

Risk Analysis Guidance

Risk analysis aims to identify and measure the factors that give rise to risks and highlight where further action is needed to manage risks more effectively.

The following guidance will help you complete the Ansvar Insurance Risk Analysis template.

[Adapt to suit your organisations structure]

MAKING A START

ROLE	RISK MANAGEMENT ACCOUNTABILITIES AND RESPONSIBILITIES
<p>What is the task or activity, project or program</p>	<p>What is the project, task, activity or program that you are assessing? e.g. Installation of new incident management systems and processes to meet the requirements under the Serious Incident Response Scheme</p>
<p>What is the risk(s) associated with that task or activity?</p>	<p>Risk involves the uncertainty about the effects/implications of an activity with respect to value. The International Standard for Risk Management Definition – Risk = The effect of uncertainty on objectives</p> <p>e.g. does your organisation have the processes and capability to develop and implement new incident management processes that meets the requirements of the governments Serious Incident Response Scheme (SIRS).</p> <p>If the answer is no – you are uncertain – you have identified a risk.</p> <p>Risk Statement</p> <p>The risk the incident management system fails to meet organisations regulatory obligations caused by staff not following incident reporting policies and processes resulting in the failure to meet the requirements under the Serious Incident Response Scheme</p>
<p>What is the potential cause of the risk?</p>	<p>What unwanted event would cause the risk to happen</p> <p>An unwanted event is a situation or condition where there is a loss of control that could lead to harm.</p> <p>Look for an incident, hazard, issue or situation that would cause the risk to happen.</p> <p>e.g. The organisation does not have the IT systems and training programs to allow staff to understand their responsibilities incidents</p>

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What would happen if the risk occurred?	<p>What is the effect on the organisation, service or client should the risk occur?</p> <p>e.g. The organisation may not record serious incidents and be in breach of their duty under government regulations</p>
What is the Likelihood the risk will occur?	<p>What are the likelihood that the risk will occur? Most organisations will rate the likelihood as follows</p> <ul style="list-style-type: none"> • Almost certain • Likely • Possible • Unlikely • Rare <p>Your organisations Risk Likelihood Table will outline the organisations definition of each of these</p>
What is the consequence to the task or activity?	<p>What is the impact or consequence to the project, activity program or activity?</p> <ul style="list-style-type: none"> • Extreme • High • Moderate • Low, Minor or Insignificant <p>Your organisations Consequence Table will outline the organisations definition of each of these</p>
Do you have current controls?	<p>Controls are the measures you put in place to decrease the likelihood or consequences from an unwanted event</p> <p>e.g. Develop ongoing training for staff, contractors and volunteers on the organisations incident management process and what is required in using the organisations</p>
What controls can you put in place to stop it from happening?	<p>What control can you put in place to stop the unwanted event from occurring</p> <p>Ensure all staff are trained and checked off by their immediate manager Implement audits of staff training and incident management</p> <p>Implement audits of staff training and incident management</p>

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Who is responsible for the controls?	<p>When will the controls be implemented. Does it need to be put in place straight away or later. This will be dependent on the risk and the organisations risk appetite</p> <p>e.g. Training will commence immediately and be ongoing</p> <p>Audits will commence 2 months following training</p>
How will you treat the risks?	<p>A risk treatment is an action that is taken to manage a risk. The risk management process all includes steps to identify, assesses and then treat the risks. In general, the types of risk treatment are:</p> <ol style="list-style-type: none"> 1. Eliminate the risk altogether by ceasing the action 2. Reduce the risk by completing further risk treatment actions 3. Accept the risk (no further action) as the controls already in place are audited, monitored and manage the risk effectively with low incidents 4. Transfer the risk by considering insurance options or structure of contracts for services at a fixed price, where relevant 5. Share the risk with a partner <p>e.g. The organisation will accept the risk as the controls in place should ensure staff are meeting their obligation under the program</p>

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