

ITEM 18 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 Service 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 Service 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 / fines from 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 occurrence

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.