**Risk Assessment – Scored Model**

The template below will help you assess the risks that may or may not happen during your project and the impact these will have on meeting your aims and objectives. Risks can be both internal (risks specific to your activity) and external (risks not specific to your project that might affect your activity).

When assessing risk, the impact that the risk would have is usually scored with more weight than the likelihood, so use the ‘traffic light’ table below to give a total score for your risk, and then rescore your risk based on the revised risk once you have control measures in place.

So, for example, an outdoor performance project might have a risk of inclement weather forcing the performance to be cancelled. Depending on the time of year, this could have a likelihood score of 3 (especially in Scotland!) and an impact of 5, as it will force the performance to be cancelled. This gives you a total risk score of 20, which would be a significant risk. However, if you are able to create a risk control measure – for example an indoor alternative venue, or a way in which the performance could still be experienced in poor weather – then that might reduce the impact to a 3 and a total score of 12, making it an acceptable risk.

Add your risks to the table below, calculating the total score based on the table on the next page. We have filled in the first line as an example.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk | Likelihood Score | Impact Score  | Total Score | Mitigation | Revised Likelihood Score | Revised Impact Score | Revised Total Score |
| *Inclement weather forcing the performance to be cancelled* | *3* | *5* | *20* | *Arrange an alternative indoor venue close to the performance location* | *3* | *3* | *12* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Total Score Calculation (Likelihood x Impact + Impact)**

* Red - major risks to the project or activity that score 15 or more – extra risk management required
* Yellow - moderate risks that score between 8 and 14 - regular review and risk management required
* Green - minor or insignificant risks scoring 7 or less – no extra risk management required

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| IMPACT | Severe | 5 | 10 | 15 | 20 | 25 | 30 |
|  |
| Significant | 4 | 8 | 12 | 16 | 20 | 24 |  |
|  |
| Moderate | 3 | 6 | 9 | 12 | 15 | 18 |  |
|  |
| Minor | 2 | 4 | 6 | 8 | 10 | 12 |  |
|  |
| Insignificant | 1 | 2 | 3 | 4 | 5 | 6 |  |
|  |
|   | 1 | 2 | 3 | 4 | 5 |  |
| Unlikely | Not Very Likely | Likely | Likely | Highly likely |  |
|  |
|  | LIKELIHOOD |  |
|  |