

## CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY <b>AKWG Summer Encampment</b>				2. DATE (DD/MM/YYYY) <b>11/06/2022</b>	
3. PREPARED BY					
a. Name (Last, First, Middle Initial) <b>[REDACTED]</b>		b. Rank <b>[REDACTED]</b>		c. Duty Title/Position <b>[REDACTED]</b>	
d. Unit <b>PCR-AK-015</b>		e. Email <b>[REDACTED]</b>		f. Telephone <b>[REDACTED]</b>	
g. Signature of Preparer <b>[REDACTED]</b> Date: 2022-06-11 10:58:00 -08'00'					
Five steps of Risk Management: <b>Identify the hazards =&gt; Assess the Risks =&gt; Develop Controls &amp; Make Decisions =&gt; Implement Controls =&gt; Supervise and Evaluate</b>					
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>  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>  <i>Who: SM (Name or Role)</i>	<i>Example: Resulting Likelihood = Seldom. Residual Risk = L</i>  See matrix on page 3
Vehicle Use/Roadside activities	Participants will occasionally be in parking lots and along roadsides. Participants will be in vehicles.	M <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>	Use of roadguards when marching/PT INVOF roads, Require Seatbelt use	How: DSB, Designate Road Guards, Drivers enforce belt use  Who: Enc/SE, Flight CC's, Drivers	L <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
Physical activity in warm temps	Dehydration/Heat Stress Injuries	M <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>	Mandated water intake (Call out "hydrate"), monitor for signs of heat stress	How: SM & Cadet Staff will ensure regular intake of water, monitor condition of participants, educate participants on how to self-assess their condition on first day and reiterate during DSB  Who: All Staff and Participants	L <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
Activities in areas with wildlife	Unplanned encounters with wildlife lead to bodily injury	H	Wildlife encounter mitigation, awareness of surroundings	How: DSB, make noise, have wildlife deterrents, maintain situational awareness  Who: All staff and participants	L <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">▼</div>
<b>ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2</b>					
10. HIGHEST RESIDUAL RISK LEVEL - (Select the highest risk level value in Column 9, with all controls implemented):					
<input type="checkbox"/> EXTREMELY HIGH		<input type="checkbox"/> HIGH		<input type="checkbox"/> MEDIUM	
				<input checked="" type="checkbox"/> LOW	
<b>NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC</b>					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION: At the start of each day a Daily Safety Brief ("DSB") will be given highlighting the hazards that will be faced in that operational period. Throughout the encampment all SM and Cadet staff will use the identified controls and monitor the situation for any changes that require a reassessment. Each staff member and participant will be empowered to call a Safety Stop if they detect an unsafe situation.					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY      APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>					
a. Name (Last, First, Middle Initial)		b. Rank		c. Duty Title/Position	
				d. Signature of Approval Authority	

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(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
Drill and Ceremonies including long periods of standing	Fainting	M <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>	DSB, Changes to cadet body stances	<b>How:</b> Commanders will regularly remind the formation to flex their knees, and whenever possible will put the formation At Ease at regular intervals <b>Who:</b> Flight Commanders	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
Various Sports and PT	Sport Injuries	M <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>	Short safety brief prior to new sport activity, Wear of proper attire, stretching, hydration	<b>How:</b> Staff will ensure that all participants are properly attired and hydrate <b>Who:</b> All SM and Cadet Staff	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
Movement from various locations	Individuals becoming separated from group and left behind	H	Accountability checks prior to each change of location	<b>How:</b> Flight Commanders will have their flights "sound off" by numbers prior to departing the area, and will establish a battle buddy system <b>Who:</b> Flight commanders	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
Various activities over long operational periods	Fatigue leading to brain fog and decreased awareness	M <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>	Set reasonable expectations for duty day, provide chances for down time throughout day	<b>How:</b> Proper scheduling of activities <b>Who:</b> Encampment planning staff	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
Movement across uneven terrain	Both while marching or engaging in PT there may be slips, trips and falls	M <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>	Ensure proper foot wear, put formations in proper "stance"	<b>How:</b> Monitor participant footwear, Marching "At Ease" and using of Route Step when appropriate <b>Who:</b> Flight and Element Commanders	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
Prolonged periods in close proximity to others during COVID	Group spread of COVID-19	M <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>	Intake and daily health assessments, compliance with current COVID mitigation plan	<b>How:</b> Upon arrival and throughout encampment participants' health will be monitored. Any individual showing symptoms will be triaged. <b>Who:</b> SM and Cadet Staff	L <div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;">▼</div>
		-		<b>How:</b> <b>Who:</b>	-
		-		<b>How:</b> <b>Who:</b>	-
		-		<b>How:</b> <b>Who:</b>	-
		-		<b>How:</b> <b>Who:</b>	-
		-		<b>How:</b> <b>Who:</b>	-

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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
<b>Catastrophic:</b> Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
<b>Critical:</b> Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EH	H	H	M	L
<b>Moderate:</b> Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability	III	H	M	M	L	L
<b>Negligible:</b> 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

Vehicle Use/Roadside activities: Overall went well. Need to be sure to call roadguard back to the formation more quickly so they don't have to sprint to catch back up

Physical activity in warm temps: Overall went well

Activities in areas with wildlife: No encounters with wildlife

Drill and Ceremonies including long periods of standing: Controls were effective

Various Sports and PT: Add "removal of tripping hazards such as rocks" to future activities. This was done and probably prevented several injuries

Movement from various locations: Accountability worked well

Various activities over long operational periods: Good scheduling helped prevent safety issues. Senior members readily relieved each other to take naps or otherwise rest and recover. Adequate staffing was very helpful. Additional Senior Member staffing would help even more.

Movement across uneven terrain: Add "removal of tripping hazards such as rocks" to future activities. This was done and probably prevented several injuries

Prolonged periods in close proximity to others during COVID: This went very well. All personnel worked to maximize social distancing and good ventilation. There were no known cases of COVID

Smoke hazards: We did not foresee nearby forest fires decreasing air quality to the extent they did the first few days. We successfully altered PT and other strenuous activities during poor air quality conditions and monitored each others' well-being well.

## 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.