**Risk assessment form**

**29-Nov-07**

**Risk assessment, Program Review and Continuous Improvement**

Note: (1) Some explanations are given in footnotes below. (2) Occupation Health and Safety risks are treated separately.

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| What risk issues[[1]](#footnote-2) have you noticed this reporting period? | How and why did this issue arise? | Who does it affect? | What priority is this issue?[[2]](#footnote-3) | What particular changes are necessary? | Who will ensure that changes get made? | When will it be done by? |
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| What other improvements have you implemented? |  |

Critical Success Factors

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| What are your high priority Critical Success Factors[[3]](#footnote-4)? (Note: you'll need to keep a close eye on these.) |  |

End

1. These are risks in the wider sense of the term i.e things that you foresee might be problems, glitches or procedures that don't work well, recurring problems, or specific needs. [↑](#footnote-ref-2)
2. Your assessment of in terms of probability and potential harm:

	* Low priority: The risk has either low probability or causes negligible harm.
	* High priority: The risk has potentially significant consequences and is either already happening or probably will happen unless we step in and do something. [↑](#footnote-ref-3)
3. A Critical Success Factor (CSF) is an aspect of your program that is critical to its success. [↑](#footnote-ref-4)