

Sample recreational activity risk level assessment template

A risk that presents a 'moderate' health and safety risk for campers may present a high risk to financial/insurance due to the potential costs associated with the impact of an injury, and a high risk to the reputation of an organization that provides a safe and well-supervised environment for campers.



As outlined in RRMP program overview, follow the standard risk management assessment steps to analyze existing and potential exposures. The Risk Assessment Matrix and Risk Register assist with evaluation and documentation. Once exposure is analyzed using Risk Register, RRMP team should utilize Alignment Tool to implement mitigation strategy. Once implemented, continue to monitor effectiveness as part of continuous risk mitigation feedback loop.

Breakdown of Steps:

- Identify Current or Potential Risks
 - Identify a risk or exposure, such as an activity, operation, administrative program, non-camp exposure, or otherwise to evaluate.
- Analyze the Risk Level using the [Risk Register](#)
 - Identify and analyze the threats or vulnerabilities based on risk and exposures.
 - Identify and analyze the consequences of the threats and vulnerabilities and what type of exposure they present to your organization such as: health and safety, compliance, financial/insurance, reputation, strategic goals, organizational culture, and operations. A single threat or vulnerability may impact your organization through multiple means.

- Assess Risk Management Gaps
 - List your current controls that address the threats or vulnerabilities identified
 - Evaluate the severity and likelihood of these risks, based on your current controls, using the risk assessment matrix to determine your Current Risk Level score.
 - Identify gaps in your current controls contributing to Current Risk Level.
 - Solutions to address specific gaps may impact likelihood or severity, but not at the same time. Reducing severity or likelihood will reduce the overall risk level.
 - Prioritize risk/exposures that will be addressed
- Implement Mitigation Plan using the [Risk Alignment Tool](#)
 - Create a written action plan showing who, what, when, where each item selected to address will be managed that supports organizational mission, goals, and big picture objectives.
 - Responsible individuals or specified teams start efforts to fully implement action items by outlined dates.
- Monitor Effectiveness
 - RRMP should schedule time to monitor progress.
 - Monitor schedule and verify action items are being developed and implemented
 - Adjust action plan based on new data, feedback, or exposures.
 - Once implemented, continue monitoring to evaluate effectiveness of newly implement risk mitigation efforts. Verify controls have reduced the exposure level to Target Risk Level goal.
 - If optimal risk level is not achieved, re-evaluate the newly established Current Risk Level and develop additional mitigation steps until Target Risk Level is achieved.

Goal: Create action items that move risk level of identified area from Current Risk Level to the optimal Target Risk Level (as safe as possible).

Definitions

Gap Analysis — Comparison of actual performance with potential or desired performance

Current Risk Level — Level of risk of a specific activity or exposure based on system and processes already in place.

Target Risk Level — Optimal level of risk for an exposure or activity (as safe as possible). Risks minimized through best-in-class risk management controls

Risk Assessment Matrix		Severity		
		Low	Moderate	Critical
Likelihood	High	Moderate Risk (3)	High Risk (6)	High Risk (9)
	Medium	Low Risk (2)	Moderate Risk (4)	High Risk (6)
	Low	Low Risk (1)	Low Risk (2)	Moderate Risk (3)

Likelihood Key	
High	Very likely, almost certain Note: Exposure, activity, or program should not proceed until appropriate risk mitigation actions are taken to reduce likelihood of loss, injury, or damage
Medium	Likely to happen at some point, occasional
Low	Possible but reduced likelihood of occurrence

Severity Key	
Critical	Catastrophic – Severe injury; physical damage; trauma (one or more individuals); Irrecoverable impact on program and culture; heavy, sustained damage; prosecution; significant financial impact Note: Exposure, activity, or program should not proceed until appropriate risk mitigation actions are taken to reduce severity of outcomes
Moderate	Injury or illness requiring medical intervention; temporary impairment; significant impact on operations and program; compromised culture; licensing and compliance issues
Low	No medical treatment; near miss; negligible reputational impact; reduced financial impact; reduced impact on operations or issues resolved quickly

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