# **Risk Register Template**

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| **Project Name:** |
| **Prepared by:** |
| **Date:** |

**Risk Rating Matrix**

**Note:** The risk rating matrix below is not designed for a specific project. You must still update the table below to reflect the risk rating matrix to be applied to the project you are undertaking as part of the assessment.

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| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **1** | **2** | **3** | **4** | **5** |
| **A (Almost certain)** | High | High | Very High | Very High | Very High |
| **B (Likely)** | Moderate | High | High | Very High | Very High |
| **C (Possible)** | Low | Moderate | High | Very High | Very High |
| **D (Unlikely)** | Low | Low | Moderate | High | Very High |
| **E (Rare)** | Low | Low | Moderate | High | High |

**Note:** The descriptions below are not designed for a specific project. You must still update these descriptions to reflect the classification criteria to be applied to the project you are undertaking.

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| **LIKELIHOOD** | |
| 1. **A (Almost certain)** | Is expected to occur in most circumstances |
| 1. **B (Likely)** | Will probably occur in most circumstances |
| 1. **C (Possible)** | Could occur at some time |
| 1. **D (Unlikely)** | Not likely to occur in normal circumstances |
| 1. **E (Rare)** | May occur only in exceptional circumstances |

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| **CONSEQUENCE** | |
| 1. **Insignificant** | Minor injuries, external reputation not affected, no environmental damage, threat of litigation, etc. |
| 1. **Minor** | Minor casualties that require medical attention off-site, no long term effects, external reputation minimally affected, minor environmental damage, single minor litigation, etc. |
| 1. **Moderate** | Several casualties that require hospitalisation with no long term effects, some environmental damage, single moderate litigation, etc. |
| 1. **Major** | Serious casualties, external reputation severely damaged, would cause extensive environmental damage, single major litigation, etc. |
| 1. **Severe** | Legal consequences, multiple litigations, termination of the contract, loss of life, permanent disability, external reputation irrevocably damaged, catastrophic environmental damage, etc. |

| **ID** | **Date Identified** | **Risk Description** | **Risk Impacts** | **Likelihood of the Risk Occurring** | **Consequence if the Risk Occurs** | **Risk Rating** | **Risk Owner** |
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End of Risk Register