

Risk Assessment for Campus Activities and Events

COMPLIANCE:	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
INSURANCE:					
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
SAFETY:					
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)					
LEGAL:					
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					
PROCEDURES					
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: Petting Zoos
Risk Review Check List

Action	Date	Issues	Vendor Supplied
COMPLIANCE			
Proof of appropriate animal handling permit/license			
Certification by USDA			
Notification of College of Vet Med			
Review of local ordinances			
Review of applicable state/federal statutes			
Review of OSU Policies regarding activity			
Notification of OSU EHS			
Notification of Public Safety			
INSURANCE			
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			
SAFETY			
Obtain EHS review and sign off			
Ingress and Egress parameters reviewed			
Spatial requirements reviewed			
Appropriate signage placed with instructions and warnings			
Assurances of providing only healthy animals for public display (appropriately vaccinated, maintaining comprehensive parasite control program for all species)			
Authority to shut down reviewed with vendor			
Parameters to shut down reviewed with vendor			
Appropriately placed hand washing stations at ingress and egress			
Assure that some hand washing stations are low enough for children's use.			
Alcohol hand rubs used as an adjunct to hand washing stations			
Safety precaution posters prominently displayed (encourage hand washing, avoid hands to face, only eat and drink in designated areas, no smoking)			
Pre-event walk through and visual inspection with vendor			
Authority to shut down reviewed with vendor			
Supervision requirements should be posted.			
Ban of toys, pacifiers, bottles in petting area			
Adequate ventilation is present			
Prohibit kissing of the animals			

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Animal feed and water is stored away from individuals visiting petting zoo area			
Safety plan reviewed with vendor regarding regular removal and appropriate disposal of feces and other wastes (including birth products)			
Separation (safe distance) of animal site and public (human) eating sites			
Safe distance of waste bins for animal safety			
Ban of known aggressive animals			
Review restrictions on feeding the animals			
Prohibit milk or milk product tasting			
First Aid kit on site			
Post-event clean up to avoid contamination and assure uninterrupted use of the spot where the animals were placed			
Post-event walk through and visual inspection with vendor			
REPUTATION			
Rules established regarding eligibility requirements (invitees only) (age preferences)			
Plan in place to handle unwanted visitors			
Cost verses benefit ratio if something occurs to cause harm to an individual			
Review advertisement to assure no guarantees or promises made			
Consider the potential for protests on cruelty associated with petting zoos - (often carted from event to event in less than desirable conditions; irregular exercise, feeding and watering)			
Media Relations involvement			
LEGAL			
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)			
Ohio Admin. Code 901:1-17-01.			
Ohio Admin. Code 901:1-17-12 Non-domestic animals.			
Ohio Admin. Code 901:1-18-02			
Ohio Admin. Code 901:1-18-04			