

CAPF 160S - REAL TIME RISK ASSESSMENT WORKSHEET

(This form may be used for smaller events or activities when full deliberate risk management and CAPF 160 are not required)

1. ACTIVITY				2. DATE	
3. PREPARED BY					
a. Name (<i>Last, First</i>)			b. Rank		c. Duty/Position
d. Unit		e. Email			f. Phone
4. SUB- ACTIVITY, TASK, SOURCE	5. HAZARD / OUTCOME	6. INITIAL RISK	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
For additional entries for items 4 through 9, use CAPF 160HL					
10. HIGHEST RESIDUAL RISK LEVEL - (<i>Select the highest residual risk level value in Column 9, with all controls implemented</i>):					
EXTREMELY HIGH	HIGH	MEDIUM	LOW		
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:				APPROVE	DISAPPROVE
NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY					
a. Name (<i>Last, First, Middle Initial</i>)		b. Rank	c. Duty Title or Position	d. Signature of Approval Authority	

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Risk Assessment Matrix		Likelihood <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

Instructions for Completing CAPF 160S - Real Time Risk Assessment Worksheet

NOTE: This form is to be used for smaller events or activities that do not require the use of the CAPF 160, as directed in CAPR 160-1. This form also serves as a guide for informal pre-activity risk assessments, pre-activity risk safety briefings, and as an instructional aid to reinforce the use of risk assessments and risk management in all CAP events and activities.

Blocks 1, 2: Activity. Briefly describe the event or activity. Examples include AE rocket launching event, cleaning the squadron hangar, or a squadron open house.

Block 9: Residual Risk Level. Use the risk assessment matrix to assess the resulting likelihood (using the same initial severity) after controls are decided and implemented.

Block 3: Prepared By. Enter the name of the person performing the risk assessment. If done by a group, enter the name the person leading the risk assessment.

Block 10: Overall Residual Risk Level. Determine the highest residual risk level from Block 9. **Note: Conducting with an event when residual risk is scored as "H" or "EH" requires approval of CAP/CC.**

Block 4: Sub-Activity, Task, Source. Describe each sub-activity, task, and/or source of potential damage, injury, or illness.

Block 11: Overall Supervision Plan. Note who will be in charge of supervising the activities, and making go/no-go decisions as circumstances change. Who is "in charge" at the activity?

Block 5: Hazard / Outcome. Describe the most likely event that could lead to an outcome (e.g., running or tripping leading to a sprain).

Block 12: Approval/Disapproval. Following a review of all hazards and risk controls, the person in charge of the activity (e.g., squadron commander, activity director, wing commander, etc.) will approve or disapprove the event.

Block 6: Initial Risk. Use the risk assessment matrix (above) to determine the likelihood and severity of an outcome before controls are implemented.

Blocks 7,8: Control / Implementation. Describe the control and or method to be used to reduce the likelihood of an outcome, how it will be implemented, and who will be responsible for implementation.

Briefing the Plan: It is imperative that all participants are aware of the risks, risk controls, and their role in each activity. Leaders are advised to use this completed form as a briefing guide prior to the activity.

AFTER-ACTION FEEDBACK AND LESSONS LEARNED: