#### Risk Assessment Matrix

**Level of Impact**

**Likelihood to occur**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Likely** | **Possible** | **Unlikely** |
| **Significant** | Very High Risk | High Risk | Medium Risk |
| **Moderate** | High Risk | Medium Risk | Medium Risk |
| **Minor** | Medium Risk | Low Risk | Low Risk |

###### Definitions of Likelihood

|  |  |
| --- | --- |
| **Likely** | probability to occur: **67 - 100%** |
| **Possible** | probability to occur: **34 - 66%** |
| **Unlikely** | probability to occur: **1 - 33%** |

**Levels of Impact**

|  |  |
| --- | --- |
| **Significant** | **Includes all serious personal, financial or environmental risk** that would prevent the project from continuing or impact the project’s reputation. For example– equipment is stolen or vandalised, pedestrians injured  via a busy road unassisted. |
| **Moderate** | **Includes all factors that impact the ability to meet project objectives,** project cannot be delivered on time or on budget, causing significant delays or cancellation. For example– a personal injury, damaged infrastructure. |
| **Minor** | **Incudes factors that impact the environment or partner relationships.**  For example, bad weather impacting attendance at activation events. |

#### Risk Assessment – Template

1. **List each risk** agreed in discussion and give it a score using the included **Risk Assessment Matrix.**
2. **Discuss how to mitigate the risks**, and who from the group is responsible for this.

**Project Name**

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| --- | --- | --- | --- | --- | --- |
| **Identified  Risk** | **Likelihood** | **Impact** | **Risk  Category** | **Plan to Address** | **Who is  Responsible?** |
| Examples– breach of confidential information | Very high, high, medium, low | Significant, moderate, minor | Communication, Equipment, Assembly, Health & Safety, Project Timeline, Budget, Participants | Limit no. of people who have access to  confidential information | Rhonda–  project manager |
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