Reset

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY	2. DATE *(DD/MM/YYYY)*
Regular Squadron Meetings (updated)	07/10/2026

3. PREPARED BY

a. Name *(Last, First, Middle Initial)*	b. Rank	c. Duty Title/Position

d. Unit	e. Email	f. Telephone
MD-		

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 **Example:** *Food service, food storage*	5. HAZARD / OUTCOME **Example:** *Food spoilage; food poisoning*	6. INITIAL RISK **Example:** ***Severity = Moderate; Likelihood = Likely. Initial Risk = M*** **See matrix on page 3**	7. CONTROLS **Example:** *Coolers with ice, replenished daily for food storage*	8. HOW TO IMPLEMENT / WHO WILL IMPLEMENT **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* ***Who:** SM (Name or Role)*	9. RESIDUAL RISK **Example:** *Resulting Likelihood = Seldom. Residual Risk = L* See matrix on page 3
Cadet drill.	Hazards from tripping on uneven pavement and danger from automobile traffic.	L	All cadets will be thoroughly briefed or safety awareness. Reflective vests will be worn. Senior supervision will be present. Cones will be used to mark off drill areas.	**How:** the DCC or his designee will ensure proper briefings and controls are in place and observed **Who:** Squadron CC	L
All members indoor meetings.	Setting up and taking down tables, chairs, and audio/ visual equipment. Tripping over extension cords.	L	All members will be thoroughly briefed on safety awareness and the proper handling of squadron assets. Extensio cords will be used only when clearly necessary and held to a minimum.	**How:** The CC or his designee will ensure proper briefings and controls are in place and observed and the use of extension cords will be supervised directly **Who:** Squadron CC	L
All members indoor meetings	Fire and natural disasters.	L	All members will be thoroughly briefed on emergency exits, fire reporting, the location of a designated assembly area, and awareness of the location and proper use of fire extinguishers.	**How:** The SE will ensure all members are trained in fire safety and fire safety specific to squadron spaces. In the event of an actual fire, the CC or SE will ensure the fire department is notified, the fire is properly addressed, and all members hav reached safety. In the advent of natural disasters, all members will be trained on proper evacuation procedures **Who:** Squadron CC	L

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

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:

The (INSERT) Squadron meets every (INSERT) night in their own facility from (INSERT) to (INSERT) hours to conduct regular squadron/CAP activities and business. The facility is located at (INSERT), Maryland. The Commanding Officer and the Deputy Commanders provide guidance and oversight with an emphasis on risk management and cadet protection.

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

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

(Use CAPF 160HL if additional space is needed)

4. SUB- ACTIVITY, TASK, SOURCE	5. HAZARD / OUTCOME	6. INITIAL RISK	7. CONTROL	8. HOW TO IMPLEMENT / WHO WILL IMPLEMENT	9. RESIDUAL RISK
Guest speakers and visitors	Unwarranted attention paid to cadets.	L	All non-CAP guest speakers will be vetted by the CC. All visitors regardless of affiliation will be escorted by a senior member during their visit.	**How:** Members wanting to invite a non-CAP member will report their intentions to the CC who, if satisfied, will assign an escort for that evening. **Who:** Squadron CC	L
Cadet protection policies and procedures	A boundary or direct violation of cadet protection guidelines.	L	The Squadron Commander will ensure all senior members are up to date on their cadet protection qualifications and provided periodic reminders.	**How:** The CC or DCS will ensure all cadets have a wingman at all times and senior members are carefully observing all cadet protection restrictions. **Who:** Squadron CC	L
Facility cleanup	Tripping, muscle strain, cuts, and chemical misuse.	L	The DCC will ensure squadron facility cleanup is conducted properly by virture of briefings and oversight.	**How:** The DCC will provide periodic cleanup briefings on the use of tools and chemicals and the movement of furniture . The DCC or his designee will provide oversight during cleanup periods. **Who:** Squadron CC	L
Safety demonstrations	General injuries	L	Personnel performing safety demonstrations will ensure proper procedures/best practices/common sense are in observed and will employ a wingman for additional safety and oversight.	**How:** The safety demonstrator and their wingman will meet prior to the demonstration to ensure the procedure wi be safe for all involved. In addition, all equipment to b used will be put in place prior to the demonstration an it is in good working order. **Who:** Squadron CC	L
Flight activities and ground training	Injuries associated with activities in and around aircraf and airport operations areas.	M	The operations officer will ensure and flight and ground training activities are conducted by current and qualified CAP pilots. All participants will be briefed on aircraft and airport safety.	**How:** The operations officer will ensure that all ground and flight activities are conducted in accordance with CAP regulations. **Who:** Squadron CC	M
		-		**How:** **Who:**	-
		-		**How:** **Who:**	-
		-		**How:** **Who:**	-
		-		**How:** **Who:**	-
		-		**How:** **Who:**	-
		-		**How:** **Who:**	-

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

Risk Assessment Matrix		**Likelihood** *(expected frequency)*				
		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 *(expected consequence)*		**A**	**B**	**C**	**D**	**E**
Catastrophic: *Death, unacceptable loss or damage, mission failure, or unit readiness eliminated*	**I**	**EH**	**EH**	**H**	**H**	**M**
Critical: *Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability*	**II**	**EH**	**H**	**H**	**M**	**L**
Moderate: *Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability*	**III**	**H**	**M**	**M**	**L**	**L**
Negligible: *Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability*	**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

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 implements, 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.