

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY December Monthly Safety Briefing			2. DATE (DD/MM/YYYY) 28/12/2020		
3. PREPARED BY					
a. Name (Last, First, Middle Initial) Podgurski, Gary D		b. Rank MSgt	c. Duty Title/Position ARWG Safety NCO		
d. Unit Arkansas Wing Headquarters		e. Email gpodgurski@cap.gov		f. Telephone (479) 285-1482	
g. Signature of Preparer //SIGNED//					
Five steps of Risk Management: (1) Identify the hazards (2) Assess the Risks (3) Develop Controls & Make Decisions (4) Implement controls (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)					
4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.	Consider Hazards from each of the "5-M" categories in CAPP 163: - Member - Medium - Machine - Mission/Activity - Management	Use Risk Assessment Matrix on page 3.	Describe the actual control being used to address the specific risk.	Describe how the risk control will be implemented and monitored, and who is responsible.	Use Risk Assessment Matrix on page 3 of form
Out of Office Auto Reply	Member	L	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	L
Over Relying on 4WD	Member Machine	EH	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	M
Over Use of Christmas Lights	Member	H	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	L
ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2					
10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):					
<input type="checkbox"/> EXTREMELY HIGH		<input type="checkbox"/> HIGH		<input checked="" type="checkbox"/> MEDIUM	<input type="checkbox"/> 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:					
Unit Commanders and Unit Safety Officers will disseminate this information as far and wide as possible. Information should be posted on all Social Media as well as squadron and wing websites. After Acknowledgment from members, notation should be made in SIRS.					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY APPROVE <input checked="" type="checkbox"/> DISAPPROVE <input type="checkbox"/>					
a. Name (Last, First, Middle Initial) Podgurski, Gary D		b. Rank MSgt	c. Duty Title/Position ARWG Safety NCO		d. Signature of Approval Authority //SIGNED//

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(Use CAPF 160HL if additional space is needed)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Chimney Fires	Member	EH	Educate Member	How: Monthly Email Safety Briefing	M
				Who: MSgt Podgurski	
Shoplifting Awareness	Member	H	Educate Member	How: Monthly Email Safety Briefing	L
				Who: MSgt Podgurski	
Dress to Egress	Member Machine Mission	H	Educate Member	How: Monthly Email Safety Briefing	L
				Who: MSgt Podgurski	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
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		-		How:	-
				Who:	

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Risk Assessment Matrix		Probability <i>(expected frequency)</i>				
		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 <i>(expected consequence)</i>		A	B	C	D	E
Catastrophic: <i>Death, unacceptable loss or damage, mission failure, or unit readiness eliminated</i>	I	EH	EH	H	H	M
Critical: <i>Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability</i>	II	EH	H	H	M	L
Moderate: <i>Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability</i>	III	H	M	M	L	L
Negligible: <i>Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability</i>	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

Instructions for Completing CAPF 160 - Deliberate Risk Assessment Worksheet

<p>1. Activity: Briefly describe the overall Activity for which the deliberate risk assessment is being conducted (e.g., SAREX, Wing Encampment, NCSA, etc.).</p>	<p>10. Overall Risk After Controls Are Implemented: Assign an overall residual risk level. This is 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.</p>
<p>2. Date: Self Explanatory.</p>	
<p>3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the activity.</p>	<p>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.</p>
<p>4. Sub-Activity or Specific Task: Use a separate block to describe each sub-activity or task. Examples might include Obstacle Course, PT Test, Aircraft Parking, or other tasks that are a part of the overall Activity.</p>	
<p>5. Hazard: Specify hazards related to the subtask in block 4. There may be multiple hazards associated with each sub-activity. Use a separate row for each hazard.</p>	<p>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.</p>
<p>6. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified, using probability and potential severity. Enter resulting Risk Level in this column.</p>	
<p>7. Control: Describe or explain the risk controls or methods to be used to reduce the risk level associated with the hazard identified in block 5.</p>	<p>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.</p>
<p>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.</p>	
<p>9. Residual Risk Level: Assuming the controls will be effective, determine the residual risk level based on the predicted probability and possible severity with the controls in place. NOTE: Any residual risk identified as "EH" or "H" must be approved by CAP/CC.</p>	<p>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.</p>
	<p>Additional Guidance: Use CAPF 160HL if additional rows are needed for hazard assessments.</p>