Risk Register

|  |  |
| --- | --- |
| Business: |  |
| Manager/Contact: |  |
| Location: |  |
| Date: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Description | Person Responsible | Existing Controls | Risk Assessment – with existing controls | | | | For risks requiring action | Residual Risk Assessment | | | Actions |
| Describe the risk event, cause/s and consequence/s. Example: Something occurs …caused by… leading to…” | Who is responsible for managing this risk? | Describe any existing policy, procedure, practise or device that acts to minimise the risk. | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | 1.What will be done?  2.When will it happen? | Risk Consequences | Risk Likelihood | Risk Rating | Options are:  1.Extreme/ high – Do not proceed  2.Medium – Ongoing review required  3.Low – Only periodic review required |
|  |  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |
|  |  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |
|  |  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |
|  |  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |
|  |  |  | Satisfactory  Poor  Unknown | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  | Severe  Major  Moderate  Minor  Insignificant | Almost certain  Likely  Possible  Unlikely  Rare | Extreme  High  Medium  Low |  |

**Risk Rating Matrix**

