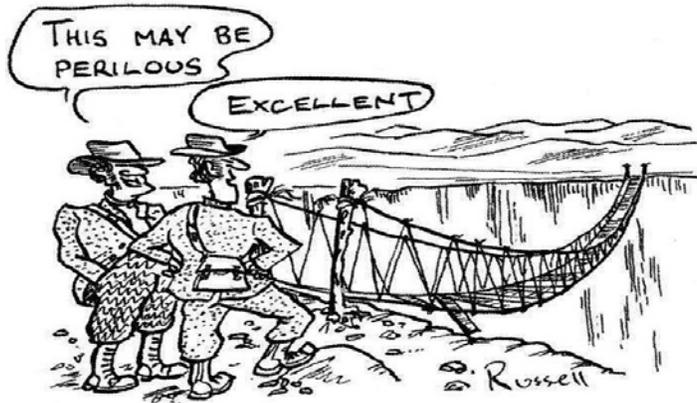


## Risk Assessment Tool: Instructions & Guide

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### Victorian risk assessment



The risk assessment tool is simple to use, although not quite as simple as seen in the cartoon above. The tool is an excel spreadsheet with self-populating features. There are three tabs as follows:

- Risk Assessment
- Heat Map
- Risk Register

### Risk Assessment

Risk Assessment is the most comprehensive step in the evaluation process. The heat map and the risk register will populate based on what information you include in the risk assessment. Here, you must identify and analyze risks that could affect the outcome of your activity. A risk score generates as a number based on your assessment – impact multiplied by likelihood. This number will dictate where your risk falls on the heat map and the risk register. A qualitative approach as demonstrated by this exercise is by far the most widely used for risk analysis. A benefit of qualitative risk assessments is that it recognizes that there is a subjective aspect to the exercise. It also accepts that, in assessing and controlling the risks, it is preferable to be ‘approximately correct’, rather than ‘precisely wrong’ (Source: [Calder & Watkins ISO27001/ISO27002](#)).

Some common methods used for identifying risks are as follows: brainstorming sessions, scenario analysis, surveys, interviews, working groups, risks discovered through colleagues at other universities, experiential knowledge, financial statements, and historical information should be helpful

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in generating ideas as it outlines the common risks we see in Higher Education categorized by Unit/Department (also refer to [Appendix A](#)).

Some common methods for assessing risk are as follows: scenario analysis, what-if hazard analysis, fishbone diagrams. They may be qualitative or quantitative, and the methods used will depend on the scope of the activity being analyzed.

Once you have completed your analysis you will complete the fields as follows:

1. Briefly describe the risks you have identified.
2. List the ways these risks are currently being managed.
3. Enter any comments or concerns, hazards that may increase likelihood.
4. Evaluate the impact of the identified risks and select a number (impact rating found in [Appendix B](#)).
5. Evaluate the likelihood of the identified risks and select a number (likelihood ratings found in [Appendix B](#)).
6. The risk score will automatically calculate. If the risk score for any risk exceeds 12, please send your risk assessment to [AURMI@auburn.edu](mailto:AURMI@auburn.edu) for evaluation.
7. Once your assessment is complete, hit “Click to Update Heat Map”. The heat map will auto-populate based on the entries for likelihood and impact. Risks of the highest priority will show in the upper right hand quadrant of the heat map (red).
8. The Risk Register Tab is a summary of your identified risks, the actions being taken, who is responsible, and the given timeframe.
9. Once the risks are established and ranked by priority, evaluate the methods being used to mitigate the risks, and what further might be done to reduce any high score risks if applicable.
10. Identify a person responsible for implementing any additional needed controls, as well as a timeframe.
11. This process should be continual, and revised periodically. Risks should move down in ranking as methods to control them are implemented, or may move up if additional hazards arise. New risks should always be considered when changes occur.



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## Appendix A

Potential Risks by Departments/Units/Specialty Area. This is not an exhaustive list of risks, or areas which can be assessed, but it meant to serve as a guide.

<b>Academic Affairs</b>	<b>Athletics</b>	<b>Compliance</b>
Academic freedom Academic quality Accreditation Distance learning Faculty conflict of interest Graduation rates Grievance procedures Joint programs Promotion & tenure Recruitment competition Changing demographics FERPA Business Continuity Plan Experiential Learning Programs	Alcohol and drug policies NCAA Compliance Traumatic brain injuries Conditioning and weight training Contracts Disease Control Employments Event Management/Cancellation Gender Equity Insurance Medical screenings, records, emergencies Team Rules Transportation Weather HIPAA	Animal Research Athletics Clinical Research Copyright & Fair use Environmental Government grants Intellectual property rights HR/Employment Privacy Records retention & Destruction Taxes Whistleblower policy HIPAA/FERPA Red Flag Rules PCI
<b>Finance/Business Admin</b>	<b>Human Resources</b>	<b>Information Services</b>
Auditor independence Budget Cash Management Conflict of interest Contracting/Purchasing Cost management Enrollment Trends Financial Aid Financial Exigency Plan Fundraising High-risk investments Investment oversight Long-term debt Reserve Fund Tuition dependency Business Continuity Plan	Affirmative Action Background checks Code of conduct Employee handbook Employee retention Executive succession Grievance procedures Labor relations Harassment prevention Title IX Bullying/Sensitivity Non-discrimination Performance evaluation Sexual molestation prevention Termination procedures Workplace Safety Business Continuity Plan	Back-up procedures Emergency planning Communication systems Cyber liability Data protection Privacy End-user training Incident response Network integrity Staffing & Support System Capacity
<b>Operational Risk Areas/Facilities</b>	<b>Outreach/Extension</b>	<b>Campus Recreation</b>

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<p>Accessibility Auto/Fleet Emergency preparedness Business Continuity Plan Vendors Outsourcing Pollution Safety Security Transportation</p>	<p>Access to resources Academic quality Distance learning Financial Resources Human Resources Emergency planning Minors Activities involving potential for physical injury Drones</p>	<p>Activities involving potential for physical injury Club Sports Safety training for staff Cash management Conditions/safety of equipment Disease control Documentation (informed consent) Emergency planning Contracts/outsourcing</p>
<b>Research</b>	<b>Student Affairs</b>	<b>Student Events/Activities</b>
<p>Accounting Business continuity Animal Research Drones Clinical Research Environmental Radiation Safety Lab Safety Protection of valuable equipment Hazardous materials Ocean research Patents/Intellectual Property Security Technology Transfer 3d Printers</p>	<p>Academic Standards Admissions/retention Alcohol &amp; drug policies Interfraternity Council Athletics Code of Conduct Crime Diversity Experiential Learning Programs Free speech International Students Privacy Student debt Study abroad</p>	<p>Event planning Student Organizations Food and Catering Fundraising Marketing Facility rental/Use of space</p>
<b>Communications/Marketing</b>	<b>Veterinary Medicine</b>	<b>Event Planning</b>
<p>Advertising Branding Communication Event management PR/Crisis planning Social Media Copyright</p>	<p>Academics Animal handling procedures/policies Insurance for professional liability Cash Management Business Continuity Diagnostic testing Documentation Back-up emergency equipment Research Service to general public</p>	<p>Certificates of insurance Vendor Agreements Food &amp; Alcohol services Grounds Use Parking Volunteers Waivers Tent &amp; Sound Security Emergency planning</p>
<b>Payment &amp; Procurement/Contracting</b>	<b>International Programs</b>	<b>Pharmacy Operations</b>

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<p>State bid law Contracting Vendors Insurance Protecting sovereign immunity</p>	<p>Travel to high risk areas Transportation Housing Disease Emergency planning Insurance Vetting third parties Itinerary planning/side trips Alcohol/Drugs Education of travelers Waivers/Pre-travel warnings</p>	<p>Insurance HIPAA Consulting Training/Education Business Continuity Data back-up Compounding FDA regulations Incident investigation/audits Counseling Records/Electronic Files Licensing Workload Storage of high-risk drugs</p>
<p><b>Daycare/Childcare Operations</b></p>	<p><b>Airport Operations</b></p>	<p><b>Housing/Auxiliary</b></p>
<p>Training License Minors Ratios Safety Background checks Sanitation Appropriate toys/equipment</p>	<p>License FAA Premise conditions Training Third party planes Drones Bird strikes Flight education Game days Emergency planning Business Continuity</p>	<p>Business Continuity Emergency Planning Back-up housing Theft/Property damage Security Procedures Financial Communicable disease Mold Training</p>

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## Appendix B

Defining Impact (severity) and Likelihood (probability)

Impact	Likelihood
<b>Insignificant</b> – Insignificant impact on operations, reputation, or financial condition; no safety or health hazards.	<b>Low</b> – Nearly unlikely to occur.
<b>Mild</b> – Minimal impact on operations, reputations or financial condition; minimal safety or health hazards present.	<b>Low-Medium</b> – Moderately unlikely to occur.
<b>Moderate</b> – Could delay operations, effect short terms programs, require moderate management efforts, may draw publicity, minor to moderate safety or health hazards present.	<b>Medium</b> – Likely to occur.
<b>Significant</b> – Significant effect on long-term programs, could result in major property damage or severe injury, significant financial loss, negative publicity.	<b>Medium-High</b> – More than likely to occur.
<b>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	<b>High</b> – Very likely to occur.

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death.	
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