



With increasingly limited resources available to business officers and risk managers, it's hard to know where to put funds, time, and attention to have the greatest risk management impact. The Best Practices Checkup, available on the [EduRisk™ Solutions](#) website, is designed to help you assess various liability risks and how your institution is currently responding to them. Where do you excel, and what areas need attention?

Complete the Best Practices Checkup to determine the extent to which your institution is following good or best practices, identified by UE, to reduce liability risks and keep your school or campus safe.

The Best Practices Checkup is a four-part tool addressing various school, college, and university operational areas. Topics covered include:

- **Buildings and Grounds:** accident reporting, use of automated external defibrillators, event management, housing, and premises safety
- **Business and Academic Operations:** business continuity, child care and camps, contracting, crisis management, enterprise risk management, experiential learning, opening and closing academic programs, records management, risk management committees, study abroad, and transportation
- **Faculty and Staff Employment:** use of background checks, discrimination and harassment prevention training, tenure standards, and violence prevention
- **Student Affairs:** activities and organizations, alcohol/drugs, athletics, behavioral intervention, conduct and mental health, Greek organizations, harassment and assault, and residence life

Who Should Use This Tool

- Risk Managers
- Chief Financial Officers
- Business Officers
- General Counsel
- Student Affairs
- Human Resources
- Facilities
- Public Safety

Anyone at your institution with access to [EduRisk Solutions](#) can access the Best Practices Checkup.

Institution Type

The Best Practices Checkup is available in both higher education and K-12 versions.

Completing the Best Practices Checkup

Users can access the Best Practices Checkup from the *Assess Risk* section of **EduRisk Solutions**. Simply click *Begin Assessment* for a subject area and start answering questions!

The tool allows multiple users to input answers, each of which is tracked and time-stamped. This allows users to view who last answered a question. To prevent data loss, it is a good practice to keep a record of partially completed assessments in the event of inadvertent change of answers. We recommend that you designate someone at your institution to coordinate the tool's usage so that only one user is accessing the tool at a time.

Given the broad range of topics covered in this tool, an individual user may not be able to provide accurate answers for all questions. While we recommend that as many questions as possible be answered, scores are not affected by a "non-applicable" or "don't know" answer.

Checkup Results

Upon completion of the tool, you will receive a final summary report with your results and a reminder email as confirmation of the tool's completion. Additionally, a risk management staff member will reach out to you with an invitation for a follow-up consultation to review your results.

Your results report captures immediate guidance on best practices for each question, the number of questions skipped, and links to recommended resources for each of the tool's section.

Confidentiality

Best Practices Checkup results are not shared with anyone outside of your institution. Only those at your institution will be able to see the ratings your institution receives as a result of completing this tool. We plan to use aggregate data collected from member institutions to provide the entire membership with benchmarking information. Your institution's responses will never be revealed in isolation.

The Best Practices Checkup was developed solely for risk management purposes and will not be available for use in the underwriting process. Members are encouraged to consult with legal counsel if there is a concern regarding use of this tool while there is an existing or potential liability issue or legal action against the institution.



How This Tool Helps

The Best Practices Checkup can be used on its own, or alternatively, as part of campus enterprise risk management or risk assessment initiatives. The tool is intended to help institutions identify areas in which they are not following best practices to manage risks. In most cases, best practices include recommended policies or procedures, relevant resources, and training for administrators, faculty, and staff, as well as contractors and volunteers.

UE's risk management staff is available to answer questions and provide technical assistance. Simply contact us at risk@ue.org.