

DELIBERATE RISK ASSESSMENT WORKSHEET

1. MISSION/TASK DESCRIPTION Challenge Course	2. DATE (DD/MM/YYYY) 25/04/2019
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3. PREPARED BY

a. Name (Last, First Middle Initial) Rosenberry, Thad M	b. Rank/Grade NF-03	c. Duty Title/Position Recreation Specialist
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g. UIC/CIN (as required)	h. Training Support/Lesson Plan or OPORD (as required)	i. Signature of Preparer ROSENBERRY.THAD. MICHAEL.1394590688 <small>Digitally signed by ROSENBERRY.THAD.MICHAEL.1394590688 Date: 2019.04.25 16:25:31 -05'00'</small>
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Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions
(4) Implement controls (5) Supervise and evaluate *(Step numbers not equal to numbered items on form)*

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">+</div> <div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">-</div>	Weather	Heat Related Injuries	M	Inform participants on locations of water sources, and covered areas.	How: Staff will brief the importance of hydration Who: Outdoor Rec Personnel	L
<div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">+</div> <div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">-</div>	Weather	Sun Related Injuries	M	Have covered areas for participants and provide sunscreen if needed.	How: Staff will have some form of overhead protection and sun screen available for participants. Who: Outdoor Rec Personnel	L
<div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">+</div> <div style="border: 1px solid gray; width: 20px; height: 20px; margin: 5px; display: flex; align-items: center; justify-content: center;">-</div>	Weather	Cold Related Injuries	M	Brief participants on wearing proper clothing for conditions. Explain the importance of layers, staying warm and hydration.	How: Staff will ensure participants have appropriate clothing for the program by visual inspection. Who: Outdoor Rec Personnel	L

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL	
<input type="checkbox"/> + <input type="checkbox"/> -	Weather	Severe Weather	M	Review weather forecast prior to program date. The challenge course will not be setup in any inclement weather. Also, if winds exceed 20 mph or greater, it will be the facilitator's discretion to continue on.	How: Staff will brief participants on procedures to follow in case of severe weather. Who: Outdoor Rec Personnel	L	
	<input type="checkbox"/> + <input type="checkbox"/> -	Physical Health	First Aid (sprains, strains, cuts, bruises and broken bones) from falls or slams into the course	M	All staff will be First Aid & CPR certified. First aid kit on site. All staff will be trained on emergency rescue procedures.	How: Staff will brief participants on physical safety during event.	L
						Who: Outdoor Rec Personnel	
	<input type="checkbox"/> + <input type="checkbox"/> -	Physical Health	Allergies (reactions to animals, insects and plants)	M	Medical questionnaire included on the liability release form. Will ask if any allergies and to list them.	How: Staff will not administer any medications to participants. Basic first aid will be on site.	L
Who: Outdoor Rec Personnel							
<input type="checkbox"/> + <input type="checkbox"/> -	Equipment	Equipment Failure	M	Prior to setup, staff will visually and hand inspect each of the following, lobster claws, harnesses, helmets, hardware and perform a walk through of the course. Will ensure all equipment fits participants correctly prior to entering the course.	How: Before setup, inspections of all equipment must be completed	L	
					Who: Outdoor Rec Personnel		

10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):

EXTREMELY HIGH
 HIGH
 MEDIUM
 LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION

Outdoor Rec Personnel will perform safety brief prior to program. All participants will receive instructions and procedures prior to execution. Liability waivers attached with pertinent medical history will be completed and signed by all participants. If anyone under the age of 18 years old, an adult must be present to sign for them.

This is an ongoing program and will have multiple dates throughout the course of the year.

12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK
 Approve
 Disapprove

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position	d. Signature of Approval Authority
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e. Additional Guidance:

Risk Assessment Matrix		Probability (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: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
Legend: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						

13. RISK ASSESSMENT REVIEW *(Required when assessment applies to ongoing operations or activities)*

a. Date	b. Last Name	c. Rank/Grade	d. Duty Title/Position	e. Signature of Reviewer

14. FEEDBACK AND LESSONS LEARNED

15. ADDITIONAL COMMENTS OR REMARKS

Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"

1. Mission/Task Description: Briefly describe the overall Mission or Task for which the deliberate risk assessment is being conducted.

2. Date (DD/MM/YYYY): Self Explanatory.

3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the operation or training.

Legend: **UIC** = Unit Identification Code; **CIN** = Course ID Number; **OPORD** = operation order; **DSN** = defense switched network; **COMM** = commercial

4. Sub-task/Sub-Step of Mission/Task: Briefly describe all subtasks or substeps that warrant risk management.

5. Hazard: Specify hazards related to the subtask in block 4.

6. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified. probability, severity and associated Risk Level; enter level into column.

7. Control: Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

8. How to Implement / Who Will Implement: Briefly describe the means of employment for each control (i.e., OPORD, briefing, rehearsal) and the name of the individual unit or office that has primary responsibility for control implementation.

9. Residual Risk Level: After controls are implemented, determine resulting probability, severity, and residual risk level.

10. Overall Risk After Controls are Implemented: Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

11. Supervision Plan and Recommended Course of Action: Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

12. Approval/Disapproval of Mission/Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

13. Risk Assessment Review: Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

14. 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, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

15. Additional Comments or Remarks: Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

Additional Guidance: Blocks 4-9 may be reproduced as necessary for processing of all subtasks/ substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.