

## **BASIC INSTRUCTIONS FOR GENERATING RISK MANAGEMENT PLANS FOR SPECIAL EVENTS OR STUDENT PROJECTS**

A risk management plan is recommended for student projects in conjunction with RECM 230 or other similar academic projects as well as special events/activities that are being sponsored by The University of Montana. The risk management plan is simply a pre-identification of all the potential risks to be encountered in the projects/activities and allows the principals a means to document various controls which will be utilized to minimize the negative impact the risks present to the students, faculty, staff or guests of UM and the State of Montana.

UM considers approved projects an integral part of the academic experience and as such assumes the responsibility to assist the students with their projects. The University will not assume responsibility for the intentional, wrongful acts of students, faculty, staff, agents, contractors, sub-contractors, volunteers, or others either directly or indirectly involved in these projects or activities.

There are four basic stages to risk management planning:

- Risk Identification (standard risk list “What could happen?”)
- Risks Quantification/Analysis (impact and probability of risk)
- Risk Response (avoid risk, transfer risk, mitigate risk, accept risk and be sure it is covered)
- Risk Monitoring and Control (identify any changes in risks and modify controls as needed)

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Proper planning can go a long way in making your event a safe and successful venture. The first step in the planning process is to:

1. Evaluate the risks involved in your event. This involves identifying the risks of your activities. (see list of risk factors attached).
  - A. Does your activity follow the institutional mission
  - B. Is it an appropriate activity (reputational risk of institution)
2. Consider the feasibility of alternative risk management techniques. These may include:
  - A. Transferring the risk to a contractor. (See Environmental Health and Risk Management for details)
  - B. Enacting additional safety procedures. Call UM Public Safety, Environmental Health and Risk Management , or UM Catering (Food risks)
  - C. Duplication of data and equipment.
  - D. Avoid the risk. Decide if the risk is acceptable or unacceptable.

Do you have the expertise (training) to conduct the activity safely? Is the activity in line with the Universities mission? How important is the activity to your overall mission? Are there alternatives which are safer or which are a better use of resources?

E. Special insurance coverage

3. Monitor the results of your chosen techniques.
4. Reevaluate your decision.

If you have questions regarding the University's insurance coverage or the evaluation of risk for a particular project, please contact the Department of Environmental Health and Risk Management. We are available to answer your questions and assist you in your endeavors.

## RISK FACTORS:

Below is a list of some significant risk factors that should be considered in the planning of your activities. This list by no means contains all the possible risks that you may encounter. If you would like to discuss the specifics of your activity, please contact Environmental Health and Risk Management.

1. Sale and/or consumption of alcohol?
2. Size of crowd?
3. Poor communication system?
4. Low average age of those attending?
5. Inexperienced security?
6. Poor signage (exits, etc...)?
7. Possible presence of groups who protest activity?
8. Slippery surfaces?
9. Weather conditions: heat, cold, rain, wind?
10. Event in high crime area?
11. Staff theft?
12. Fireworks?
13. Hazardous event activities?
14. Behavior of performers?
15. Admission of bottles and cans?
16. Event cancellation or performer no-show?
17. Inexperienced organizers?
18. Use of locations not designed for events?
19. Over capacity crowds?
20. Vandalism?
21. Use of private guards without UM Police?
22. Terrorism?
23. Festival-style seating?
24. Insufficient budgets?
25. Falling objects?
26. Free and uncontrolled admission?
27. Long weekend and holiday events?
28. Use of animals?
29. No parking lot security?
30. Stage rushing?
31. Many volunteers and sufficient training of volunteers?
32. International attendance?
33. No evacuation plan?
34. Poor perimeter fencing?
35. Admitting weapons or menacing objects?
36. Low stages, Long lines and waits?
37. Poor ventilation?
38. Slow emergency response?
39. One-of-a-kind and first-time events?

- 40. Athletic events?
- 41. Use of contractors (food, entertainment, etc...)
- 42. Loaned or rented equipment? Insurance in place?
- 43. Sale of product? Product Liability?
- 44. Non-affiliated group using UM property?
- 45. Travel?
- 46. Bonfires?
- 47. Hay Rides?
- 48. No prior notification of event UM Police, Environmental Health & Risk Management.
- 49. Food? Call UM Dining for safe food handling advice.
- 50. Field Trips (see field trip guidelines)?
- 51. No Insurance coverage

Your risk management plan should include, but not necessarily be limited to the following information:

1. The title of the Event or Project along with the course name and number as well as the instructor or advisors name.
2. Dates and Location of the event/project.
3. The name, address and telephone numbers of the principals to the project or event should be listed.
4. A brief, but clear general description of the event/project should be provided.
  - a. Are there any risks to persons or property which are inherent in this type of event/activity?
  - b. What are they?
  - c. What can/should you do to control these risks?
5. If a project is off the UM campus, a list of all the locations to be utilized should be provided. Please indicate, for each location, if a written agreement for use of the location or permit is required. **A certificate of liability insurance does not need to be generated for each location, but is available when requested by the owner of the property or entity controlling access.**
  - a. What are the risks to persons or property at the locations listed above?
  - b. What measures will you need to take to protect yourself and others from those risks?
  - c. Is there a risk to equipment being used for project (stolen or damaged)?
  - d. Does the location contain dangerous roadways, hazardous materials, machinery, etc. and if so, what measures will you take to protect yourself and others participating in project or activity.
  - e. What safety equipment might be required for project/activity and do you know how to properly use it?
6. List all the non-UM equipment or property (non-motor vehicle) to be used in the project/activity. Please indicate whether the equipment is loaned or rented and if a use agreement will be enlisted for the project's use of the equipment. **If renting the equipment from a business and if property insurance coverage is available from the renting entity, this should always be purchased and will be considered the primary coverage.**

If the property is considered a loan from an individual, business, or other entity a written use agreement should be used outlining responsibilities, terms and conditions. The equipment must be considered on loan to the department, but can be for the exclusive use by a specific student(s) or project(s). This agreement must be approved, in addition to being mentioned in the risk management plan, by the course/project instructor and the department head.