

Risk Assessment for Campus Activities and Events

<b>COMPLIANCE:</b>	Date	Name	Title/Office	Vendor / Verification	Issues
Appropriate permission from Campus obtained					You are obligated to find the right department to request permission
Appropriate License/Permit obtained for activity/event					You must show proof that you looked into whether or not a permit is needed. Your proof must be relevant to Ohio
Relevant OSU Policies reviewed					License – if you need a license to perform the act, you must show proof of valid, current license with no relevant restrictions;
If the activity involves people, animals or OSU property, you must evidence that you are complying with any relevant policies or statutes					You must show proof that you looked into whether or not a policy applies in this case. Your proof must be relevant to OSU, (other university or colleges can be used to support your position, but have little weight compared to OSU policies. A check with the College of Vet Med would be advised for animals.
No statute/rule/regulation prohibits the activity/event without a license					There must be no other professional organization that believes that this is in their scope of practice
Interrelationships on Campus and in the City of Columbus must be reviewed prior to engaging in action/event.					Your activity cannot encroach upon another at OSU or the City without you negotiating the terms of the encroachment. We must remain good neighbors
<b>INSURANCE:</b>					
Appropriate insurance coverage exists or is obtained.					Most activities involve an act that must be covered under insurance. It is your obligation to understand the coverage needs and to assure that your activity is covered under some program of insurance.

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Waivers must be approved by Legal Affairs					You need to work with Legal Affairs to determine if you draft up the waiver or if they will draft up the waiver
Appropriate Contract has been obtained, reviewed and signed by an individual with the authority to sign.					You will need to work with Legal Affairs for any other documents that need to be used during your activity
If working with an outside vendor, the vendor must show proof of insurance					You will need to obtain a certificate of insurance naming OSU as an additional insured. Insurance coverage must be with limits of 1 million per occurrence and 1 million in the aggregate
<b>SAFETY:</b>					
EHS or Public Safety can assist in evaluating safe operation of equipment and/or devices.					You must have in writing the actions that you plan to take to assure that this event/activity is going to be safe.
Appropriate ingress and egress exist					If there is going to be movement of individuals, you must establish a clear safe zone where the area is clear of structure, power and communication lines, furniture or any other obstacle that may cause harm.
Safety plan is in place					You need to have a safety plan in case there is an accident or a dramatic change in plans. Authority to stop activity with clear parameters of triggers that would cause you to stop the activity
Visual walk through of the activity area performed					Documentation of common risk scenarios
Notification of local hospital if potential for injury could exceed 10 people.					Local EDs need to understand and staff for situations that may lead to enact the diversion system in Central Ohio.

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Weather accommodations					Inclement weather provisions. Rain dates, alternative locations; shutdown procedures if the weather changes
Activity Capacity (number of people permitted)					
<b>LEGAL:</b>					
Contracts must be signed by authorized individual.					Contracts must be approved by Legal. If first contact was through Legal Affairs, must send final packet for approval through Legal Affairs.
Set time for a go or no go and applicable dependent variables					
Requirements of Vendor for Safety					
Requirements of Vendor for Insurance					
Authority of University to cancel, shutdown and dependent variables					
Waiver of University liability, including Board of Trustees					
<b>PROCEDURES</b>					
1. Obtain approval from department head/unit lead					
2. Obtain funding for event/activity					
3. Collect information regarding event/activity					
4. Complete Risk Assessment					You may call Risk Management for additional information.
5. Act on assessment findings					
6. Obtain appropriate Legal Affairs review					May request to see risk review.
7. Obtain appropriate signature for documents					Signature process must be within University guidelines
8. Obtain appropriate approval for processing payment.					May request to see risk review.

Activity: Hot Air Balloon  
Risk Review Check List

Action	Date	Issues	Vendor Supplied
<b>COMPLIANCE</b>			
Proof of appropriate FAA permit/license			
Notification of OSU Airport of activity			
Notification of CMH Airport of activity			
Notification of Medical Center of activity			
Review of local ordinances			
Review of applicable state/federal statutes			
Review of OSU Policies regarding activity			
Notification of OSU EHS			
Notification of Public Safety			
<b>INSURANCE</b>			
Review of OSU insurance coverage			
Obtain certificate of insurance with OSU named as an insured			
Proof of insurance limits of 1/1 million			
Review of claims/safety history			
<b>SAFETY</b>			
Review of Tethering procedures			
EHS review			
Ingress and Egress parameters reviewed			
Spatial requirements reviewed			
Authority to shut down reviewed with vendor			
Parameters to shut down reviewed with vendor			
Safety plan reviewed with vendor regarding accidental release of balloon			
Safety plan reviewed with vendor regarding planned release of balloon			
Safety plan reviewed with vendor regarding collapse of the balloon			
Pre-event walk through and visual inspection with vendor			
Notification of OSUMC ED if potential for greater than 10 individual injury			
<b>REPUTATION</b>			
Rules established regarding age, height, weight requirements			
Rules established regarding eligibility requirements (invitees only)			
Cost verses benefit ratio if something occurs to cause harm to an individual			
Review advertisement to assure no guarantees or promises made			
Media Relations involvement			
<b>LEGAL</b>			
Review and approval of waiver			
Review and approval of contract			
Contract provisions for activities (cert of ins; authority to shut down; waiver of liability; safety requirements)			