

Section 6.4 Activity

Activity 6.4.1 Identify and Manage Risks

List all the possible risks associated with your proposal. Consider the likelihood and consequences of the risks eventuating.

Develop a plan to reduce the chances of any risk which may impact the successful delivery of your proposal. Plan how you can either prevent the risk from eventuating and/or develop strategies to reduce the impact of the risk if it does occur.

Develop a risk register and assign responsibility to a staff member to ensure the risk is monitored and managed.

Complete the table below.

Risky Event	Consequences	Who Will be Impacted?	Probability of Risk Occurring	Level of Control	Risk Management Plan	Risk Mitigation Plan	Responsible Person
List all Possible Events	List all Possible Consequences		High Med Low	High Med Low	How do you prevent the risk from occurring?	How do you reduce the consequences of the risk?	

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Activity 6.4.1 Identify and Manage Risks (cont.)

As many of the risks which may be associated with your proposal are also likely to be linked to other activities undertaken by your organisation, it is possible that your organisation already has plans in place to manage and reduce these risks.

List all the policies that your organisation currently has in place to manage risks.

Are all staff familiar with these policies?

YES NO

Where can staff access these policies?

Are these suitable to reduce the likelihood and consequences of the risk occurring for your proposed activities?

YES NO

If the policies are not suitable, do the current policies need to be adapted or will you need to develop others?