

# Risk Assessment Form

Completed By: \_\_\_\_\_ Department/Unit: \_\_\_\_\_ Date: \_\_\_\_\_

What is the objective, goal or business matter you are seeking to achieve? Click for DFA Risk Appetite Statements

What are the risks?	How is the risk currently being managed?	Impact	Likelihood	Risk Score	Risk reduction and control measures (Consider if the risk is under-controlled or over-controlled)

Who should be involved in the discussion and decision making?

Target Completion Date: \_\_\_\_\_ Responsible Person: \_\_\_\_\_

## Risk Assessment Scoring Tool

IMPACT	LIKELIHOOD
<p><b>(1) Insignificant</b>-- Insignificant impact on operations, reputation, or financial condition; no safety or health hazards present.</p> <p><b>(2) Mild</b>-- Minimal impact on operations, reputation, or financial condition; minimal safety or health hazards present.</p> <p><b>(3) Moderate</b>-- Could delay operations, effect short term programs, require moderate management effort, may draw publicity, minor to moderate safety or health hazards present.</p> <p><b>(4) Significant</b>-- Significant effect on long-term programs, could result in major property damage, significant financial loss, negative publicity , or cause severe injury.</p> <p><b>(5) Catastrophic</b>-- 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.</p>	<p><b>(1) Low</b>-- Nearly unlikely to happen in the near future and no immediate action is needed.</p> <p><b>(2) Low-Medium</b>-- Moderately unlikely to happen in the near future and minimal action is needed.</p> <p><b>(3) Medium</b>-- Likely to occur and actions should be taken to reduce or control the risk.</p> <p><b>(4) Medium-High</b>-- More than likely to occur and management or organizers should begin to mitigate.</p> <p><b>(5) High</b>-- High probability the risk will occur; immediate action plans required.</p>

# RISK ASSESSMENT FORM

## NARRATIVE

### Instructions

1. Enter your name, your department/unit name, date, purpose of the risk assessment and the objective you seek to accomplish.
2. Identify and list all internal and external risks. Identifying these risks includes asking yourself: What could go wrong that would impact your ability to meet your objectives?
3. Classify in the small box in the first column the type of risk you have identified using one of the Risk Categories below (strategic, reputational, financial, compliance, operational, and life safety). Note: you may identify multiple Risk Categories (i.e. S/R would be strategic and reputational).
4. Briefly explain the ways in which the risk is currently managed.
5. Evaluate the IMPACT and LIKELIHOOD of the identified risk (see Risk Assessment Scoring Tool on the bottom of the Form).
6. Your Risk Score is the IMPACT multiplied by the LIKELIHOOD ( $3 \times 4 = 12$ ). Note: The Risk Score serves as a tool to compare your risks and then prioritize your control efforts.
7. The next step is to determine if you need to do anything, more or less, to reduce or control the risk.
8. Classify in the small box in the final column the type of Management Strategy you have identified using one or more of the Management Strategies below (mitigate, transfer, avoid, accept).
9. Finally, identify the target completion date and person responsible to implement these actions.

### Risk Categories & Management Strategies

#### Key risk categories that OSU has defined include:

**Strategic (S)**: Events that affect our ability to achieve our strategic goals and objectives.

**Reputational (R)**: Events that negatively affect public perception and the University's reputation that may lead to a loss of funding, enrollment, donations, and grants.

**Financial (F)**: Events that lead to a loss of resources needed to run operations, serve students, or conduct research.

**Compliance (C)**: Events that violate laws, rules and regulations restricting our ability to conduct business processes, serve students, or conduct research.

**Operational (O)**: Events that impact our ability to conduct business processes, serve students, and conduct research.

**Life Safety (L)**: Events that lead to significant injury or loss of life.

#### Management Strategies:

**Mitigate (M)**: Risk mitigation is a measure or set of measures taken to reduce or eliminate identified risks. The first strategy for mitigating risk is to reduce the likelihood that the event will occur, the second is to reduce the impact that the risk would have if it did occur.

**Transfer (T)**: This strategy involves the transfer of risk through insurance and noninsurance techniques to shift the financial consequences of loss to another party. This transfer does not change the risk.

**Avoid (V)**: Avoidance is a risk control technique that involves ceasing or never undertaking an activity so that the possibility of a future loss occurring is eliminated.

**Accept (A)**: Acceptance or Retention is a risk financing technique by which losses are retained by generating funds within the organization to pay for the losses. This strategy involves acknowledging the risk and making the conscious decision to accept it.