

RISK REGISTER TEMPLATE

School: _____

Supervising teachers/staff: _____

Program/Excursion: _____

Year Level: _____

Dates: _____

Location(s): _____

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High Medium Low	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

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

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
Likelihood					

<i>Treat</i>	<i>Monitor</i>
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