Risk Assessment Tool

Instructions for Use

As you identify risks within your department, an activity or event, or a contract, the Risk Assessment Tool will help you assess and prioritize risks based on the impact and the likelihood of the risk occurring. The tool is based in Microsoft Excel, see the next page for tips to ensure the tool displays the information correctly. There are three tabs to this tool: Risk Assessment, Heat Map and Risk Register.

Risk Assessment

1. Enter the purpose, your department/unit information, the administrative structure to which your department/unit reports, your name, date, and date for your next risk assessment.
2. Identify all internal and external risks. Identifying the risks includes asking yourself: what could go wrong that would impact your ability to meet your objectives?
3. Briefly describe the risks you have identified.
4. List the ways in which the risk is currently managed.
5. Enter any comments or concerns with how the risk is currently managed.
6. Evaluate the IMPACT of the identified risk (see next page for Definitions).
7. Evaluate the LIKELIHOOD of the identified risk (see next page for Definitions).
8. A risk calculation will provide your risk score, which will be plotted on the Heat Map. IMPORTANT: If the risk score for any identified risk exceeds 12, please forward your completed risk assessment to Enterprise Risk Services.
9. The next step is to determine if you need to do anything additional to reduce or control the risk. Please identify the person responsible and a target completion date to implement these actions.
10. After entering the above information for all the risks you can identify, click on the button that reads "Click to update Heat Map".

Heat Map

The Heat Map will auto-populate based on the entries for IMPACT and LIKELIHOOD for each risk. The risks of highest priority are in the top right quadrant of the heat map (orange to red).

Risk Register

The Risk Register will auto-populate with the information from the Risk Assessment Tool. This document is a summary sheet of your identified risks, the actions to be taken and who is responsible for implementation. You will use the risk register to track the status, updates and the actual completion date. Once the action has been implemented, you will re-evaluate the IMPACT and LIKELIHOOD. The risk calculation will provide you with a new risk score. The original risk score is also listed for comparison purposes to show how implementing the risk management strategy affected your risk score. The risk scores are color coded with red indicating a high risk.

Enterprise Risk Services is available to assist in identifying risks and provide guidance on risk management strategies.

CONTACT US FOR ASSISTANCE:

Enterprise Risk Services
3015 SW Western Boulevard
Corvallis, OR 97333
(541) 737-7252
http://risk.oregonstate.edu

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Definitions

IMPACT	LIKELIHOOD
Insignificant—Insignificant impact on operations, reputation, or financial condition; no safety or health hazards present.	**Low**—Nearly unlikely to happen in the near future and no immediate action is needed.
Mild—Minimal impact on operations, reputation, or financial condition; minimal safety or health hazards present.	**Low-Medium**—Moderately unlikely to happen in the near future and minimal action is needed.
Moderate—Could delay operations, effect short term programs, require moderate management effort, may draw publicity, minor to moderate safety or health hazards present.	**Medium**—Likely to occur and actions should be taken to reduce or control the risk.
Significant—Significant effect on long-term programs, could result in major property damage, significant financial loss, negative publicity, or cause severe injury.	**Medium-High**—More than likely to occur and management or organizers should begin to mitigate.
Catastrophic—Long-term and serious effect on ability to continue operations, recruit students, staff or faculty, financial support; material breach of confidence and reputation; may result in severe injury and/or death.	**High**—High probability the risk will occur; immediate action plans required.

Tips for using this Tool

- When you open the tool, you may be prompted with warning to enable or disable a "macro". To fully utilize the tool, enable the macro.
- Some cells on each tab are protected to prevent accidental edits which may affect the tool's calculations. The cells shaded in gray and orange are protected; cells where you can enter information are filled in white. Even though some cells are protected, the spreadsheets can still be formatted (change font size or style, height, width, etc.).
- There are some drop down boxes within the spreadsheets.
- On the Risk Register, you will need to AutoFit the Row Height if the text exceeds the space. This can be done by highlighting the cells, clicking Home, then Format, and finally AutoFit Row Height.

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Risk Assessment Tool
Potential Risk Areas by Unit/Department

Academic Affairs	Athletics	Compliance
Academic freedom	Alcohol and drug policies	Animal research
Academic quality	Child/Student Protection	Athletics
Accreditation	Conditioning and weight training	Clinical research
Distance learning	Concussion Management	Copyright and "fair use"
Faculty conflict of interest	Contracts	Environmental
Graduation rates	Disease Control	Government grants
Grievance procedures	Documentation (informed consent)	Higher Education Act
Joint programs	Employment	HR/employment
Promotion and tenure	Event Management	Intellectual property rights
Recruitment/competition	Equipment	Privacy
	Facilitites	Record retention and destruction
	Gender equity	Taxes
	Instruction and certification	Whistleblower policy
	Insurance	
	Lightning and weather	
	Medical screenings, records and emergencies	
	NCAA Compliance	
	Team Rules	
	Transportation	

Finance and Administration	Human Resources	Information Services
Auditor independence	Affirmative action	Back-up procedures
Budget	Background checks	Communications systems
Cash management	Benefits	Cyber liability
Conflict of interest	Code of conduct	Data protection
Contracting and purchasing	Employee handbook	End-user training
Cost management	Employee retention	Incident response
Depletion of endowment principal	Executive succession	Network integrity
Enrollment trends	Grievance procedure	Privacy
Financial aid	Harassment prevention	Security
Financial exigency plan	Labor relations	Staffing and support
Fundraising	Non-discrimination	System capacity
High-risk investments	Performance evaluation	
Insurance	Sexual molestation prevention	
Investment oversight	Termination procedures	
Long-term debt	Workplace Safety	
Reserve fund		
Tuition dependency		

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Potential Risk Areas by Unit/Department

Operational Risk Areas	Outreach and Engagement	Recreation Center
Accessibility	Access to resources	Cash management
Auto/fleet	Academic quality	Condition/safety of equipment
Emergency preparedness	Distance learning	Disease control
Maintenance and condition	Financial resources	Documentation (informed consent)
Outsourcing	Human resources	Safety training for staff
Pollution		
Safety		
Security		
Transportation		

Research	Student Affairs	Student Events & Activities Center
Accounting	Academic standards	Event planning
Animal research	Admissions/retention	Financial management
Clinical research	Alcohol and drug policies	Food and catering
Environmental and lab safety	Athletics	Fundraising
Hazardous materials	Code of conduct	Marketing
Human subjects	Crime on campus	Space use
Lab safety	Diversity	
Ocean research	Experiential programs	
Patenting	Financial aid	
Security	Fraternities and sororities	
Technology transfer	Free speech	
	International students	
	Privacy	
	Student debt	
	Study abroad	

University Relations and Marketing	Veterinary Medicine	Event Planning
Advertising	Academics	Certificates of insurance
Branding	Animal handling policies and procedures	Contracts
Communication	Cash management	Food and alcohol service
Event Management	Clinical services	Grounds use
Social media	Diagnostic testing	Parking
	Documentation	Volunteers
	Research	Waivers
	Service to general public	

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