

CSUSB RISK ASSESSMENT: SPECIAL EVENTS & ACTIVITIES

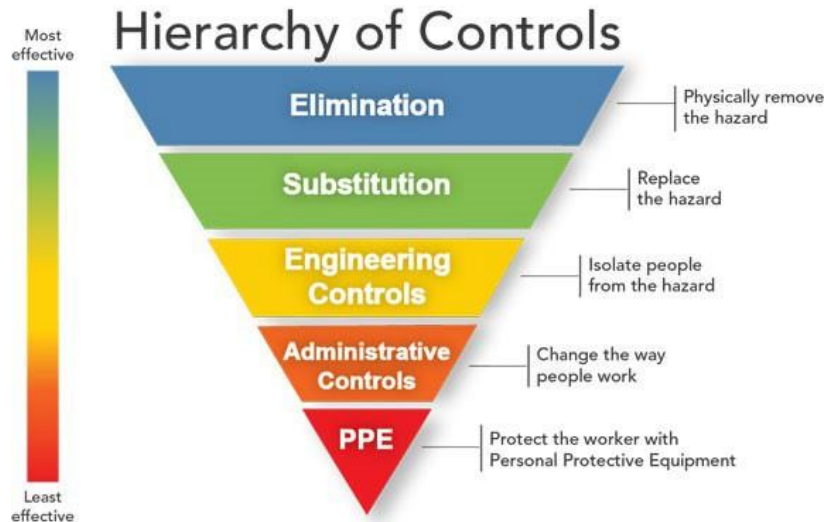
This risk assessment takes you through a survey of your activity/event so that you can assess, plan, implement measures, control risks and evaluate the effectiveness. Special events that have alcohol, transportation and physical activities should consult with Risk Management to ensure proper insurance coverage is obtained.

1. Briefly describe the events or program and list all the activities:
2. Complete the table in its entirety. Submit another sheet of paper as needed.
 - a. What are the activities involved in your event?
 - b. What are the hazards associated with the activity listed? Hazards can be **Environmental** ([Heat](#), Fire, Noise), **Physical** (Heights, Moving Parts, Temporary Set up) **Specific to the Event** (Minors, Traveling, Weapons, Crowds), **Biological/Chemical** (Infectious Disease, Allergens, Alcohol, Food Consumption)
 - c. Choose safety control methods that can reduce the hazard. Safety controls are discussed extensively below.
 - d. Identify the person who is responsible for implementing the control and/or spot checking it at the event.

A. Activity: Example: Rock climbing	B. Identify Hazard: Example: Fall	C. Safety Controls: Example: Safety Harness	C. Responsible Person: Name and Contact Info

Safety Controls

You have the ability to identify safety controls specific to the hazard of the activity that you've listed. It will not be possible to eliminate risks, but it is expected that an assessment is conducted to identify the hazards *elimination*, *substitution* and *engineering* controls whenever possible. The best time to consider security methods is in the design of the worksite. Redesign offers the best way to design out hazards in the planning or construction phase. NIOSH's prevention through design (PtD) program highlights design as the most effective tool to address safety hazards, followed by the Hierarchy of Controls which allows safety measures to be classified as most to least effective



Elimination: preventing access to the hazard such as rescheduling, removal

Substitution: replacing the materials, machinery or process for less hazardous ones

Engineering: designs that reduce exposure to risk: fume hood, fall protection, lifting device, controlled space

Administrative: training sessions, procedures,

PPE: providing personal protective equipment (PPE) and make sure workers wear it

Characteristics of Medium to High-Risk Events

1. Event attendees are off campus visitors/the general public
2. (or advertised to the general public).
3. The event attendees/participants are minors.
4. The event has vendors or exhibitors.
5. Musicians or other entertainers will perform at the event.
6. The event includes rides, mechanical devices, inflatables, animals and/or fireworks.
7. The event involves contact sport-related activities.
8. The event has a controversial speaker.
9. Alcoholic beverages will be served.
10. The event will draw large crowds