



Risk Management Guide  
For Activity/Event Organizers

Wellesley College's  
Office of Risk Management & Compliance

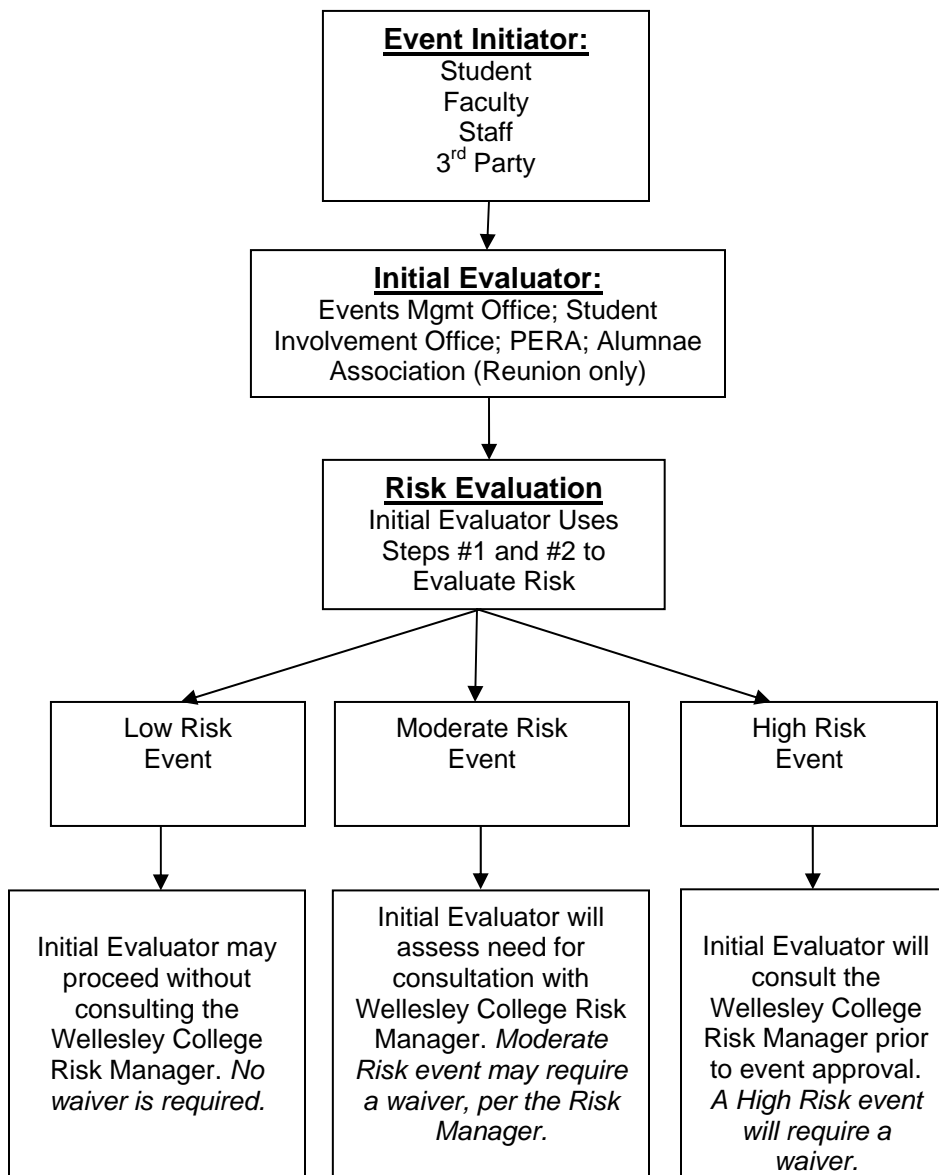
The purpose of this Guide is to establish a framework for evaluating “risk” as it relates to campus activities and events. It is a framework only, as each activity and event has unique characteristics that call for individualized assessment and judgment to evaluate the potential risks posed thereby. In addition to this Guide, the Office of Risk Management & Compliance may be consulted for assistance in evaluating risks posed by campus activities and events.

If your event includes more than one activity, your assessment is based on the one single activity that bears the highest level of risk.

Please note: events that recur on a regular basis for which clear policies and practices to address the risks posed thereby have been implemented do not have to be taken through this process, unless a risk modifier not previously present is added to that event.

The process to be followed under this Guide is set forth on the Process Flow Chart which follows below.

**Process Flowchart:**



**STEP # 1: Types of Events:** Select the type of event or activity that you are evaluating, in order to determine the primary risk level.

EVENT/ACTIVITY DESCRIPTION PLUS RISK FACTOR	PRIMARY RISK LEVEL		
	LOW (1-3)	MODERATE (4-7)	HIGH (8-10)
Acrobatics/acrobatic cheerleading 10			X
Aerobic classes/events 6		X	
Animal/livestock shows and acts 8			X
Anniversary parties 1	X		
Antique shows 2	X		
Archery 9			X
Art festivals/shows 2	X		
Auctions 2	X		
Award presentations 1	X		
Badminton 3	X		
Ballets or other classical dance shows 2	X		
Banquets 2	X		
Basketball 7		X	
Bazaars 5		X	
Beauty pageants 4		X	
Billiards 2	X		
Bingo games 2	X		
Block parties/street closures/street fairs 8			X
Boat shows 8			X
Bowling 4		X	
Boxing 9			X
Broomball 8			X
Building and Yard Maintenance 8			X
Business meetings 1	X		
Birthday parties 1	X		
Camping (no overnight) 7		X	
Camping (overnight) 8			X
Canoeing 9			X
Card games (bridge, chess, poker, etc.) 1	X		
Carnivals 9			X
Casino and lounge shows 5		X	
Caving 9			X
Charity benefits, auctions or sales 4		X	
Church services/meetings 1	X		
Civic club meetings 1	X		
Classical/jazz music concerts – indoors 4		X	
Classical/jazz music concerts – outdoors 5		X	

EVENT/ACTIVITY DESCRIPTION PLUS RISK FACTOR	PRIMARY RISK LEVEL		
	LOW (1-3)	MODERATE (4-7)	HIGH (8-10)
Craft shows 3	X		
Cricket 8			X
Dodge Ball 6		X	
Drill team exhibitions 3	X		
Educational exhibitions 2	X		
Electronics conventions 3	X		
Exhibitions 6		X	
Fashion shows 2	X		
Fencing – with protective equipment 7		X	
Festivals and cultural events – indoors 3	X		
Festivals and cultural events – outdoors 4		X	
Film production 8			X
Film showings 4		X	
Football games 9			X
Frisbee 3	X		
Golf 3	X		
Graduations 4		X	
Habitat Restoration 8			X
Hockey 8			X
Horse-related activities (including Equestrian) 9			X
Ice hockey 10			X
Ice skating 9			X
Javelin 6		X	
Job fair – indoors 2	X		
Job fair – outdoors 3	X		
Junior athletic events 6		X	
Karate events 8			X
Kayaking 9			X
Lacrosse 9			X
Ladies club events 1	X		
Lectures 1	X		
Luncheons 2	X		
Marathon (walking, running, jogging, etc) 8			X
Martial Arts 9			X
Mechanical amusement devices 9			X
Meetings – indoors 1	X		
Meetings – outdoors 2	X		
Nightclub events/shows 6		X	
Pageants 2	X		
Paintball 8			X
Parades (under 500 spectators) 7		X	
Picnics held at grounds w/o pools or lakes 6		X	
Platform diving 10			X

EVENT/ACTIVITY DESCRIPTION PLUS RISK FACTOR	PRIMARY RISK LEVEL		
	LOW (1-3)	MODERATE (4-7)	HIGH (8-10)
Political rallies 4		X	
Proms 4		X	
Pyrotechnics 9			X
Racquetball/squash 5		X	
Reunions – indoors 2	X		
Reunions – outdoors 3	X		
Rock climbing/climbing wall 9			X
Rock and rap music concerts 8			X
Roller Hockey 8			X
Rugby 9			X
Yard/ sidewalk sales 7		X	
Sailing 8			X
Scuba diving 10			X
Seminars 1	X		
Sidewalk sales 4		X	
Skiing 8			X
Ski Jumping/aerial maneuvers 10			X
Snorkeling 8			X
Snowboarding 8			X
Social gatherings/receptions – indoors 1	X		
Social gatherings/receptions – outdoors 2	X		
Soccer 5		X	
Softball events 4		X	
Soup Kitchen Volunteering 5		X	
Speaking engagements 2	X		
Swimming – indoors or outdoors 9			X
Teleconferences 1	X		
Telethons 1	X		
Tennis – indoors (table tennis) 2	X		
Tennis – outdoors 4		X	
Tetherball events 4		X	
Theatrical stage performances 7		X	
Triathlon 9			X
Union meetings 4		X	
Volunteering with Adults or Seniors with Medical Needs 7		X	
Volunteering with Animals feed/walk/grooming 8			X
Volunteering with Children (tutoring, school carnivals, babysitting) 8			X
Volunteering with Organized events (races, carnivals, special events) 7		X	
Volleyball events 4		X	
Voter registration 3	X		

EVENT/ACTIVITY DESCRIPTION PLUS RISK FACTOR	PRIMARY RISK LEVEL		
	LOW (1-3)	MODERATE (4-7)	HIGH (8-10)
Water activities (i.e. water polo) 9			X
Wedding reception 2	X		
Whitewater kayaking/rafting 10			X
Outing club 9			X
OTHER - USE COMPARABLE CATEGORY ABOVE OR CONSULT WITH INITIAL EVALUATOR			

**STEP # 2: Checklist of Risk Enhancing Modifiers:** Some risk “modifiers” can increase an event’s risk. Please answer “yes” or “no” to the questions listed below.

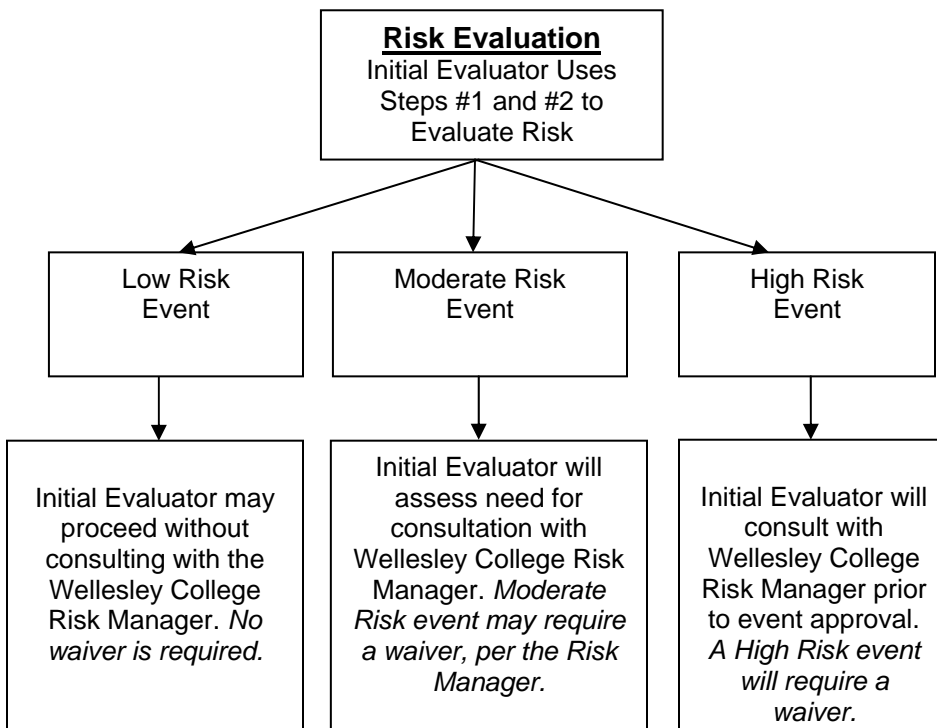
Except as noted below, if you answer “yes” to one or two items in this checklist, the risk in Step is #1 is elevated to the next level. If you answer “yes” to three or more items on the checklist, a Low risk from Step #1 is elevated to High risk.

#	Risk Enhancing Modifier – Questions	Yes	No
1	Is alcohol being served, consumed, or sold?		
2	Is transportation being provided by the College?		
3	Are personal vehicles being used for transportation to an event?		
4	Are large vehicles coming onto campus for an event (e.g. trailer)?		
5	Is the event being held off campus?		
6	Is the crowd size large enough to require hiring a Crowd Manager(s)?		
7	Is there free and uncontrolled admission to the event?		
8	Do third parties lack insurance coverage? If yes, then refer vendor to TULIP (Tenants' & Users' Liability Insurance Policy) program.		
9	As part of this event, has a third party required that the College sign a contract or waiver of liability?		
10	Are pyrotechnics or fireworks being used for the event? *If so, a low or moderate risk is elevated to high.		
11	Are animals being used for the event?		
12	Is Wellesley College renting equipment for the event?		
13	Is there off-campus travel for faculty, staff, or students related to the event? (If less than 25 miles from campus, then keep same risk rating; if between 25-100 miles from campus, then elevate risk to next level; if 100+ miles or more away from campus, low risk is elevated to high).		
14	Is there risk of personal injury? *If so, a low or moderate risk is elevated to high.		
15	Are minor children involved in any activities?		
16	Are minor children staying overnight?		
17	Is food provided by a non-licensed vendor?		

### STEP # 3: Risk Matrix

Based on the results from Step #1 and #2, please find your risk rating below:

Risk Matrix	
Low	<b>Low Risks</b> usual to the activity or event are generally accepted by all participants and/or involve no special considerations. The strategy is generally to accept the risks associated with the activity and to manage those risks as much as possible. It is okay for the Initial Evaluator to proceed without consulting the Wellesley College Risk Manager. No waivers are required.
Moderate	A <b>Moderate Risk</b> activity or event generally involves some risks factors that are greater than those reflected in the Low Risk category, but the risk is not excessive or extreme and is within reasonable limits. The strategy should be to reduce risks by implementing controls where possible. The Initial Evaluator will assess the need for consultation with Wellesley College's Risk Manager. A Moderate Risk event <i>may</i> require a waiver, as determined by the Risk Manager.
High	A <b>High Risk</b> activity or event can involve possible personal injuries, property damage, and/or negative financial implications. It may involve life-threatening injuries, death, and disability. A High Risk activity or event <u>cannot</u> be approved without the prior consultation of Wellesley College's Risk Manager. Wellesley College reserves the right to add to or remove activities from the High Risk Category. <b>A High Risk event will require a waiver.</b>



\* For Moderate Risk events needing a waiver or for High Risk events, please use the waiver found on the following page and customize it to the activity. Completed waivers should be stored in the office of the Initial Evaluator. The Risk Manager may ask to obtain a specific waiver from the Initial Evaluator if a claim is made against the College related to an injury or damage which occurred during a College activity or event.

**RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT**

**Event/Activity:**

\_\_\_\_\_

**Event/Activity Location:**

\_\_\_\_\_

In consideration for being allowed to participate in this Event or Activity, on behalf of myself and my next of kin, heirs and representatives, I fully release Wellesley College (Wellesley) the Trustees of Wellesley, and their employees, officers, directors, volunteers and agents (collectively "Wellesley") from any and all damages, claims or lawsuits resulting in any way from physical or psychological injury, illness, property damage, or economic or emotional loss I may suffer because of my participation in this Event or Activity. If I need medical treatment resulting in any way from participating in this Event or Activity, I agree to be financially responsible for all costs incurred as a result of such treatment.

I am voluntarily participating in this Event or Activity. I am aware of the risks associated. Nonetheless, I assume all related risks, both known or unknown to me.

I am 18 years or older, I understand the legal consequences of signing this document, including releasing Wellesley from all liability, and I assume all risks of participating in this Event or Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by law. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, understand all of its content, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_

Emergency Contact

(print): \_\_\_\_\_ Phone \_\_\_\_\_