

# Student Event & Risk Management at the University of Guelph

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## This Presentation.

- What is Student Event & Risk Management
- What is the SE&RM committee
- How event approvals work and what does it mean to be denied
- What is risk
- Key tips on what NEEDS to be included for approval

# What is Student Event & Risk Management?

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# Student Event & Risk Management

- Event submission process on GryphLife
  - Reviewed by org reps and a committee
  - Support good events
  - Mitigate risks
- Two insurance policy holders
  - Central Student Association (CSA)
  - University of Guelph (UofG)

# Student Event & Risk Management

It does not:

- Does not absolve responsibility
- A reason to be reckless

# Student Event & Risk Management

- Applies to all registered student organizations
- Used for all events and activities

# The Committee!

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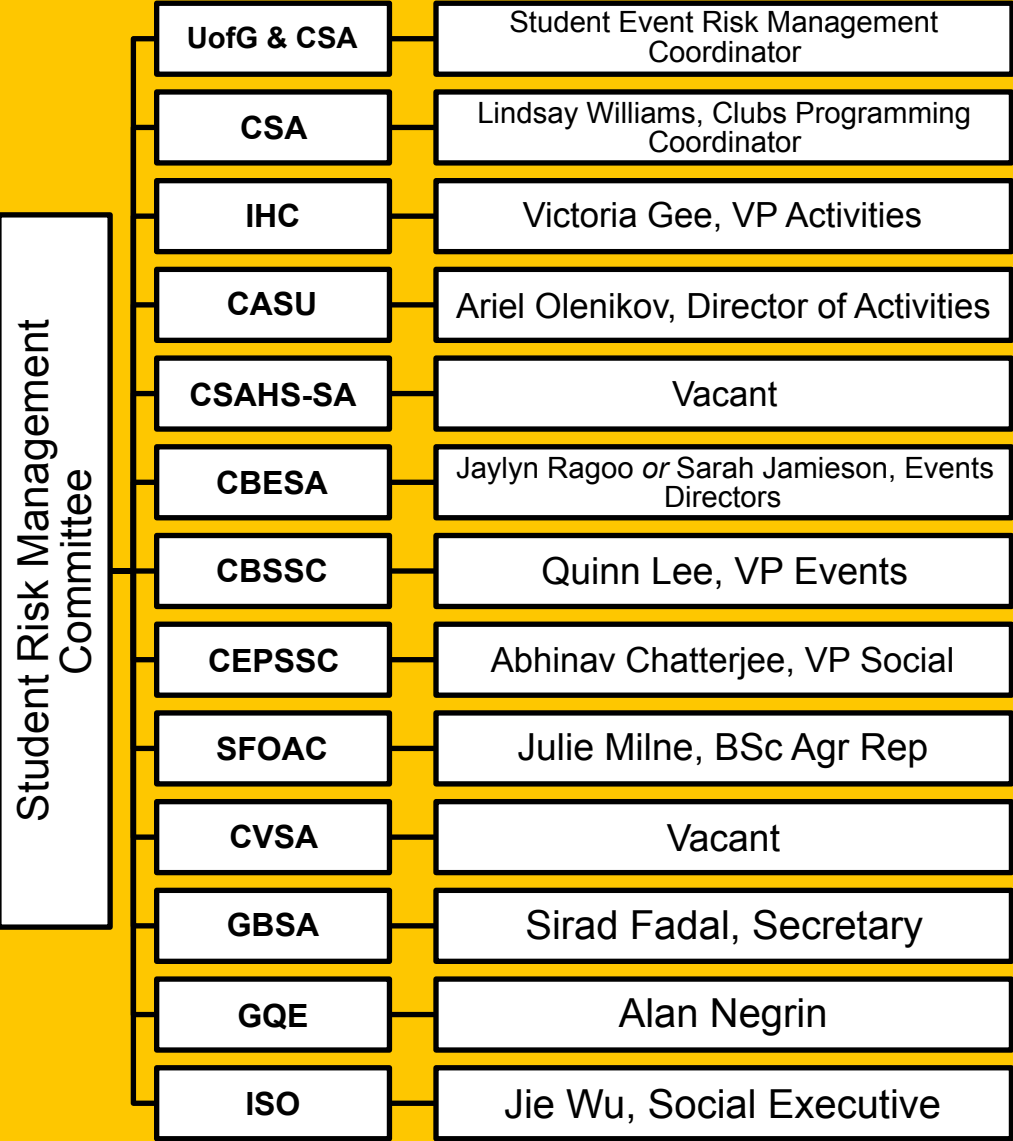
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## What is the SE&RM Committee?

- By students for students
- Representatives from PSOs & SSGs who are covered by the insurance policy
- Deciding members on student events, with the support of CSA and UofG staff



# SRM Committee



# How Event Approvals Work and What Does it Mean to be DENIED?

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# SRM Event Submission Flowchart

**Non-CSA  
ASO / Affiliate Submits Event(s)**



PSO executive member approves or denies event(s) on behalf of PSO Executive Committee



SERM Coordinator approves or denies event(s) on behalf of SRM Committee



University Staff person approves or denies event on behalf of the Office of Student Affairs

**CSA Clubs  
Submits Event(s)**



PSO student staff member approves or denies event(s) on behalf of PSO Executive Committee



SERM Coordinator approves or denies event(s) on behalf of SRM Committee



CSA Staff person approves or denies event on behalf of the CSA

## Event Submission Flow Chart

- GryphLife event submission flow chart
  - Public Description and notices of risk
  - Alcohol
  - Transportation
  - Length of event
  - Food
  - Physical activity
  - Number of participants
  - Number of event organizers
  - External guest(s) / group(s)
  - Full Description

## What does it mean to be DENIED?

- Opportunity to respond to comments and make required edits
- You have submitted too late (or after it's happened)
- You are unable to mitigate the risk without changing your event dramatically, and the timeline is too tight
  
- If you're not sure on some event details like the date because you're waiting for a speaker or guest to confirm, submit your event anyway. You can always go in and edit an approved event, leaving a comment about what you updated. The reviewer will see that it's a resubmission and they can approve it more quickly.

**What is risk?**

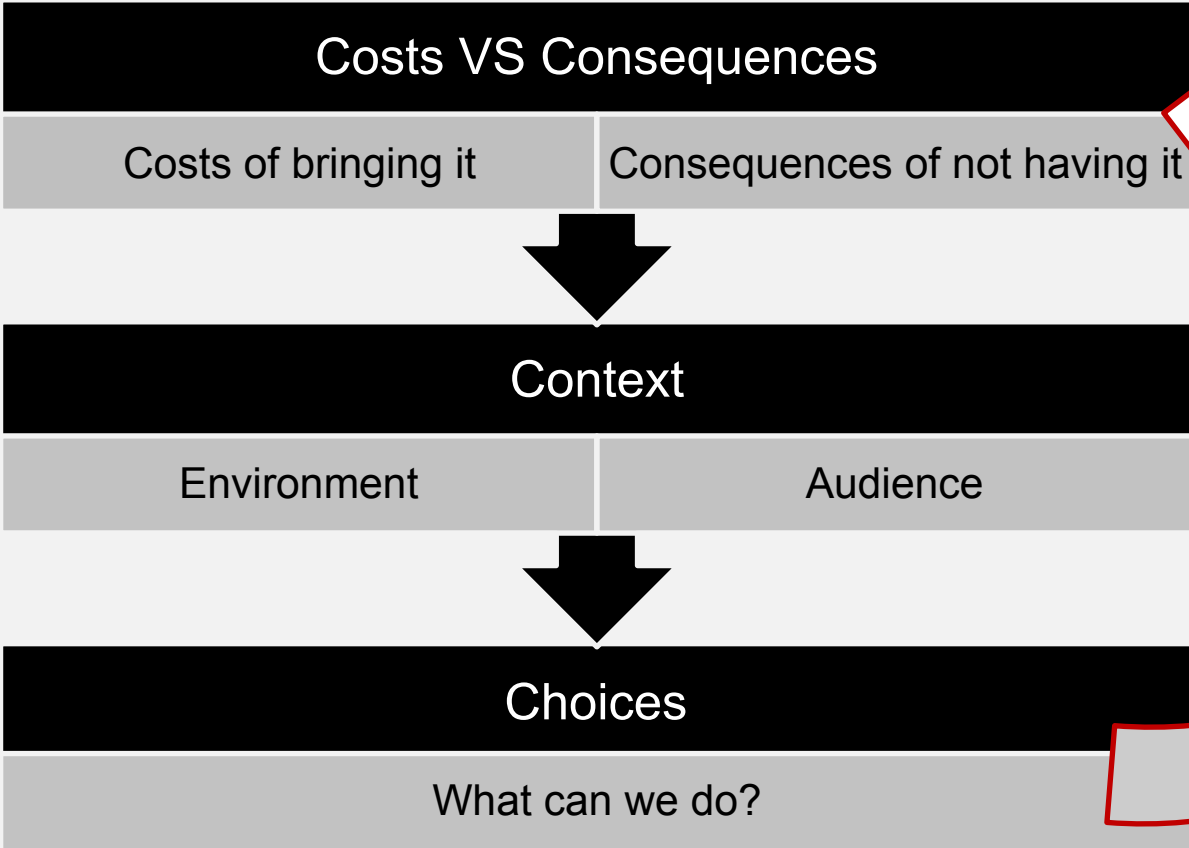
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## What is risk?

- Safety in some way is potentially threatened
- Physical risks as defined in precedence
- Participants v. Event
- Severity v. Frequency

# Planning For Risks





# SRM Assessment Heat Map

Severity of Risk Probability of Harm	1-Insignificant <i>No hindrance to safety, health, and wellbeing of participants</i>	2-Negligible <i>Minimal threat to safety, health, and wellbeing of participants.</i>	3-Marginal <i>May cause minor injury, illness, property damage, financial loss, and/or negative publicity</i>	4-Critical <i>May cause serious injury, illness, property damage, financial loss, and/or negative publicity</i>	5-Catastrophic <i>May cause death or permanent disability</i>
<b>A-Frequent</b> <i>Occurs regularly</i>	H	H	H	E	E
<b>B-Likely</b> <i>Likely to occur</i>	M	M	H	H	E
<b>C - Occasional</b> <i>May occur sometimes</i>	L	M	M	H	H
<b>D - Unlikely</b> <i>Not likely to occur, but possible</i>	L	L	M	M	M
<b>E - Rare</b> <i>Could happen, but probably never will</i>	L	L	L	L	M

# Planning For Risks

- Downloaded Responsibility
  - When an external organization adopts the risk
  - Example #1: Licensed establishment to serve alcohol
  - Example #2: Chartered transportation
  - Example #3: Rock climbing school
- What statements do we need in the background event description?
  - Accessibility / Universal design
  - How the risk will be mitigated
- What statements do we need in the public event description?
  - Notice of risks, even if it's downloaded.

## Alcohol Details

- Promote self-responsibility with use of alcohol
- Discourage high-risk alcohol related practices
- Respect needs of those who are non-drinkers or underage
- Support the law in access to alcohol
- Discourage financial dependence on alcohol-related events

## Location Details

- Location
- Transportation
- Overnight

## Overnight Details

- How will event organizers ensure the safety and security of participants?
- Where will event organizers be staying?
- Do you have emergency contact information for all participants?
- Who has downloaded responsibility?

## Food Details

- Preparation
- Transportation
- Storage
- Handling & Serving
- Allergies and Dietary Restrictions

## Physical Activity Details

- Icebreakers are *NOT* physical activities
- Physical activities are anything else that require bodily movement
  - ie. Running, hiking, jumping, parkour, competition, etc.

## External Person(s) Details

- External person(s) are any individual or group who are not a University of Guelph staff, student, or faculty
- Knowing this allows us and the greater University community to support RSOs with an external guests



## Backend Event Description

- Describe your event in as much detail as possible
- Explain how you'll communicate and mitigate risks
- If needed, describe the purpose of risky elements

## Remember!

This process does not:

- Comply with policies for you – your organization must comply
- Book rooms for you
- Approve food orders on or off-campus food orders

## Remember!

- The key is to **communicate** with your rep and/or the SE&RM Coordinator with any questions. Not asking and trying to get away with something can result in consequences that are much worse than simply asking for support in the first place.
- **Be realistic.** Don't tell the committee that you'll personally ask each person if they have food allergies and then hold their hand while you steer them away from potentially allergen filled food. Instead, share that you'll be aware of what's in the food, and have things appropriately labelled so participants can make the right choices.
- Use the **public descriptions** and **backend descriptions** wisely. The committee should know what your event actually is when they read both.
- **Place risk notices** on the public descriptions so the committee and your participants know you know.

## What is coming up next?

This semester, you'll receive:

- Checklist for overnight and out of country events (insurance, embassy notifications, etc..)
- Examples of risk notices for your event descriptions
- Feedback and support from the SE&RM Coordinator and staff members as needed
- Copies of the new policy once it receives final approval

Questions?

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