

	<b>RISK ASSESSMENT PLAN</b>
--	-----------------------------

Potential risk	Potential impact	Impact (1-5)	Probability (1-5)	Score (Impact X Probability)	Control Measures Steps to Mitigate/Reduce Risk	Date Action Completed	Director Signature

The impact and Probability are rated on a scale of 1-5 where 1 is low impact, 3 is medium and 5 is high impact.

**Score 1-7** – consider if further action is needed      **Score 8-15** - Attention required to reduce the probability and/or impact of the risk.  
**Score 16-25** – Immediate attention and action required to reduce impact or probability as soon as possible. Director to be informed asap.  
AC 01/16