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
Risk Assessment Tool

Definitions

<table>
<thead>
<tr>
<th>IMPACT</th>
<th>LIKELIHOOD</th>
</tr>
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<tbody>
<tr>
<td><strong>Insignificant</strong>—Insignificant impact on operations, reputation, or financial condition; no safety or health hazards present.</td>
<td><strong>Low</strong>—Nearly unlikely to happen in the near future and no immediate action is needed.</td>
</tr>
<tr>
<td><strong>Mild</strong>—Minimal impact on operations, reputation, or financial condition; minimal safety or health hazards present.</td>
<td><strong>Low-Medium</strong>—Moderately unlikely to happen in the near future and minimal action is needed.</td>
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<tr>
<td><strong>Moderate</strong>—Could delay operations, effect short term programs, require moderate management effort, may draw publicity, minor to moderate safety or health hazards present.</td>
<td><strong>Medium</strong>—Likely to occur and actions should be taken to reduce or control the risk.</td>
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<tr>
<td><strong>Significant</strong>—Significant effect on long-term programs, could result in major property damage, significant financial loss, negative publicity, or cause severe injury.</td>
<td><strong>Medium-High</strong>—More than likely to occur and management or organizers should begin to mitigate.</td>
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<tr>
<td><strong>Catastrophic</strong>—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.</td>
<td><strong>High</strong>—High probability the risk will occur; immediate action plans required.</td>
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</tbody>
</table>

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

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<thead>
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<th><strong>Academic Affairs</strong></th>
<th><strong>Athletics</strong></th>
<th><strong>Compliance</strong></th>
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</thead>
<tbody>
<tr>
<td>Academic freedom</td>
<td>Alcohol and drug policies</td>
<td>Animal research</td>
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<tr>
<td>Academic quality</td>
<td>Child/Student Protection</td>
<td>Athletics</td>
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<tr>
<td>Accreditation</td>
<td>Conditioning and weight training</td>
<td>Clinical research</td>
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<tr>
<td>Distance learning</td>
<td>Concussion Management</td>
<td>Copyright and “fair use”</td>
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<tr>
<td>Faculty conflict of interest</td>
<td>Contracts</td>
<td>Environmental</td>
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<td>Graduation rates</td>
<td>Disease Control</td>
<td>Government grants</td>
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<td>Grievance procedures</td>
<td>Documentation (informed consent)</td>
<td>Higher Education Act</td>
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<tr>
<td>Joint programs</td>
<td>Employment</td>
<td>HR/employment</td>
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<tr>
<td>Promotion and tenure</td>
<td>Event Management</td>
<td>Intellectual property rights</td>
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<tr>
<td>Recruitment/competition</td>
<td>Equipment</td>
<td>Privacy</td>
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<td></td>
<td>Facilitites</td>
<td>Record retention and destruction</td>
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<td></td>
<td>Gender equity</td>
<td>Taxes</td>
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<td></td>
<td>Instruction and certification</td>
<td>Whistleblower policy</td>
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<td></td>
<td>Insurance</td>
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<td>Lightning and weather</td>
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<td></td>
<td>Medical screenings, records and emergencies</td>
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<td></td>
<td>NCAA Compliance</td>
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<td></td>
<td>Team Rules</td>
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<td></td>
<td>Transportation</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Finance and Administration</strong></th>
<th><strong>Human Resources</strong></th>
<th><strong>Information Services</strong></th>
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</thead>
<tbody>
<tr>
<td>Auditor independence</td>
<td>Affirmative action</td>
<td>Back-up procedures</td>
</tr>
<tr>
<td>Budget</td>
<td>Background checks</td>
<td>Communications systems</td>
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<tr>
<td>Cash management</td>
<td>Benefits</td>
<td>Cyber liability</td>
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<tr>
<td>Conflict of interest</td>
<td>Code of conduct</td>
<td>Data protection</td>
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<tr>
<td>Contracting and purchasing</td>
<td>Employee handbook</td>
<td>End-user training</td>
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<tr>
<td>Cost management</td>
<td>Employee retention</td>
<td>Incident response</td>
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<td>Depletion of endowment principal</td>
<td>Executive succession</td>
<td>Network integrity</td>
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<tr>
<td>Enrollment trends</td>
<td>Grievance procedure</td>
<td>Privacy</td>
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<tr>
<td>Financial aid</td>
<td>Harassment prevention</td>
<td>Security</td>
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<tr>
<td>Financial exigency plan</td>
<td>Labor relations</td>
<td>Staffing and support</td>
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<tr>
<td>Fundraising</td>
<td>Non-discrimination</td>
<td>System capacity</td>
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<tr>
<td>High-risk investments</td>
<td>Performance evaluation</td>
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<tr>
<td>Insurance</td>
<td>Sexual molestation prevention</td>
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<tr>
<td>Investment oversight</td>
<td>Termination procedures</td>
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<tr>
<td>Long-term debt</td>
<td>Workplace Safety</td>
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<tr>
<td>Reserve fund</td>
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<tr>
<td>Tuition dependency</td>
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</tbody>
</table>
# Risk Assessment Tool

## Potential Risk Areas by Unit/Department

### Operational Risk Areas
- Accessibility
- Auto/fleet
- Emergency preparedness
- Maintenance and condition
- Outsourcing
- Pollution
- Safety
- Security
- Transportation

### Outreach and Engagement
- Access to resources
- Academic quality
- Distance learning
- Financial resources
- Human resources

### Recreation Center
- Cash management
- Condition/safety of equipment
- Disease control
- Documentation (informed consent)
- Safety training for staff

### Research
- Accounting
- Animal research
- Clinical research
- Environmental and lab safety
- Hazardous materials
- Human subjects
- Lab safety
- Ocean research
- Patenting
- Security
- Technology transfer

### Student Affairs
- Academic standards
- Admissions/retention
- Alcohol and drug policies
- Athletics
- Code of conduct
- Crime on campus
- Diversity
- Experiential programs
- Financial aid
- Fraternities and sororities
- Free speech
- International students
- Privacy
- Student debt
- Study abroad

### Student Events & Activities Center
- Event planning
- Financial management
- Food and catering
- Fundraising
- Marketing
- Space use

### University Relations and Marketing
- Advertising
- Branding
- Communication
- Event Management
- Social media

### Veterinary Medicine
- Academics
- Animal handling policies and procedures
- Cash management
- Clinical services
- Diagnostic testing
- Documentation
- Research
- Service to general public

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**Oregon State University**