# General risk assessment

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| Area/activity being assessed: Enter name of what is being assessed |  | Date of plan: Click here to enter a date. |
| Assessment conducted by: Sarah Fry |  | Date of next review: Click here to enter a date. |
| People consulted: Who did you consult? |  |  |

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| Ref  no | Risk identified  What could happen?  Provide a name for the risk along with a short description | Level of risk  With no controls in place | | | Current controls to manage risk | Revised risk  With current controls in place | | | Further planned risk treatment action | Risk owner and responsible officer  Manager who owns the risk & person responsible for completing the risk treatment | Completion date  Date the risk treatment will be completed |
| Likelihood | Consequence | Risk Rating | Likelihood | Consequence | Risk Rating |
|  | Enter details of risk identified | 0 | 0 | L | * Enter current control | 0 | 0 | L | * Enter planned treatment action | Name of risk owner  Name of responsible officer | Choose a date. |
|  | Enter details of risk identified | 0 | 0 | L | * Enter current control | 0 | 0 | L | * Enter planned treatment action | Name of risk owner  Name of responsible officer | Choose a date. |
|  | Enter details of risk identified | 0 | 0 | L | * Enter current control | 0 | 0 | L | * Enter planned treatment action | Name of risk owner  Name of responsible officer | Choose a date. |
|  | Enter details of risk identified | 0 | 0 | L | * Enter current control | 0 | 0 | L | * Enter planned treatment action | Name of risk owner  Name of responsible officer | Choose a date. |

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| Consequences | 1. Catastrophic |  |  |  |  |  |  |  | 1. **Extreme risk** – GM notification required  Action plan required |
| 4. Major |  |  |  |  |  |  |  |  |
| 3. Moderate |  |  |  |  |  |  |  | 2. **High risk** – GM notification required Action plan required unless controls are effective |
| 2. Minor |  |  |  |  |  |  |  |
| 1. Low |  |  |  |  |  |  |  | 3. **Moderate risk** – Manager notification required. Risk treatment at managers  discretion |
|  | 1. Rare | 2. Unlikely | 3. Possible | 4. Likely | 5. Almost certain |  |  |
|  |  | Likelihood | | | | |  |  | 4. **Low risk** – monitor and review annually |

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| Rating |  | Likelihood of occurrence | Frequency |
| Almost certain | 5 | Is expected to occur in most circumstances | Multiple times in 12 months |
| Likely | 4 | Will probably occur when exposed to the risk | At least once in 12 months |
| Possible | 3 | Might occur at some time in the future | At least once in 3 years |
| Unlikely | 2 | Could occur but doubtful | At least once in 10 years |
| Rare | 1 | May occur but only in exceptional circumstances | Less than once in 15 years |

| Consequence | Financial | Environmental | Asset/  infrastructure | Human/OH&S | Governance/  reputation | Service delivery/  business interruption | Information systems/  corporate records |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **5. Catastrophic** | * Negative financial impact (increased costs, lost revenue or direct loss) * Greater than $20M | * Major breach of legislation or extensive, irreversible damage | * Long-term loss of significant facility | * Fatality * Shire wide epidemic | * Council suspended | * Disruption or loss of a major service provided to key stakeholders for more than 30 days * Continual failure to deliver essential services/Council plan goals | * Permanent loss of core data or records |
| **4. Major** | * Negative financial impact (increased costs, lost revenue or direct loss) * $10M - $20M | * Significant breach of legislation or harm requiring restorative work | * Short to mid-term loss of significant facility, or the total loss of a smaller facility | * Loss of key staff member * Severe irreversible disability to member/s of staff * Serious health impact on multiple members of public | * Council subject to formal enquiry * Wider community/ public concern | * Disruption or loss of a major service provided to key stakeholders for more than 7 days but less than 30 days * Widespread failure of work areas to deliver several essential services/Council plan goals | * Serious disruption to critical system leads to more than 4 days downtime * Unauthorised access to systems or information including confirmed inappropriate use of personal/critical information |
| **3. Moderate** | * Negative financial impact (increased costs, lost revenue or direct loss) * $2M - $10M | * Residual pollution requiring clean- up work. | * Damage to one part of a major facility or many parts / all of a small facility | * Moderate health impact on member of the public * Staff requiring hospitalisation * More than 10 days rehab for staff member | * Local community customer or supplier concern | * Disruption or loss of a service provided to key stakeholders for more than 1 day but less than 7 days * Failure of work areas to deliver minor services/Council plan goals | * No access for 4 business days or more to priority information * Unauthorised access to systems or information * Short term loss to critical systems |
| **2. Minor** | * Negative financial impact (increased costs, lost revenue or direct loss) * $100,000 - $2M | * Contained, temporary pollution | * Damage to internal assets, systems etc. * Damage to part of a facility | * Injury to staff member results in lost time * Moderate health impact on public. Medical attention required. | * Minor concerns by public, customers, suppliers or SLT | * Disruption or loss of a service provided to key stakeholders for up to 1 day temporary or recoverable failure of work * Area or service provider causing intermittent service | * Disruption to systems or records with some downtime |
| **1. Low** | * Negative financial impact (increased costs, lost revenue or direct loss) * Less than $100,000 | * Temporary non-hazardous pollution | * Negligible property damage, e.g. storm, criminal, accidental | * Minor first aid required * Negligible health impact on staff or public | * Minimal incident * Resolved in day-to-day management | * Minor disruption to a few stakeholders * Business disruption, but no loss of service | * Minor disruption to systems or records with no downtime |