Reset

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 *(Last, First)*	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:	-

For additional entries for items 4 through 9, use CAPF 160HL

10. OVERALL RESIDUAL RISK LEVEL - *(The highest residual risk level in Column 9, with all controls implemented)*:

☐ 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 *(Last, First, Middle Initial)*	b. Rank	c. Duty Title or Position	d. Signature of Approval Authority

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Risk Assessment Matrix		Probability *(expected frequency)*				
		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 *(expected consequence)*		**A**	**B**	**C**	**D**	**E**
Catastrophic: *Death, unacceptable loss or damage, mission failure, or unit readiness eliminated*	**I**	**EH**	**EH**	**H**	**H**	**M**
Critical: *Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability*	**II**	**EH**	**H**	**H**	**M**	**L**
Moderate: *Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability*	**III**	**H**	**M**	**M**	**L**	**L**
Negligible: *Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability*	**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 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 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 5: Hazard. List the hazards associated with each sub-activity (block 4). There may be multiple hazards associated with each sub-activity.

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.

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 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 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 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.

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: