

This sample risk management plan template can be used to:

- record identified risks
- assess and rate them by using the Risk Likelihood & Consequence descriptors and the Risk Rating Matrix included with the template
- list management actions
- allocate responsibility and timelines
- record the status of responses to identified risks.

It employs recognised industry approaches but is only a sample of such an approach and WWC will consider other effective approaches to this matter.

The use of this sample template should consider advice about risk management contained in <https://www.warwyn.tas.gov.au/?s=risk+management>

RISK MANAGEMENT PLAN							
Name of Organisation							
Name of event or activity:							
Name of site or facility to be used:							
Date(s):							
Risk or Hazard	Likelihood and consequences of a risk		Risk Rating	Action Plan	Who	When	Progress or current status
	L	C					
<i>Sample risk – Lack of volunteers to arrange and manage event.</i>	<i>Possible</i>	<i>Moderate</i>	HIGH	<i>Sample action - Encourage others to join the committee.</i>	<i>Committee Executive</i>	<i>Feb 2021</i>	<i>Ongoing</i>

Risk Matrix

For consistency the following matrix is to be used for all types of risk assessment within Waratah-Wynyard Council.

		Consequence				
		Critical	Major	Moderate	Minor	Insignificant
Likelihood	Almost Certain	Extreme	Extreme	High	High	Medium
	Likely	Extreme	High	High	Medium	Medium
	Possible	Extreme	High	High	Medium	Low
	Unlikely	High	Medium	Medium	Low	Low
	Rare	Medium	Medium	Medium	Low	Low

Likelihood Scales

Use the following scale for consistency, to assess likelihood:

	Chance	Probability	Frequency
Almost Certain	Is expected to occur frequently, in most circumstances	Probability >90%	Is expected to occur at least once per week
Likely	Is expected to occur occasionally	Probability 50 – 90%	Is expected to occur at least once per month
Possible	Could occur, capable of happening, foreseeable	Probability 5 – 50%	Could occur at least once in 2 – 12 months
Unlikely	Might occur sometime but not expected	Probability < 5%	Might occur at least once in 5 – 20 years
Rare	May occur only in exceptional circumstances	Probability < 2%	May occur once in 20 – 50 years

Name	Signature	Date

*To submit this template or for assistance contact Waratah-Wynyard Council via:
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Website: www.warwyn.tas.gov.au*