## **Risk assessment**

Use the template and key below to undertake a risk assessment of your business, identifying what could happen, how likely it is to occur, and how serious an issue it would be if it occurred. This will then provide you with a risk level rating and provide the opportunity to identify what actions you would take to mitigate the risk from occurring.

Add additional rows as necessary to the table below to capture all risks associated with starting and running your business.

Risk	Likelihood	Seriousness	Risk grade	Actions

## Key:

Rating scale for assigning a 'Likelihood' and 'Seriousness' rating to each risk		
L	Rated as Low	
Μ	Rated as Medium	
Н	Rated as High	
E	Rated as Extreme (used for Seriousness only)	
NA	Not Assessed	

Matrix for establishing the 'Risk grade' for each risk (based on the combined 'Likelihood' and 'Seriousness' rating)

	Seriousness				
Likelihood		Low	Medium	High	Extreme
	Low				
	Medium				
	High				

Recommended approach to guide 'Actions' (based on the 'Risk grade')		
Grade	Recommended risk mitigation	
А	Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.	
В	Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented during project execution.	
С	Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action if funds permit.	
D	To be noted - no action is needed unless grading increases over time.	
Ν	To be noted - no action is needed unless grading increases over time.	