**Risk management plan**

Use this worksheet to make a plan for managing your risks. To successfully manage your risks, you need to identify, prioritise, control, and monitor them.

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| **Step 1: Identify your risks** | |
| **What risks does your business face now and in the future?**  Write down as many risks as you can think of, no matter how small. | |
| **Financial risks**  For example:   * cash flow problems * inability to attract investment * fluctuating currency * slow-paying customers | F1 —  F2 —  F3 —  F4 —  F5 — |
| **Operational risks**  For example:   * computer hacking or fraud * out-of-date or unreliable equipment * inadequate resourcing * disruption from natural disaster | O1 —  O2 —  O3 —  O4 —  O5 — |
| **Business risks**  For example:   * wrong or badly implemented business strategy * failure to innovate * cyber risks * changing business environment | B1 —  B2 —  B3 —  B4 —  B5 — |
| **Health and safety risks**  For example:   * slip, trip or fall hazards * biological or chemical hazards * stress from high workloads or long hours * bullying or sexual harassment | H1 — *Eg,* *Kitchen staff at risk of burns or cuts*  H2 —  H3 —  H4 —  H5 — |
| **Compliance risks**  For example:   * unpaid income tax or GST * unfulfilled director duties * breaching environmental standards * breaching employment standards | C1 —  C2 —  C3 —  C4 —  C5 — |
| **Reputational risks**  For example:   * privacy leaks * unfulfilled promises to investors * low quality products or services * negative publicity | R1 —  R2 —  R3 —  R4 —  R5 — |

**Likelihood**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Step 2: Prioritise your risks** | | | | | |
| **How likely are the risks you’ve identified, and what impact could they have on your business?** Write your results from step 1 into the matrix to find the rating for each risk and get a snapshot of which risks need most urgent attention. | | | | | |
| **Almost certain** |  |  |  |  |  |
| **Likely** |  |  | **Eg, H1** |  |  |
| **Possible** |  |  |  |  |  |
| **Unlikely** |  |  |  |  |  |
| **Rare** |  |  |  |  |  |
|  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Extreme** |
|  | **Impact** | | | | |

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| --- | --- | --- | --- | --- |
| **Risk rating** | **Low** | **Moderate** | **High** | **Critical** |

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| **Steps 3 and 4: Control and monitor your risks** | | | | | |
| **What actions and measures will you put in place to eliminate or minimise each risk?**  Add as many rows to the table as you need. | | | | | |
| **Risk** | **Date identified** | **Risk rating** | **Controlling the risk** | **Monitoring the risk** | **Progress report and date** |
| **What you’ll do and who’ll do it** | **What you’ll do and how often** |
| *EXAMPLE:  Kitchen staff at risk of burns or cuts* | *24/7/2019* | *High* | *Marama will train current staff in safe use of ovens and knives. She’ll also write a one-page training sheet for new staff, plus reminders to put up in the kitchen.* | *Kitchen staff will tell Marama about any burns or cuts and Marama will record them. Marama will check the record once a month to see if controls are working.* | ***31/8/2019:*** *Marama has trained current staff and out reminders in place in kitchen. Training sheet still to be written. One minor burn and three minor cuts this month.*  ***30/9/2019:*** *Marama has written the training sheet. Two minor burns and no cuts this month.*  ***31/10/2019:*** *Joe has joined the kitchen team. He’s read the training sheet and Marama will check his safety practices next month. No burns or cuts this month.* |
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