Risk Register	
School:	
Supervising teachers/staff:	
Program/Excursion:	
Year Level:	
Dates:	
Location(s):	

	scribe any existing policy, procedure, actice or device that acts to minimise the risk	Effectiveness					Residual Risk Assessment – after treatments			
	the risk	of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
1			Severe	Almost certain	Extreme				Extreme	
		Satisfactory	Major	Likely	High				High	
		Poor	Moderate	Possible	Medium				Medium	
		Unknown	Minor	Unlikely	Low				Low	
			Insignificant	Rare						
		Satisfactory	Major	Almost certain	Extreme				Extreme	
		Poor	Moderate	Likely	High				High	
		Unknown	Minor	Unlikely	Medium				Medium	
		UNKNOWN	Insignificant	Rare	Low				Low	
			Major	Almost certain	Extreme				Extreme	
		Satisfactory Poor Unknown	Moderate	Likely	High				High	
			Minor	Unlikely	Medium				Medium	
			Insignificant	Rare	Low				Low	
			Major	Almost certain	Extreme				Extreme	
		Satisfactory	Moderate	Likely	High				High	
		Poor Unknown Satisfactory Poor Unknown	Minor	Unlikely	Medium				Medium	
			Insignificant	Rare	Low				Low	
			_		Extreme					
			Major	Almost certain	High				Extreme	
			Moderate	Likely	-				High	
			Minor	Unlikely	Medium				Medium	
			Insignificant	Rare	Low				Low	
		Satisfactory Poor Unknown	Major	Almost certain	Extreme				Extreme	
			Moderate	Likely	High				High	
			Minor	Unlikely	Medium				Medium	
			Insignificant	Rare	Low				Low	
		Satisfactory Poor	Major	Almost certain	Extreme				Extreme	
			Moderate	Likely	High				High	
			Minor	Unlikely	Medium				Medium	
		Unknown	Insignificant	Rare	Low				Low	



Risk Description	Existing Controls	Risk Assessment – with existing controls			Treatment	Residual R	isk Assessmo treatments	Actions		
Describe the risk event, cause/s and consequence/s. For example, Something occurs caused by leading to Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: What will be done? Who is accountable? When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

