**Risk Management Register**

**Organisation Name: [Insert]**

***Please note that the below risk categories are examples of risk and suggestions of how they can be managed. Add or remove rows as required. The Risk Management Register is intended to help aid the development of your own Risk Register as applicable to your organisation. It is one way of documenting the risk management process and does not preclude other approaches such as other forms/templates that suit you.***

| **Risk Category** | **Risk Description** | **Existing Controls** | **Risk Assessment – with existing controls (Please see the definitions of criteria the next page when completing this part)** | **Action** | **Responsibility** | **Residual Risk Assessment – after action** | **Next steps** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Define which category the risk fits in to – for example, financial, operational, strategic, reputational | Describe the risk event, cause/s and consequence/s.For example,*Something occurs … caused by … leading to …* | Describe any existing policy, procedure, practice or device that acts to minimise the risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | For those risks requiring action in addition to the existing controls. List:* What will be done?
* When will it happen?
 | Name who is accountable for the action. | Risk Consequences | Risk Likelihood | Risk Rating | Options are:Very High/High – Immediate ActionMedium - Ongoing review requiredLow - Only periodic review required |
| Organisational | Key member of organisation leaves, leading to important duties not being carried out for possibly a prolonged period of time leading to impact on the organisation | * Yearly appraisals with line manager
* Staff contracts
* CRM system in place, used regularly by all staff members to record communications and actions
 | SatisfactoryPoorUnknown | SevereMajorModerateMinorInsignificant | Almost certainLikelyPossibleUnlikelyRare | ExtremeHighMediumLow | * Devise alternate pathway for employee responsibilities to ensure work continues
* to be actioned by XX-XX-XX
* Quarterly 1-1’s with employees to discuss concerns
* Trustee/National director is responsible
* to be actioned immediately
* Ensure handover procedure is in place and employee leaves detailed notes of work
* employee manager responsible
* to be actioned immediately
 | * XXX is responsible for this.
 | SevereMajorModerateMinorInsignificant | Almost certainLikelyPossibleUnlikelyRare | ExtremeHighMediumLow | Low – only periodic review required as contingencies now in place if this occurs |
| Financial | A downturn in the economy leading to a decline in funding and donations | * Charity reserves policy in place

Fundraising events | SatisfactoryPoorUnknown | SevereMajorModerateMinorInsignificant | Almost certainLikelypossibleUnlikelyRare | ExtremeHighMediumLow | * Ensure that all trustees are aware of issue as soon as possible to ensure plans are put in place
* Increase fundraising events
* to be actioned by XX-XX-XX
 | * Fundraising team responsible.
 | SevereMajorModerateMinorInsignificant | Almost certainLikelyPossibleUnlikelyRare | ExtremeHighMediumLow | Medium – no change after action – ongoing review required. |

**Consequences Criteria**

|  |  |
| --- | --- |
| **Consequence** | **Consequence Description** |
| **Insignificant** | Insignificant amount of lost time/money to the organisation Insignificant impact on reputation – no noticeable reputational damageFirst aid only – no measurable impact or lost timeStress event – no intervention required |
| **Minor** | Minor amount of lost time/money to the organisation - recoverable speedily if addressedMinor impact on reputation – Trust possibly questioned but recover speedilyMedically treated injuryPeer support for stress event |
| **Moderate** | Moderate amount of lost time/money to the organisation - potentially damagingModerate impact on reputation – Trust in company dented but can be recovered in time with good relationshipsHospital treatment (outpatient), less than 3 days lost timeStress event requiring professional support |
| **Major** | Major amount of lost time/money to the organisation – impacting on workflow and commitmentsMajor impact on reputation – High degree of distrust - leading to reduction in donors/volunteersLong term injury or illness (hospital admission)Possible permanent disabilityStress event requiring clinical support |
| **Severe** | Severe amount of lost time to the organisation – catastrophic impact award participants/ events/ projectsBankruptcy / Court finesSevere impact on reputation – Trust lost completely - leading to severe lack of donors/volunteerFatality and/or permanent disabilityStress event requiring extensive clinical support for multiple individuals |

**Likelihood Criteria**

|  |  |  |
| --- | --- | --- |
| **Likelihood** | **Description** | **Indicative Frequency** |
| **Almost Certain****(>95%)** | Expected to occur | Prone to occur regularlyIs anticipated for each repetition of the activity or event |
| **Likely****(66 - 95%)** | Probably will occur(“no surprise”) | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Possible****(26 – 65%)** | May occur at some stage | May occur several times in the area over a period of time |
| **Unlikely****(5 – 25%)** | Would be surprising | May occur somewhere in the area over an extended period of time |
| **Rare****(<5%)** | May never occur | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

**Risk Rating Matrix**

|  |  |
| --- | --- |
|  | Consequence |
| Insignificant | Minor | Moderate | Major | Severe |
| Likelihood | Almost Certain | Medium | High | Extreme | Extreme | Extreme |
| Likely | Medium | Medium | High | Extreme | Extreme |
| Possible | Low | Medium | Medium | High | Extreme |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Medium | Medium |

**Acceptability Chart**

|  |  |
| --- | --- |
| **Extreme = Intolerable (without Executive****Oversight)** | Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at senior management level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review. |
| **High = Tolerable (with continual****Management review)** | Consider whether this activity should continue. This decision would normally be made at senior management levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk. |
| **Medium = Tolerable (with frequent risk****owner review)** | Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered. |
| **Low = Acceptable****(with periodic****review)** | Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary. |