

GENERIC RISK ASSESSMENT TOOL

RISK ASSESSMENT FOR:							DATE		
Risk Area (Topic or Hazard that is Source of Risk)	Likelihood		Severity of Harm			Risk	Comments		

Highly Unlikely (HU) (1)	Minor Risk (1)	Tolerable Risk (3)	Moderate Risk (5)
Likely (U) (2)	Tolerable Risk (2)	Moderate Risk(4)	Substantial Risk (5)
Very Likely (L) (3)	Moderate Risk (3)	Substantial Risk (4)	Intolerable Risk (6)

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RISK LEVEL	ACTION and TIMEFRAME
Minor (score 4 or less)	No action required. Document in appropriate committee minutes that assessment completed and no action required
Tolerable (score 5)	Consider improvements that require minimal investment. Document any actions taken in appropriate committee minutes
Moderate (score 6)	Carefully balance improvement with costs associated. Define time frame for completion and report progress at appropriate committees with documentation in minutes.
Substantial (score 7)	Develop interim measures to reduce risk and implement ASAP. Establish long term risk reduction strategies, associated timeframes and accountable parties. Implement
Intolerable (score 8 or above)	Develop and implement interim measure to mitigate risk regardless of costs associated. Consider suspension of service if interim measures and long-term fix not possible.

Status Update of:						
What is the hazard?	Who might be	What are we	What are our future plans for	Who is	When will	Date
	harmed and	currently doing to	managing/mitigating the hazard?	responsible/	it be	Completed
	How?	manage the hazard?		accountable?	done?	

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