



GUIDELINES

RISK IDENTIFICATION

The development of a Risk Register involves risk identification and assessment where significant risks are considered and identified. It is an important element of any ministry unit or governance body that risks are assessed and managed in the best possible way. It is therefore necessary that risk assessments are conducted both generally for the unit and for any specific events or activities.

The Diocese has a Risk Assessment Matrix to determine the seriousness of the resulting consequence if the risk does occur and how likely it is that any given risk will occur based on the consequence.

Governing Body/Parish/Ministry Unit:

Activity/Site:

Responsible Person:

Date of assessment:

Description of the risk	Likelihood	Consequence	Current Risk Rating	Current Controls in place	Action to be taken	Residual Risk Rating	Risk Owner	Action Owner	Review Period
<p>What can happen?</p> <p>A description of the risk. This may be to:</p> <ul style="list-style-type: none"> o A person's health and safety o Good order of property o Financial well-being o Reputation and relationships inside and outside the Diocese/Parish 	<ul style="list-style-type: none"> o Almost certain o Likely o Possible o Unlikely o Rare 	<ul style="list-style-type: none"> o Catastrophic o Major o Moderate o Minor o Insignificant 	<ul style="list-style-type: none"> o Extreme o High o Moderate o Low o Very Low 	<p>What risk controls already exist – how are we currently managing the risk?</p>	<p>What else could we do to eliminate/control the risk:</p> <ul style="list-style-type: none"> o who o what o when 	<p>Risk rating after further action</p>	<p>Party responsible for the risk</p>	<p>Party responsible for the Action and/or Control</p>	<p>Low and Medium rated risks are to be reviewed not less than 6 monthly. Risks rated as Very Low are to be reviewed at least annually.</p>
<p>Example: <i>Electrical cords on floor present tripping hazard</i></p>	<p><i>Likely</i></p>	<p><i>Minor</i></p>	<p><i>Moderate</i></p>	<p><i>Leader minimised risk i.e. tape cords down; alert participants to potential hazard</i></p>	<p><i>Further power points to be added in central position to avoid the trailing of cords</i></p>	<p><i>Low</i></p>	<p><i>J Smith</i></p>		<p><i>6 months</i></p>

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