ITEM 11 Appendix 3 Risk Register Matrix

RISK REGISTER RISK ASSESMENT MATRIX

Impact													
Project	**Service**	**Embarrassment / Reputation**	**Legal Duties**	**Financial**	**Health & Safety**								
Complete failure of project/ extreme delay – 6 months or more	Major Loss of Service	Adverse National Coverage, Officers/Member Resignations	Litigation /claims / fines from Services £250k +corporate£500k +	Costing over £50,000.Up to 80% of budget	Death or disabling	**5**	**0**	**5**	**10**	**15**	**20**	**25**
Partial failure of project/ extreme delay – 3 months or more	Loss of area of Serivce for a long period	Adverse National Coverage	Litigation /claims / fines from Services £100k +corporate£250k +	Costing between £30,000 and £50,000.Up to 60% of budget	Long term injury/ill health	**4**	**0**	**4**	**8**	**12**	**16**	**20**
Significant impact on project or most of expected benefits fail/ major delay – 2-3 months	Loss of area of Serivce for a short period	Adverse professional Coverage	Litigation /claims / fines from Services £50k +corporate£100k +	Costing between £10,000 and £30,000.Up to 40% of budget	> 3 days absence	**3**	**0**	**3**	**6**	**9**	**12**	**15**
Adverse effect on project /significant slippage – 3 weeks –to 2 months	Major Effect on Service	Adverse local Media Coverage	Litigation /claims / fines from Services £25k +corporate£50k +	Costing between £5,000 and £10,000. Up to 25% of budget	< 3 days absence	**2**	**0**	**2**	**4**	**6**	**8**	**10**
Minor impact to project / slight delay 1 to 2 weeks	Minor Effect on Service	Contained within a Directorate	Litigation / claims / fines from Service £10k to £25k	Costing between £1000 and £5,000.Up to 10% of budget	First aid	**1**	**0**	**1**	**2**	**3**	**4**	**5**
Minimal impact to project / slight delay less than 1 week	No Effect on Service	Contained within a Section	Litigation / claims / finesfrom Service to £1k corporateto £10k	Costing between less than £1000. Up to 5% of budget	No injury	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Red	High Risks	Must be managed as a matter of urgency				0	1	2	3	4	5
	Amber	Medium Risks	Additional Action / Control required to reduce risk to Green or Blue			**Likelihood**	**Almost impossible**	**Very Unlikely**	**Unlikely < than 50/50 chance**	**Likely > than 50/50 chance**	**Very Likely**	**Virtually Certain**
	Green	Low Risks	Live with and monitor Optional reduction to Blue Risk				0-5%	5-25%	25-50%	50-75%	75-95%	95-100%
	Blue	Insignificant Risk	No Action				Never before	Once in 5 - 10 years	Once in 3 -5 years	Once a year	Few times a year	Regular occurance

Letter	Explanation
A	A short description of the risk
B	The Scope of the risk, what it effects
C	The Category that the risk fits into
D	Who is the owner of the risk
E	The risk calculation if there were no control in place
F	A description of the current controls in operation
G	The risk calculation after the application of existing controls
H	If the risk is acceptable or not and why it is felt to be acceptable
K	The Actions planned to reduce the risk further
L	The timescale for completion of the Actions
M	The risk calculation when the actions are complete.
	Each Risk should be uniquely numbered.