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| Risk register template |

### Template instructions

##### Column 1 – Risk

Define the risk in clear and concise language.

##### Column 2 – Existing controls

List controls currently in place to mitigate the risk.

##### Column 3 – Likelihood

Consider the likelihood of the risk occurring against the scale below and enter the corresponding likelihood score.

|  |  |  |  |
| --- | --- | --- | --- |
| Unlikely | Possible | Likely | Almost certain |
| 1 | 2 | 3 | 4 |

##### Column 4 – Consequence

Consider the severity of the consequence of the risk against the scale below and enter the corresponding consequence score.

|  |  |  |  |
| --- | --- | --- | --- |
| Minor | Moderate | Major | Extreme |
| 1 | 2 | 3 | 4 |

##### Column 5 – Risk score

Determine the risk score by multiplying the likelihood score and the consequence score. For example, possible likelihood multiplied by extreme consequence equals a risk score of eight (2 x 4 = 8).

##### Column 6 – Risk rating

The risk score in column five determines the risk rating as demonstrated in the scale below. The risk matrix is a visual guide showing where likelihood and consequence intersect and the resulting risk rating.

|  |  |  |  |
| --- | --- | --- | --- |
| Low | Moderate | High | Very high |
| 1 | 2-4 | 6-8 | 9+ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Risk matrix** | | | Consequence | | |
|  |  | Minor | Moderate | | Major | Extreme |
| Likelihood | Almost certain | Moderate | High | | Very high | Very high |
| Likely | Moderate | High | | Very high | Very high |
| Possible | Moderate | Moderate | | High | High |
| Unlikely | Low | Moderate | | Moderate | Moderate |

##### Column 7– Planned actions

List planned actions the trust has agreed to implement to mitigate the risk.

##### Column 8 – Review date

Identify the date by which the cemetery trust will review the risk and implementation of planned actions. The review may result in changes to the existing controls and risk rating. Planned actions should be reconsidered.

##### Example

The example in the first row of the template can be deleted or modified.

# Risk register

|  |  |  |  |
| --- | --- | --- | --- |
| Cemetery trust |  | Date |  |

| Risk | Existing controls | Likelihood | Consequence | Risk score | Risk rating | Planned actions | Review date |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Corruption or loss of digital interment register due to cyber security incident. | Anti-virus software installed on trust laptop. | 2 | 4 | 8 | High | Create two back-up copies of interment register on separate hard drives.  Training for trust secretary in cyber security awareness with focus on identifying threats and scams. | 1/02/2024 |
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