination** is the permanent removal of the risk and should be attempted in the first instance.
- 2. Substitution** involves the replacement of the hazard or environmental aspect by one of lower risk.
- 3. Engineering** controls involve physical barriers or structural changes to the environment or process.
- 4. Administrative** controls reduce the hazard by altering procedures and providing instructions.
- 5. Personal protective equipment** may be used as a last resort to reduce the risk or as a temporary control.

Detail the actions to be taken. When determining this plan, the Hierarchy of Risk Controls (above) should be used to guide best practice.

4. Implement the Plan

Assign roles, seek necessary approvals, disseminate the plan, train staff and volunteers, order the required gear.

5. Monitor the Plan

Check to see that staff/volunteers are in attendance, that planned measures are in place and note plans for future improvement.

Activity Coordinator:

Form Completed by:

Date: