

## 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)

<b>1. ACTIVITY</b>				<b>2. DATE</b>	
<b>3. PREPARED BY</b>					
a. Name ( <i>Last, First</i> )			b. Rank		c. Duty/Position
d. Unit		e. Email			f. Phone
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
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
<b>For additional entries for items 4 through 9, use CAPF 160HL</b>					
<b>10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):</b>					
EXTREMELY HIGH	HIGH	MEDIUM	LOW		
<b>11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:      APPROVE      DISAPPROVE</b>					
<b>NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC</b>					
<b>12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY</b>					
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		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**

### 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 risk level for each hazard, using the probability and severity of the risk with the selected risk controls in place.

**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.** This is the highest of all the risk levels in 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.** Every large event is made up of smaller tasks. List each. Using the example of cleaning the squadron hangar, sub-activities might include moving and securing the aircraft, moving furniture, power washing the floor, etc.

**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.** List the hazards associated with each sub-activity (block 4). There may be multiple hazards associated with each sub-activity.

**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 Level.** Use the risk assessment matrix (above) to assess the risk of each hazard, considering the probability and severity of the risk.

**Blocks 7,8: Risk Controls.** Describe the controls that will be used to reduce the probability or severity of each risk, including a description of how that control will be implemented and who is responsible for monitoring the control.

**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:**