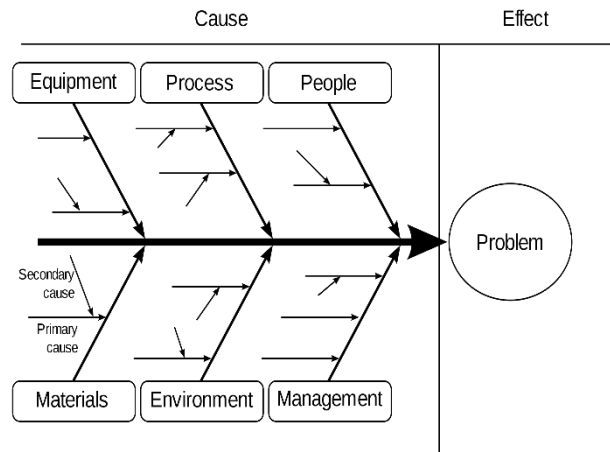


## Risk Assessment Work Sheet

The Purpose of this worksheet is to enable the evaluation of "Risk" Associated with a particular element, aspect or condition within the organisations business process.

This Sheet is able to support up to 3 Elements – for additional items use additional Sheets

On Completion enter as applicable data in the Hazard & Risk Log.



Risk probability	Risk severity				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely improbable 1	1A	1B	1C	1D	1E

Assessment risk index	Suggested criteria
5A, 5B, 5C, 4A, 4B, 3A	Unacceptable under the existing circumstances
5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C	Acceptable based on risk mitigation. It may require management decision.
3E, 2D, 2E, 1A, 1B, 1C, 1D, 1E	Acceptable

Severity	Probability			Risk Class	Detectability			Risk Measure
	Lo	Med	Hi		Hi	Med	Lo	
Hi	4	7	9	Class 1	4	7	9	Hi
Med	3	5	8	Class 2	3	5	8	Med
Low	1	2	6	Class 3	1	2	6	Low

**Severity** Severity is a measure of how much the event will hurt the business  
**Probability** Probability is a Measure of How likely it will happen  
**Detectability** Detectability is a Measure of How likely we will be able to identify the exposure before the event  
**Tolerability** Is a measure of how resilient the organisation would be to an occurrence of this event

Step 2

Risk Measure	Tolerability			Action Required	Event Risk Classification	
	Hi	Med	Lo		Hi Range	Lo Range
Hi	4	7	9	Urgent Action	Hi Range 7x7x7 = 343	9x9x9 = 729
Med	3	5	8	Management Review	Med Range 4x4x4=48	6x6x6 = 216
Low	1	2	6	Monitor	Lo Range 1x1x1=3	3x3x3=27

### Risk Assessment Work Sheet

Risk Assessment Reference No	
Date Of Risk Assessment	
Names of Risk Assessor or Assessment Team	
Describe The Element, Aspect or Condition under Review (The Hazard)	
Consider what are the potential effects of the Hazard and how it can negatively impact on a number of key areas 1. Related to People 2. Related to Process & Procedures 3. Related to Facilities & Equipment	
Identify here any Contributing Factors as well as Root Casues which may impact the outcome Use the Fishbone for Guidance	
What is the likelihood of the negative consequences – for Each of the major identified scenarios	1. 2. 3.
What is the Severity of the negative consequences – for Each of the major identified scenarios	1. 2. 3.
If you use the ICAO Matrix identify the Risk Here	1. 2. 3.
If you use the Sofema Recommended Tool identify Detectability Here	1. 2. 3.

### Risk Assessment Work Sheet

For Both Tools Identify here the Tolerability and Event Risk Classification as applicable	1. 2. 3.
What is the proposed Mitigation (If Any)  Identify if addition action is required for each item identified	1. 2. 3.
Assigned Person to the Additional Action – Name	
Time scale to compete the task	
Date initial review to be carried out – default is 3 months	
Review carried out by – Name	
Comments / Observations / Required Actions following the Review	
Hazard & Risk Log Updated by / Date or N/A	
Additional Comments	