

RISK ASSESSMENT WORKSHEET

Step 3: Managing Risk

Use this worksheet to record what you are going to do about the most significant of the risks you have identified.

For each risk, consider actions you are already taking or could take. Bear in mind your options to **avoid**, **control**, **finance** or **transfer** the risk.

STEP 1: IDENTIFYING RISKS	STEP 3: MANAGING RISKS					
Risks identified	What are we already doing about it?	What more can we do?	When will it be done?	Who will do it?	How will we review progress?	Reviewed level of risk
<i>e.g. Loss of experienced staff</i>	<i>Good staff conditions; staff training budget</i>	<i>Review salary scales in line with sector; Review required notice period; Budget for staff recruitment.</i>	<i>By end financial year</i>	<i>Personnel manager</i>	<i>Monitor staff turnover & morale. Measures to minimise impact in place.</i>	<i>Still M/H until progress reviewed.</i>