




# Risk register (part one)

-  Complete a row per risk. Then, in the separate *Risk Treatment Register*, summarise the action you'll take.
-  Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
-  **Important:** Use the risk assessment table on [business.vic.gov.au](http://business.vic.gov.au) (on the *Assessing Individual Risks* page) to work out the level of risk.




Date first completed:	Compiled by:
Date reviewed:	Reviewed by:

Reference ID	Describe the risk	Rate the likelihood	Rate the consequence	= Resulting level of risk	Describe how adequate current controls are	Give it a risk priority
Eg. risk # 1	What can happen? How can it happen? When can it happen?	<ul style="list-style-type: none"> <li>- Very Likely</li> <li>- Likely</li> <li>- Unlikely</li> <li>- Very unlikely</li> </ul>	<ul style="list-style-type: none"> <li>- Major</li> <li>- Serious</li> <li>- Minor</li> <li>- Insignificant</li> </ul>	<ul style="list-style-type: none"> <li>- Low</li> <li>- Medium</li> <li>- High</li> <li>- Major</li> </ul>	<ul style="list-style-type: none"> <li>- Over adequate</li> <li>- Adequate</li> <li>- Inadequate</li> <li>- Non-existent</li> </ul>	<ul style="list-style-type: none"> <li>A - Must</li> <li>B - Should</li> <li>C - Could</li> </ul>
<b># 1: No power for more than a day</b>  <b>Example:</b> delete after reading or leave as a guide.	Power failure for more than one day Loss of all frozen stock, refrigerated food, food and drink cabinets Security system may not operate, staff cannot lock up No lighting to kitchen or elsewhere Could happen anytime, night or day, no notice Air con, exhaust fans and hand dryers will not work No appliances, but stoves will work if lit manually. No hot water Cash register, stock control and EFTPOS etc will not operate	Unlikely	Serious	Medium	Inadequate. Backup generator does not run Insurance will not cover losses. Not sure if security system has a battery backup	B



# Risk treatment register (part two)

Date first completed:	Compiled by:
Date reviewed:	Reviewed by:

-  Use one row per risk. Work your way across, left to right.
-  Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
-  This summary is based on your analysis of each risk in the *Risk Register (stage one)*.

<b>Risk in priority order</b>  from the risk register	<b>Possible treatment options</b>  - Available options - More research needed to create new options?	<b>Preferred options</b>	<b>Choose what to do:</b>  A = accept option/s R = reject option/s	<b>Who will implement option/s</b>	<b>By when?</b>	<b>Who will monitor this risk and its treatment?</b>	<b>Further action</b>
<b>Risk # 1:</b> <b>Priority B</b> No power for more than a day  <b>This is an example:</b> you can delete it after reading it or leave for reference	1. Fix generator 2. Buy second generator 3. Investigate better insurance 4. Research exactly how long food keeps for in fridges and freezers without power 5. Simply shut down to cut losses and claim on insurance 6. Set up an agreement with another store 7. Improve fridge insulation	1. 3. 4. 6.	1. = A 3. = A 4. = A 6. = R	Jerry	21/12/2012	Elaine	- Take generator in - Contact broker - Talk to manufacturer or industry association?

