

DELIBERATE RISK ASSESSMENT WORKSHEET

1. MISSION/TASK DESCRIPTION "Grip It & Sip It" - TopGolf event (Austin, TX)	2. DATE (DD/MM/YYYY) 1/1/19-12/31/19
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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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d. Unit ODR/MWR	e. Work Email thad.m.rosenberry.naf@mail.mil	f. Telephone (DSN/Commercial (Include Area Code)) (254) 287-1593
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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.1 394590688 Date: 2019.02.04 08:41:49 -06'00'</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="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">+</div> <div style="border: 1px solid black; padding: 2px 5px;">-</div> </div>	Driving GOV	Critical Accident involving government vehicle or other vehicles	M	Proper amount of passengers per vehicle and seat belts fastened at all times and passengers notified of passenger safety. Driver will adhere to all driving laws, travel at a safe rate of speed and distance to other vehicles. Driver will be aware of surroundings and obstacles that may interfere with normal driving conditions. Driver will know how to drive in all weather conditions.	How: Driver will advise participants of passenger safety. Driver will be aware and adhere to all traffic laws, speed limits and surroundings at all times. Who: Outdoor Rec Personnel	L
<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">+</div> <div style="border: 1px solid black; padding: 2px 5px;">-</div> </div>	Weather	Heat Related Injuries	M	Making sure all participants have some form of a water source before leaving on trip.	How: Staff will brief the participants on importance of hydration. Who: Outdoor Rec Personnel	L
<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">+</div> <div style="border: 1px solid black; padding: 2px 5px;">-</div> </div>	Weather	Sun Related Injuries	M	Have sunscreen available for participants.	How: Staff will make sure to have all items before departure. 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
+	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.	L
					Who: Outdoor Rec Personnel	
+	Weather	Severe Weather	M	Review weather forecast prior to program date.	How: Staff will brief participants on procedures to follow in case of severe weather.	L
					Who: Outdoor Rec Personnel	
+	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	
+	Physical Health	First Aid (sprains, strains, cuts, bruises and broken bones)	M	All staff will be First Aid & CPR certified.	How: Staff will brief participants on physical safety during event.	L
					Who: Outdoor Rec Personnel	
+	Customers	Getting Lost or Separated	M	Let participants know how to locate the main staging area. Utilize buddy system.	How: Safety Brief	L
					Who: Outdoor Rec Personnel	
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):						
<input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> 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 has multiple dates scheduled.

12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK

Approve Disapprove

a. Name (Last, First, Middle Initial)

Johnsen, Nicholas R.

b. Rank/Grade

NF-05

c. Duty Title/Position

Director, DFMWR

d. Signature of Approval Authority

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
1/16/2019	Tomblin	GS-12	Garrison Safety	TOMBLIN,GARY.L.1116913190 Digitally signed by TOMBLIN,GARY.L.1116913190 Date: 2019.01.16 08:01:19 -06'00'

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.