**TITLE** (This is the title of your report and should be on a separate page)

**TABLE OF CONTENTS** (This lists the topics you will cover in your report with the page number for each topic. This should be on a separate page)

**1: EXECUTIVE SUMMARY** (This is a brief overview on what your report is all about. Approx. ½ page)

**2: RISK ANALYSIS**

**Risk 1** (insert Title of Risk here)

Explanation: (Explain the Risk)

Risk Matrix: (Insert a Risk Matrix to nominate the Risk level)

Likelihood: Explain in 3 or 4 sentences and then give a rating as per matrix … “Almost Certain”, “Likely”, “Possible”, “Unlikely” or “Rare”.

Consequence: Explain in 3 or 4 sentences and then give a rating as per matrix … “Catastrophic”, “Severe”, “Major”, “Moderate” or “Minor”.

Risk Rating: Using the Risk Matrix, determine if it’s Extreme Risk (Red), High Risk (Orange); a Medium Risk (Yellow); or a Low Risk (Green). Identify the number in the Risk Matrix – this will help you prioritise the Risks.

Options to Treat Risk:

Option 1: Explain how you will eliminate or reduce the risk in 3 or 4 sentences.

Option 2: Explain how you will eliminate or reduce the risk in 3 or 4 sentences.

**Risk 2 to 4:** Do the same as per Risk 1.

**Risk Management Action Plan**

Give a short introduction

Follow the Template in Appendix 3 and complete for all four (4) risks.

**5: CONCLUSION** (summarise your report – approx. 1/2 page)

Name: Title: Date:

Signature:

Encl:

Risk Management Action Plan