

# Template for capturing your risk assessment



This table will help you capture the relevant information about your risk assessment so that it can become part of your formal risk management processes and any other documents and activities required as part of your organisation’s risk management framework.

Risk assessment is not the end of the story of course. It is the essential first step in understanding *what* you need manage, so that you can make decisions about *how* to manage it.

You will now need to make decisions about

* whether you need to do find out more about the internal or external context from which this risk emerges
* whether you need to understand plausible scenarios in more detail
* how to treat the risk
* who will be responsible for managing this risk
* who else needs to know about this risk and share responsibility for managing it.

[Insert organisation]

Example 1 Risk Assessment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area/Department | |  | |  | Risk Register ID | |  | |
| Date of Risk Assessment | |  | |  | Risk Category | |  | |
| Risk Owner | |  | |  | Assessment Conducted by | |  | |
| Establish the Context | | Risk Description | |  | Effectiveness of Controls | | Analysis | Evaluation |
| Objective | Context | Risk category | Description of impact | Assessment of likelihood | Current Control(s) | Control Effectiveness Rating | Risk Rating |
| *What objective is at risk if the event in question occurs?* | *Detail where in the internal and external context the risk emerges from.* | *What type of risk is it to your objectives?* | *What impact would the event in question have on your activities and functions, or the people, places or systems in your care?* | *How likely is it that the event will occur?* | *What process, policy, practice, device have you put in place to control the likelihood of the event occurring or the impact of the event if it does?* | *How do you rate the effectiveness of the control?* | *Rate the risk using likelihood and consequence descriptors, and the risk matrix.* | *Based on the outcomes of the risk analysis, risk evaluation assists in deciding which risks need treatment and the priority for treatment implementation.* |
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