Noorla Yo Long Blue Light Outdoor Adventure

RISK ASSESSMENT AND ACTION PLAN

Part 1- IDENTIFYING EMPLOYEE AND RISK DESCRIPTION

Family Name: Given Name: Phone:

Name of Supervisor/ Manager to whom the risk initially reported:

Briefly describe the risk activity, event or circumstance:

The known causes of the problem are:

The likely effects if the risk is not controlled are:

REFER TO THE TABLES ON PAGE 3 OF THIS FORM TO DETERMINE THE LIKELIHOOD, CONSEQUENCE AND RISK RATING

Part 2 – SUPERVISOR / MANAGER UNDERTAKING ASSESSMENTS

Rate this risk as though there are **NO CONTROLS** in place

LIKELIHOOD:	☐ Almost Certain	☐ Likely	☐ Possible	☐ Unlikely	☐ Rare
CONSEQUENCE:	☐ Insignificant	☐ Minor	☐ Moderate	☐ Major	☐ Catastrophic
RISK IMPACT RATING:	☐ High	☐ Significant	☐ Moderate	☐ Low	

Do You accept the level of residual risk? ☐ YES ☐ NO

Now list any CONTROLS that exist and re-rate the risk.

	1	
	2	
	3	
	4	
	5	

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LIKELIHOOD:	☐ Almost Certain	☐ Likely	☐ Possible	☐ Unlikely	☐ Rare
CONSEQUENCE:	☐ Insignificant	☐ Minor	☐ Moderate	☐ Major	☐ Catastrophic
RISK IMPACT RATING:	☐ High	☐ Significant	☐ Moderate	☐ Low	

Do you accept the level of residual risk? ☐ YES ☐ NO

Signature: ..... Name: _____

Position: _____ Date: _____

Part 3 – RISK CONTROL/ TREATMENT (completed by Supervisor/ Manager)

ACTION REQUIRED:

The action/s required to control and treat the risk is/are:

The person/s responsible for each action/s is/are:

The expected completion date of action/s is:

Action/s authorized by: Date:

OUTCOME OF ACTION:

The recommended controls & treatments are:

The resource implications are:

The recommended policy / procedures are:

RATING THE OUTCOME:

LIKELIHOOD:	☐ Almost Certain	☐ Likely	☐ Possible	☐ Unlikely	☐ Rare
CONSEQUENCE:	☐ Insignificant	☐ Minor	☐ Moderate	☐ Major	☐ Catastrophic
RISK IMPACT RATING:	☐ High	☐ Significant	☐ Moderate	☐ Low	

Do you accept the level of residual risk? ☐ YES ☐ NO

Signature: ..... Name: _____

Position: _____ Date: _____

Part 4 – RISK MANAGEMENT SERVICE – PROGRAM MANAGER

NOTES AND REMARKS:

Name of Program Manager: Date:

☐ Copy on local file ☐ Employee reporting risk advised of result

TABLES FOR RATING RISKS

LIKELIHOOD	
ALMOST CERTAIN	The event is expected to occur in most circumstances (eg – daily, weekly or monthly)
LIKELY	The event will probably occur in most circumstances (eg – once per year)
POSSIBLE	The event might occur at some time (eg- once every five years)
UNLIKELY	The event could occur at some time (eg – once per ten years)
RARE	The event may only occur in exceptional circumstances (eg – once over periods greater than ten years).

CONSEQUENCE	
INSIGNIFICANT	Low level impact with negligible consequences on business objectives or priority actions that can be controlled by routine management policies and procedures (eg – financial loss up $1,000 or disruption to non-essential infrastructure/data).
MINOR	The consequences would threaten the efficiency or effectiveness of some aspects of business objectives or priority actions, requiring management or supervisory effort to minimise the impact (eg – financial loss between $1,000 and $10,000, minor political impact or disruption to non-essential infrastructure/data).
MODERATE	A significant/medium potential of reducing the effectiveness of business objectives or priority actions (eg – financial loss between $10,000 and $100,000 or moderate political impact, medium term loss of some essential infrastructure/data)
MAJOR	A very high potential to impair the organisation's business objectives or priority actions (eg – financial loss between $100,000 and $1,000,000 or major political impact, long term loss of some critical infrastructure/data).
CATASTROPHIC	An extreme potential to threaten the sustainability of the organisation's business objectives or priority actions (eg – financial loss greater than $1,000,000 or huge political impact, permanent loss of critical infrastructure/data).

RISK RATING MATRIX

	Consequence				
Likelihood	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	M	S	S	H	H
LIKELY	M	M	S	S	H
POSSIBLE	L	M	M	S	S
UNLIKELY	L	L	M	M	S
RARE	L	L	L	M	S

H HIGH: A high risk is one that **must** be dealt with immediately- monitored by Program Manager**.**

S SIGNIFICANT : A significant risk is one that **should** be dealt with as soon as possible – monitored by Assistant Commissioners/Directors

M MODERATE: A moderate risk is one that can be dealt with by the application of routine procedures – dealt with by Supervisors.

L LOW : A low risk may be tolerated without further control, but should be monitored periodically to ensure the rating does not change.