

## CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

|                                       |          |                                    |  |
|---------------------------------------|----------|------------------------------------|--|
| 1. ACTIVITY                           |          | 2. DATE (DD/MM/YYYY)<br>04/03/2022 |  |
| <b>THIS IS A SAMPLE</b>               |          |                                    |  |
| 3. PREPARER BY                        |          | c. Duty Title/Position             |  |
| a. Name (Last, First, Middle Initial) | b. Rank  | Activity Safety Officer            |  |
| d. Unit<br>NV-077                     | e. Email | f. Telephone                       |  |
| g. Signature of Preparer              |          |                                    |  |

Five steps of Risk Management:

Identify the hazards =&gt; Assess the Risks =&gt; Develop Controls &amp; Make Decisions =&gt; Implement Controls =&gt; 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><br><br>See matrix on page 3 | <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><br><br><i>Who: SM (Name or Role)</i> | <i>Example: Resulting Likelihood = Seldom. Residual Risk = L</i><br><br>See matrix on page 3 |
| Cadet Physical Capabilities                | Potential lack of physical capability for PT, drill, etc                       | L <input type="button" value="v"/>   | Pre-screening before arrival, prior testing                          | How: Pre-screen, brief, and monitor<br><br>Who: Each wing, Activity Officer, and Safety Officer  | L <input type="button" value="v"/>   |
| Senior Member Supervision                  | Potential lack of enough and proper supervision                                | L <input type="button" value="v"/>   | Brief on roles and responsibility as escorts, etc.                   | How: Pre-screen, brief, and monitor<br><br>Who: Each wing, Activity Officer, and Safety Officer  | L <input type="button" value="v"/>   |
| Dietary & Medical Conditions               | Unknown medical or dietary conditions leading to medical crisis or medications | M <input type="button" value="v"/>   | Request advance notice to ensure solutions and mitigations           | How: Pre-screen, brief, and monitor<br><br>Who: Each wing, Activity Officer, and Safety Officer  | L <input type="button" value="v"/>   |

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:

All activities are of general low risk to medium risk, with the biggest risk involving use of vehicles, PT, pre-existing medical conditions

12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY

APPROVE DISAPPROVE 

|                                       |                   |                        |  |
|---------------------------------------|-------------------|------------------------|--|
| a. Name (Last, First, Middle Initial) | b. Rank<br>Lt Col | c. Duty Title/Position | d. Signature of Approval Authority<br>_____<br>Lt Col, CAP |
|---------------------------------------|-------------------|------------------------|--|

Date: 2022.04.04 09:07:55 -07'00'

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(Use CAPF 160HL if additional space is needed)

| 4. SUB- ACTIVITY,<br>TASK, SOURCE             | 5. HAZARD / OUTCOME  | 6. INITIAL<br>RISK | 7. CONTROL | 8. HOW TO IMPLEMENT /<br>WHO WILL IMPLEMENT   | 9. RESIDUAL<br>RISK                                  |   |   |
|---|--|--------------------|------------|---|--|---|---|
| Cadet<br>Pre-activity<br>Training             | Lack of understanding<br>of task and expectations                                  | L                  | ▼          | Prior training prep for<br>like-kind activities at<br>competition   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| All member<br>stamina for<br>weekend activity | Unprepared for long<br>hours, travel, new<br>environments                          | L                  | ▼          | Conversion<br>between escorts<br>and cadets   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Outside<br>weather<br>factors                 | Excessive heat or<br>cold and clothing<br>needs                                    | L                  | ▼          | Variable and predictable<br>and will advise of range<br>of conditions and daily<br>actual conditions                        | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Indoor<br>sleeping<br>conditions              | Unsafe separation,<br>unfamiliar<br>surroundings, etc                              | L                  | ▼          | Ensure all have<br>insulation and<br>separation and<br>surroundings review  | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Vehicle Driver<br>Quals                       | Lack of CAP quals<br>or improper training  | L                  | ▼          | Each wing responsible<br>for sending qualified<br>drivers   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Vehicle<br>Inspections                        | Failure to complete<br>inspections leading<br>to failures                          | L                  | ▼          | Brief daily inspection of<br>vehicles before in use.  | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Vehicle Safe<br>Operations                    | Safe driving operations<br>by law and good<br>judgement                            | M                  | ▼          | Situational awareness<br>and good judgement of<br>drivers, as well as<br>briefing   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Tripping and<br>object safety                 | Horsplay, tripping<br>on stairways,<br>doorways, etc.                              | L                  | ▼          | Brief on safe<br>operation and no<br>horsplay   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Safety Vests<br>as needed                     | Lack of safety vests<br>in areas where<br>required                                 | L                  | ▼          | Wear as required  | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Dehydration<br>mitigation                     | Dehydration of cadets<br>or senior members due<br>to dry climate and<br>conditions | L                  | ▼          | In-brief and pre-arrival<br>brief, as well as daily<br>reminders. Desert<br>conditions different than<br>other areas of USA | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |
| Bathroom/<br>shower<br>cleanliness            | Potential for mixing<br>of genders or<br>seniors to cadets                         | L                  | ▼          | Separate use and<br>senior control of<br>access   | How: Pre-screen, brief,<br>and monitor               | L | ▼ |
|   |  |                    |            |   | Who: Each wing, Activity Officer, and Safety Officer |   |   |

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

**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   |  | c. Rank | d. Duty Title/Position |
| 4 MAR2022 |  | Lt Col  | Activity Director      |
|           |  |         |                        |
|           |  |         |                        |

### 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.