

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

| | |
|--------------------|-----------------------------|
| 1. ACTIVITY | 2. DATE (DD/MM/YYYY) |
|--------------------|-----------------------------|

| | | | | | |
|---------------------------------------|--|----------|--|------------------------|--|
| 3. PREPARED BY | | | | | |
| a. Name (Last, First, Middle Initial) | | b. Rank | | c. Duty Title/Position | |
| d. Unit | | e. Email | | f. Telephone | |
| g. Signature of Preparer | | | | | |

Five steps of Risk Management:

Identify the hazards => Assess the Risks => Develop Controls & Make Decisions => Implement Controls => Supervise and Evaluate

| 4. SUB- ACTIVITY, TASK, SOURCE | 5. HAZARD / OUTCOME | 6. INITIAL RISK | 7. CONTROLS | 8. HOW TO IMPLEMENT / WHO WILL IMPLEMENT | 9. RESIDUAL RISK |
|--------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <i>Example: Food service, food storage</i> | <i>Example: Food spoilage; food poisoning</i> | <i>Example: Severity = Moderate; Likelihood = Likely. Initial Risk = M</i> | <i>Example: Coolers with ice, replenished daily for food storage</i> | <i>Example: Load (number of) coolers, initial purchase (number of packs/bags) ice; purchase ice and conduct daily ice checks and runs to ensure coolers are stocked</i> | <i>Example: Resulting Likelihood = Seldom. Residual Risk = L</i> |
| | | See matrix on page 3 | | Who: SM (Name or Role) | See matrix on page 3 |
| | | | | How: | |
| | | | | Who: | |
| | | | | How: | |
| | | | | Who: | |
| | | | | How: | |
| | | | | Who: | |

ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2

| | | | |
|----------------------------------------------------------------------------------------------------------------------------|------|--------|-----|
| 10. HIGHEST RESIDUAL RISK LEVEL - (Select the highest risk level value in Column 9, with all controls implemented): | | | |
| EXTREMELY HIGH | HIGH | MEDIUM | LOW |

NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC

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|-----------------------------------------------------------------------|
| 11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: |
| |

| | | | |
|-----------------------------------------------------------|---------|------------------------|------------------------------------|
| 12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY | | | |
| APPROVE | | DISAPPROVE | |
| a. Name (Last, First, Middle Initial) | b. Rank | c. Duty Title/Position | d. Signature of Approval Authority |

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| Risk Assessment Matrix | | Likelihood <i>(expected frequency)</i> | | | | |
|------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|------------------------------------------|---------------------------------------------------------|
| | | Frequent: Continuous, regular, or inevitable occurrences | Likely: Several or numerous occurrences | Occasional: Sporadic or intermittent occurrences | Seldom: Infrequent occurrences | Unlikely: Possible occurrences but improbable |
| Severity <i>(expected consequence)</i> | | A | B | C | D | E |
| Catastrophic: <i>Death, unacceptable loss or damage, mission failure, or unit readiness eliminated</i> | I | EH | EH | H | H | M |
| Critical: <i>Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability</i> | II | EH | H | H | M | L |
| Moderate: <i>Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability</i> | III | H | M | M | L | L |
| Negligible: <i>Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability</i> | IV | M | L | L | L | L |

Legend: EH – extremely high risk H – high risk M – medium risk L – low risk

NOTE: All residual risks identified as "H" or "EH" must be approved by CAP/CC

13. RISK ASSESSMENT REVIEW

| a. Date | b. Name (Last, First) | c. Rank | d. Duty Title/Position | e. Signature of Reviewer |
|---------|-----------------------|---------|------------------------|--------------------------|
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14. AFTER-ACTION FEEDBACK AND LESSONS LEARNED

Instructions for Completing CAPF 160 - Deliberate Risk Assessment Worksheet

1. Activity: Briefly describe the overall Activity for which the deliberate risk assessment is being conducted (e.g., SAREX, Wing Encampment, NCSA, etc.).

2. Date: The date of the activity.

3. Prepared By: Information provided by the individual conducting the risk assessment for the activity

4. Sub-Activity, Task, Source: Describe each sub-activity, task, and/or source of potential damage, injury, or illness.

Examples: *Sports Activity, relay race; Food preparation and service, food storage*

5. Hazard and Outcome: Describe the most likely event that could lead to an outcome (i.e. damage, injury, or illness).

Examples: *Running and falling - sprains, bruises, cuts; Food spoilage - food poisoning*

6. Initial Risk: Use the Risk Assessment Matrix on page 3 to determine the likelihood and severity of damage, injury, or illness before controls are decided and implemented. Select the resulting risk level.

Example: *If the severity of a sprain is determined to be **moderate** and the likelihood is determined to be **occasional** before controls are implemented, the initial risk is "M"*

7. Control: Describe or explain the risk controls and/or methods to be used to reduce the risk level associated with the hazard and outcome identified

Example: *The control for a sprain might be to **mark uneven surfaces with small orange flags and brief participants on their location***

8. How to Implement / Who Will Implement: Briefly describe how each control will be implemented and the name of the individual who has primary responsibility for implementing and monitoring the risk control.

Example: *Assign surface evaluation, flag marking, and briefing to a senior member by name*

9. Residual Risk Level: Using the same severity as in the initial risk assessment, use the Risk Assessment Matrix on page 3 to determine the resulting likelihood of damage, injury, or illness after controls are decided and implemented. Select the resulting risk level.

Example: *If the resulting likelihood of a sprain is **seldom** after controls are implemented, the residual risk is "L"*

10. Highest Residual Risk After Controls Are Implemented: Determine the highest residual risk level from block 9. NOTE: Any activity with residual risk identified as "EH" or "H" must be approved by CAP/CC.

11. Supervision Plan and Recommended Course of Action: Completed by preparer. Summarize the overall risk management plan for the Activity, including identification of individual responsible for on-going evaluation of plan and supervision of real time risk management.

12. Approval/Disapproval of Activity: The leader in charge of the event (Activity Director, Commander, Incident Commander, etc.) approves or disapproves the Activity based on the overall risk assessment in Block 10.

13. Risk Assessment Review: For on-going activities, the approval authority (Block 12) should appoint individuals with sufficient oversight of the activity to periodically review risk controls to determine if they are effective or if overall risk has changed. If the overall risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations. Signature signifies review complete and event continues as planned.

14. After-Action Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practical solutions, or alternate actions. Submit and brief valid lessons learned as outlined in CAPR 160-1.

Additional Guidance: Use CAPF 160HL if additional rows are needed for hazard assessments.