Appendix 2: Risk Register Template

[Name of Service] 20xx/xx Service Risk Register

Likelihood: Refer to Risk Scoring System for guidance
Low Medium High
Impact: Refer to Risk Scoring System for guidance
Low Medium High

IMPACT	LIKELIHOOD: Low	LIKELIHOOD: Med	LIKELIHOOD: High
High	**AMBER** Closely monitor	**AMBER** Manage and monitor	**RED** Significant focus and attention
Med	**GREEN** Accept but monitor	**AMBER** Management effort worthwhile	**AMBER** Manage and monitor
Low	**GREEN** Accept risks	**GREEN** Accept but review periodically	**GREEN** Accept but monitor

Overall Risk Rating

Risk Register for [Name of Service]. **Year: 20xx/xx**

Corporate Objective	Risk Description	Existing controls	Risk rating before mitigation (L x I)	Additional mitigating action (add to service plan)	Risk rating with mitigating action L x I (coloured Red, Amber or Green)					Time frame of action	Lead officer	How monitor/ Indicator	Quarterly update
					Start	Q1	Q2	Q3	Q4				
	A risk should be expressed as: If (x were to happen)….. then (the consequence would be) or "failure to …….."	*Actions currently taken or controls we have in place that mitigate the risk e.g. standing orders*	*This should take into account existing controls*	*If the rating BEFORE mitigation is green, then no further action is essential. Otherwise, complete what actions you intend to take*	*The risk level taking into account the mitigating action you are proposing*					*To complete the mitigating action (s)*		*Monitoring you intend to use to ensure the action is completed*	***Against mitigating action and source of assurance*** *To be completed prior to ¼ly meetings*

Appendix 2: Risk Register Template

[Name of Service] 20xx/xx Service Risk Register

Corporate Objective	Risk Description	Existing controls	Risk rating before mitigation (L x I)	Additional mitigating action (add to service plan)	Risk rating with mitigating action L x I (coloured Red, Amber or Green)					Time frame of action	Lead officer	How monitor/ Indicator	Quarterly update
					Start	Q1	Q2	Q3	Q4				