

## RISK REVIEW

Risk ID#: *Short title*

Primary Responsibility / Risk Owner<sup>1</sup>: *Position*

Checklist & questions:			✓ if ok; ✗ if not **
1	Title of risk	<ul style="list-style-type: none"> <li>Title must reflect the risk as this influences the rating</li> <li>Usually expressed as "Failure to ...", "Inability to ...", "Potential risk to ..."</li> </ul>	
2	Context (or description)	<ul style="list-style-type: none"> <li>This narrative must be short, simple and set the scene of the contemporary environment</li> </ul>	
3	Causes (contributing factors) <sup>2</sup>	<ul style="list-style-type: none"> <li>Extends Context description</li> <li>Adds causal / contributing factors / source of risk</li> </ul>	
4	Consequences	<ul style="list-style-type: none"> <li>If causes are not treated, what consequences will follow</li> </ul>	
5	Current controls	<ul style="list-style-type: none"> <li>Briefly list / identify <b>existing</b> controls that help to mitigate or control the risk</li> </ul>	
At this point make / review the rating assessment: *see University Risk Matrix			
	Consequence:		
	+ Likelihood:		
	= Risk rating:		
6	Treatments	<ul style="list-style-type: none"> <li>By reference to the current controls and risk rating determine what must be / should be / is planned to be done to manage or treat the risk</li> </ul>	

\*\* Update Risk Management Report

<sup>1</sup> The person with Primary Responsibility, or the Risk Owner, is the person who has overall responsibility for treating the risk; but may delegate / allocate others responsibility for implementing specific treatment / actions.

<sup>2</sup> The context and description of causal factors need to be sufficiently detailed to enable anyone reading the risk report, without reference to any other document, information or resource, to understand what the risk is and the extent to which the risk should be treated or mitigated.