



St Andrew's Malvern - Risk Assessment Word Version Instructions



A quick guide to competing the St Andrew's Word version Risk Assessment Sheet.

Note: We recommend you use the Excel version if possible as this automatically calculates for you

Complete details of the planned event or activity at the top of the worksheet and who is undertaking the assessment - top rows

Provide a brief summary for the event or activity in cells in next rows at top left.

If you need to add additional rows (i.e. more risks), please copy and paste the entire row before you do anything

In risk rows onwards (copy complete rows as necessary) provide the main risks:

Risk	This is a short English summary of what the risk is
Consequences	This is a short English summary of what would happen if the risk were to occur
Impact	Estimate what would be effect if the risk were to materialise? Use the number scale in box at top, i.e. 5 - Major, 4 - Significant, 3 - Considerable, 2 - Moderate & 1 - Minor In the Word version, the cells will NOT automatically colour for you (they do in Excel)
Likelihood	Estimate what the likelihood is of the risk occurring Use the number scale in box at top, i.e. 5 - Very Likely, 4 - Likely, 3 - Possible, 2 - Unlikely & 1 - Very Unlikely
Inherent risk	In the Word version you will need to manually this by multiplying the above Impact and Likelihood together and then >19 is Major (please type in Major and colour the cell red) >14 is Significant (please type in Significant and colour the cell brown) >9 is Considerable (please type in Considerable and colour the cell orange) >4 is Moderate (please type in Moderate and colour the cell yellow) 4 or less is Minor (please type in Minor and colour the cell green)
Risk Reduction	List the measures (if any) that you plan to take to reduce the Inherent Risk
% Risk Reduction	Carefully think about the percentage by which your risk reduction measures will have reduced your inherent risk Be aware that it is very easy to overestimate this percentage unless you have done something really significant Insert the percentage (as a number between 0 and 100) in the cell
Residual Risk	In the Word version you will need to manually calculate this by multiplying the Inherent risk by 1 minus the % risk reduction Depending upon the number you now get, use the scale above (Major >19, Significant >14, Considerable >9, Moderate >4 or Minor) and type this number into the cell and format it to the relevant colour.
Person Responsible	Who is the person who will ensure that the risk reduction measures are put into place (as well as any others might be necessary at the event / activity)

At the end, if all the Residual Risks are honestly low, you have nothing to worry about - except to ensure that all the Risk Reduction Measures proposed are put into practice. Otherwise you will need to be vigilant to ensure that all reasonable steps are taken to ensure that no significant risk materialise.

Finally record the **Key Actions** you need to take to ensure that all the risk mitigation actions are put in place and **who you need to ensure is informed**.