



RISK ANALYSIS FORM

Individuals Name:

Date of Meeting:

Facilitators Name:

Name of Persons Attending	What Role do they have

Situation/Activity Context of the Risk (what would the best case scenario look like? The who, what, where and how?)

Potential Risk Areas – Page 1



Brainstorm potential risks that may occur in the existing or proposed situation/activity. Give a “gut” preliminary feel. What might he or she do that could have negative consequences? What risky situation might arise that we need to avoid or plan an effective response?

Priority
1 - 6

Potential for surprise (what role do chance and unpredictable occurrences play?)

Analyzing the Risk – Page 2



Potential Cause of Risk (from chart on Page 1):

Consider, list and individually rate all potential consequences for:

Self (e.g. physical harm, either deliberate or accidental);

Opportunities (e.g. loss of home situation, employment, recreation/leisure);

Others (e.g. physical harm, relationships);

Property/Environment (include personal belongings, those of others; home, work and public places);

Organization (e.g. reputation, contract, statutory, civil suit).

Potential consequences should this occur:

Current measures to manage this concern:

Consequence,
Likelihood
Score, Risk
Rating:

What More Can We Do? – Page 3 Continued



Potential Cause of Risk (from chart on Page 1):

Re-list all potential consequences you want to do something more about (at least those rated High or Extreme):

Additional measures to lower Likelihood and/or Consequences:

Consequence,
Likelihood
Score, Risk
Rating:

Making a Decision – Page 4



Situation /Activity (Best case scenario from Cover Page):

Benefits

Any Risk in Not Proceeding

Action Plan for Risk Mitigation (New Actions & Changes Only)

What will be done	By Who	By When

Next meeting to be organized / chaired by:

Print Name

Signature

Plan will be followed up (next meeting) on:

Date





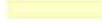

Consequence Scale

Level	Consequence	Description
5	Catastrophic	The consequences would be extensive and irreversible – including death or permanent extensive disability to the individual or support worker. For the Service Provider this equates to a lawsuit that threatens the organization's viability both financially and politically.
4	Major	The consequences would threaten continued effective provision of services and require top-level intervention. For the individual this could include serious but not permanent injury/disability; loss of home; imprisonment. For support staff this could include extended lost-time injuries and/or wholesale staff resignation. For the Service Provider this could include lawsuits and property and/or monetary loss with very high consequences for the organization both financially and politically.
3	Moderate	The consequences would not threaten the provision of services, but would mean significant management review and intervention. For the individual this could include major soft tissue injury or minor fractures; arrest or conflict with the law; loss of employment or other valued activity; social isolation from family and friends. For support staff this could include lost-time injury and increased staff turnover. For the Service Provider this could include extensive repairs or replacement of property; some monetary loss; damage to the organization's reputation.
2	Minor	The consequences would threaten the efficiency or effectiveness of some services, but would be dealt with at the front line. For the individual this could include nuisance injuries, inconvenience or delay of desired activities; negative attention and/or disrepute; straining of relationships with family and friendships; running out of funds. For the support staff this could include stress from additional support demands and unmet needs of others.
1	Insignificant	The consequences are dealt with by routine operations. Consequences can be largely ignored or are self resolving without additional programming or costs.

Likelihood Scale

Level	Likelihood	Description
5	Almost Certain	Event is expected to occur (e.g. has occurred regularly in the past) 95% probability.
4	Likely	Event will probably occur (e.g. has occurred several times or more) 75% probability
3	Possible	Event might possibly occur at some time (e.g. the event has occurred) – 50% probability
2	Unlikely	Event could occur at some time but is unlikely (e.g. the event has not yet occurred) – 10% probability
1	Rare	Event may occur only in exceptional circumstances (e.g. you have heard of this occurring elsewhere) – the probability is less than 5%

Risk Rating Table

	E – Extreme Risk – Immediate Action – Senior management involved
	H – High Risk – Management responsibility should be specified
	M – Moderate Risk – Manage by specific monitoring or response
	L – Low Risk – Manage by routine process

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 (Almost Certain)	L	M	H	E	E
4 (Likely)	L	M	H	H	E
3 (Possible)	L	M	M	H	E
2 (Unlikely)	L	L	M	H	H
1 (Rare)	L	L	M	M	H