

Risk Register Explanatory Notes

Appendix B

RISK NO.	DATE RAISED (Day, Month & Year)	RISK DESCRIPTION [Threat or opportunity which could impact on the achievement of the business objective]	RISK CATEGORY	SENIOR RISK OWNER	CURRENT RISK MANAGER	ORIGINAL RISK [No controls in place]			RISK CONTROL/MITIGATION MEASURES	DATE FOR IMPLEMENTATION OF CONTROL MEASURES	% Complete	Risk Mitigation - Progress and Effectiveness	Next Review Date	RESIDUAL RISK [Control measures implemented]			CURRENT RISK RATING
						I (1 - 5)	L (1 - 5)	Risk Rating						I (1 - 5)	L (1 - 5)	Risk Rating	
Each risk should be given a unique number.	The date that the risk was added to the risk register.	State if the risk is a threat or an opportunity. You need to give a title and then a description of the cause, risk event and impact.  Think of your identified risks in the following terms.  (Cause) A threat of .....or; loss of.....or reduction of; .....or; lack of .....or; inability to ..... or failure to .....  Leading to .....  Which may result in (the risk itself).....  Examples and the suggested format are as follows:  <b>THREAT</b> <b>Reduction in Training Budget</b> A reduced training budget may result in less training opportunities for staff and will have an adverse impact upon the skill levels of the department.  <b>OPPORTUNITY</b> <b>Restructure</b> The retirement and loss of a key team member may enable restructure of priorities, and result in more training / promotion opportunities for other members of the team.	List each of the risk categories that the threat/opportunity relates to (see below key for categories). ie: Reputational, Financial	Executive Team Member or Departmental Head	The relevant person within your own work area, who will ensure that the risk is managed	Use the threat and opportunity risk matrices to assess the impact of the risk.	Use the threat and opportunity risk matrices to assess the likelihood of the risk.	The cell should update and change colour automatically when you enter the impact and likelihood. However if you overwrite this cell copy the formatting from another one in the column.	Outline the actions that are being taken / to be taken to <b>MITIGATE</b> the risk, ie:  <b>5T's</b> <b>Tolerate, Terminate, Treat, Transfer, Take the Opportunity</b>  Where the risk is being treated the actions should be <b>SMART</b> to prevent, reduce or minimise the risk where feasible. Specific, Measureable, Achievable, Resourced, Time Constrained.  Use a separate line for each of the mitigating actions, to enable a date to be inserted in the next column.	Include a date for completion for EACH of the mitigating actions identified. These should be reviewed regularly to ensure they remain realistic. Any changes to the original date should be noted within the progress commentary.	On a monthly or quarterly basis, depending on the agreed review timescales, update with the percentage of mitigating measures/ actions that have been completed.  Once you have entered a number in this column, the flag will update automatically with a red, amber or green colour.	Include the month and year the update is being made.  What risk mitigation actions have taken place and how effective have they been in reducing risk?  What progress has been made since the last update, and have the timescales changed for completion of actions?	When will the risk next be reviewed? This may reflect the timescales of the actions and anticipated completion date, or take into account the next reporting period to FRA .	Use the threat matrix to assess the impact of the risk after the control measures have been implemented. A residual risk rating should not be calculated for an opportunity. The level of impact may not change from the initial assessment as the mitigating actions taken often address the likelihood of the risk occurring, not the impact.	Use the threat matrix to assess the likelihood of the risk after the control measures have been implemented. A residual risk rating should not be calculated for an opportunity.	This should calculate and change colour should change automatically once the Impact and Likelihood have been entered.	Consider and enter the the current risk rating for the month/quarter depending on the agreed review timescales. Have the mitigating actions reduced the risk likelihood, is the risk level the same, or has it increased?

**Risk Categories**

<b>STRATEGIC RISKS</b> Strategy or Policy direction/Political
<b>OPERATIONAL RISKS</b> How things are done
<b>INFORMATION RISKS</b> Data, systems or reported information
<b>REPUTATION RISKS</b> Service brand or image
<b>FINANCIAL RISKS</b> Monetary resources or liabilities
<b>PEOPLE RISKS</b> Employees and management
<b>REGULATORY RISKS</b> Regulatory environment

**RISK TOLERANCE**

1 - 4	LEAVE UNTIL LAST	ACCEPTABLE, no further action, but ensure that controls are maintained.
5 - 9	LEAVE UNTIL LATER	ADEQUATE, look to improve at next review
10 - 14	ACT AS SOON AS POSSIBLE	TOLERABLE, look to improve within specified timescale
15 - 25	ACT NOW	UNACCEPTABLE, stop activity and make immediate improvements