

General Information & Guidelines

The health and safety of students, employees, and the general public visiting the campus is a college priority. A proactive PVCC risk assessment process has been developed to align with MCCCDC's Risk Management Program. Additional MCCCDC risk management information can be found at www.maricopa.edu/legal/rmi/

- **Risk Assessment Purpose:** The purpose of PVCC's risk assessment is to identify potential risk and effectively provide ways to protect against possible harm and/or loss.
- **Risk Management:** To manage potential risk all non-routine campus activities/events are assumed to have a risk potential and require assessment.
- **Risk Mitigation:** To mitigate potential risk appropriate prevention strategies are identified and implemented.

Levels of Risk

- Level 1 - Risk is minimal
- Level 2 - Risk is considered midlevel
- Level 3 - Risk is considered high
- Level 4 - Risk is considered extreme

Action Required

- No Certificate of Insurance or other risk prevention actions are required.
- Certificate of Insurance maybe required with other possible risk prevention actions.
- Certificate of Insurance required with other possible risk prevention actions required.
- Activity Not Recommended

Risk Assessment Instructions

A risk assessment must be completed for all non-routine campus activities/events and assessment requirements satisfied prior to the activity/event.

Activity/Event Coordinator

- o Complete items 1-6 on the *PVCC Activity/Event Risk Assessment Form*.
- o Obtain your Division Chair/Department Manager signature.
- o Submit the completed form, a minimum of 5 business days, in advance of the activity/event.
- o Forward the hard copy form to the PVCC Fiscal Office/Director of College Business Services.

Director of College Business Services

- o Determine risk level and complete items 1-4 on the *PVCC Activity/Event Risk Assessment Form*.
- o Return completed form to the campus Activity/Event Coordinator.
- o If an activity/event is not recommended to proceed the matter may be appealed to the VP of Administrative Services. Approval of appeal is required before the activity/event may proceed.

Campus Activity/Event Coordinator

- o Finalize assessment requirements as identified on the *PVCC Activity/Event Risk Assessment Form* prior to the activity/event taking place.

Questions

- o Please contact the Fiscal Office at ext 77350 for questions regarding campus risk assessment and related forms.

PVCC Activity/Event Risk Assessment Form

o Campus Activity/Event Coordinator - Complete Items 1-6.

o Fiscal Office will return the completed form to the Activity/Event Coordinator for completion of action items.

Today's Date: _____

1. Activity/Event Coordinator Name _____

2. Activity/Event Title _____

3. Activity Date(s) _____

4. Activity/Event Description _____

5. Activity/Event Location _____

(Address, Building, Room #)

6. If activity/event involves travel, please provide the following

- Method of travel
(Describe in detail)
- List of all individuals traveling (use additional sheet if necessary)

Activity/Event Coordinator Signature _____ Printed Name _____ Date _____

Division Chair/Department Mgr. Signature _____ Printed Name _____ Date _____

Action Items to Finalize Activity/Event

1. Level of Risk _____

2. The following requirement(s) must be satisfied prior to the activity/event taking place:

- ☐ Risk Assessment **Not** Required - Activity Considered Routine
- ☐ Facility Use Agreement Required - Contact Director of College Business Services
- ☐ Certificate of Insurance Required - <https://www.maricopa.edu/legal/rmi/decsteps.htm>
- ☐ Follow Cash Handling Requirements - <https://www.paradisevalley.edu/sites/default/files/docs/fiscal/fiscal-cash-handling.pdf>
- ☐ Follow School Vehicle Requirements - <https://www.paradisevalley.edu/public-safety/campus-vehicle-reservations>
- ☐ Follow Food Handling Requirements - https://www.paradisevalley.edu/sites/default/files/docs/fiscal/fiscal_food_handling_requirements.pdf
<http://www.maricopa.gov/faq.aspx?qid=796>
- ☐ Follow Educational Field Trip Guidelines - <https://www.paradisevalley.edu/student-life/field-trip>
- ☐ Not recommended to engage in the activity
- ☐ Other - _____

Director of College Business Services Signature _____ Date _____ Date Returned to Event Coordinator _____

VP of Administrative Services - Appeal Decision: _____

VP of Administrative Services Signature _____ Date _____