

INSTRUCTIONS FOR USING RISK ASSESSMENT TEMPLATE

When analysing operational risk focus on the below critical areas:

1. People (OH&S)
2. Legal Liability
3. Organisational (ie management, communication)
4. Financial
5. Reputation
6. Membership
7. Child Protection
8. Property/Equipment

Step 1

Identify the hazards associated with operations

List them in the first 2 columns

Step 2

Read tables 1,2,3 below to work out

- the likelihood of the hazard occurring
- the consequence of the hazard occurring
- the risk rating of the hazard

Firstly, work out the likelihood using table 1 and reading the statements and deciding the most appropriate likelihood;

Secondly, work out the consequences of the risk using the consequences rating in table 2

Thirdly, using the Risk rating table (table 3) see what risk rating your likelihood and consequences shows. Record it under Step 2 column on your template.

Step 3

Work out what the best control measure is to reduce the risk of the process, policy or procedure. Record in controls in your Step 3 column on your template.

Step 4

Repeat Step 2 and see if your risk rating has reduced to a level that the organisation is prepared to accept. Record your rating in your Step 4 column of your template.

Step 5

Utilise the table below to identify the order in which to address the risks. The table assists you to prioritise.

RISK PRIORITY	ACTION
One (Catastrophic)	A catastrophic risk is one that must be dealt with immediately. SGGO and GGA Board's normally monitor catastrophic Risks.
Two (High)	A high risk is one that should be dealt with after attending to catastrophic risks.
Three (Moderate)	A moderate risk is one that can be dealt with by applying routine procedures.
Four (Low)	A low risk <i>may</i> be accepted but should be monitored periodically.

TABLE 1
Likelihood Rating Table

LIKELIHOOD	DESCRIPTION
Almost Certain	The event is expected to occur in most circumstances. (At least 5 times a year)
Likely	The event will probably occur in most circumstances. The event will probably occur in most circumstances. (Twice a year)
Possible	The event might (or could) occur at some time. (Once a year)
Unlikely	The event will probably not occur. (Once in five years)
Rare	The event may only occur in exceptional circumstances. (Hasn't happened yet)

TABLE 2
Consequence Rating Table

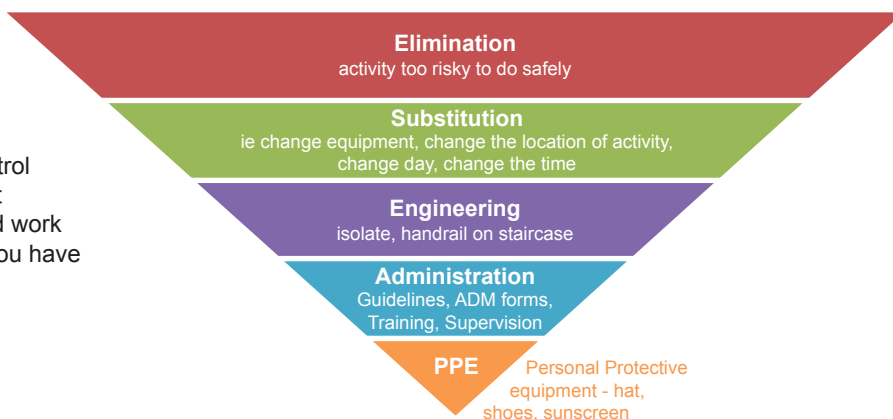
CONSEQUENCE	DESCRIPTION
Insignificant	Low level Impact with negligible consequences on the aim or activity objectives that can be controlled by routine management procedures (no injuries, negligible financial Loss or disruption to non-essential infrastructure/data).
Minor	The consequences would threaten the efficiency or effectiveness of achieving some aspects of the organisation's aim or activity objectives, requiring management effort to minimise Impact (minimal financial Loss , injuries requiring first aid only, minor political Impact or disruption to non-essential infrastructure/data).
Moderate	A significant/medium potential of affecting the achievement of the organisation's aim or activity objectives (moderate financial Loss or political Impact, injuries requiring medical treatment only, medium term Loss of some essential infrastructure/data).
Major	A very high potential to impair the achievement of the organisation's aim or activity objectives (major financial Loss or political Impact , significant occupational, health, safety and welfare incident/s, long term Loss of some critical infrastructure/data).
Catastrophic	An extreme potential to threaten the sustainability of the organisation or its aims and activities (huge financial Loss or political Impact, very serious occupational health, safety and welfare incident/s, permanent Loss of critical infrastructure/data).

TABLE 3 Risk Analysis Matrix

LIKELIHOOD RATING	CONSEQUENCES – what is the maximum reasonable consequence?				
	Insignificant Minor temporary. Irritation, first aid. Reversible health effects	Minor Major temporary. Medical treatment required	Moderate Minor permanent. Loss of body part or function	Major Major permanent. Single fatality, life threatening.	Catastrophic Multiple fatalities. Long term chronic illness for many people.
Almost Certain	Moderate	High	Catastrophic	Catastrophic	Catastrophic
Likely	Moderate	High	High	Catastrophic	Catastrophic
Possible	Low	Moderate	High	Catastrophic	Catastrophic
Unlikely	Low	Low	Moderate	High	Catastrophic
Rare	Low	Low	Moderate	High	High

TABLE 4
Hierarchy of Control

You may like to use the Hierarchy of Control to help you work out the best control for your risks. Start at the top for the most effective way of reducing your hazard and work your way down until you are happy that you have controlled your risk.





Risk analysis and Action Plan for Operational Risks

Name of activity (policy, procedure, process): _____

Important: Use the Risk Assessment table in GGA Risk Management Policy, Procedure and Guidelines to assess the risk and action. This is to be utilised for SGGO or GGA purposes.

Date first completed:		Compiled by:	
Date reviewed:		Reviewed by:	

Describe the operational risk of this process or policy	Rate the likelihood	Rate the consequence	= Resulting level of risk	Possible treatment options	Give it a risk priority	Choose what to do:	Who will implement option/s	By when?	Who will monitor this risk and its treatment?	Further action
<i>What can happen?</i> <i>How can it happen?</i>	- Almost certain - Likely - Possible - Unlikely - Rare	- Insignificant - Minor - Moderate - Major - Catastrophic	- Low - Moderate - High - Catastrophic		- One - Two - Three - Four	A = accept option/s R = reject option/s				
People (OH&S)										
Reputation										
Legal Liability										
Financial										
Child Protection										

Organisational (ie management, communication)										
Equipment										
Property										
Intellectual property										