

The Texas A&M University System Risk Management and Insurance Matrix

Exposure To Be Reviewed: _____

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 a Risk Assessment Form to System Risk Management for further review by email to RMS-Insurance@tamus.edu or by faxing to 979-458-6247.

*Please feel free to contact System Risk Management 979-458-6330 for assistance in the risk assessment process and 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
1- May Result in Death
2- May cause severe injury, major property damage, significant financial loss, and/or result in negative publicity for the member institution or group.
3- May cause minor injury, illness, property damage, financial loss and/or result in negative publicity for the member institution or group
4- Hazard presents a minimal threat to safety, health and well-being of participants

	Probability			
Seriousness	A	B	C	D
I				
II				
III				
IV				

If any activity score is within the red or yellow, System 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.

Probability
A- Likely to occur immediately or in a short period of time; expected to occur frequently
B- Probably will come in time. With enough time and activity; it is likely to occur over the life of the event
C- May occur in time. Probability of occurrence is lower and there is an equal chance of it occurring vs. not.
D- Unlikely to occur at any point during the event

Form Updated 01/14/2016

