

**ANALYSING RISK FORM**

Proposal

Risk

Likelihood	Example
High	Is a daily activity, is out of Town Council control or there is a history of events
Medium	Takes place on a regular basis
Low	Is a rare event or the hazard is secure with little to no danger

Likelihood	Example
High	Will cause death, cause substantial financial loss, break the law, is fraudulent or would cease Town Council functions
Medium	Risks are managed within the Council
Low	The dangers are low or it would have little to no effect on Council services

	Assessment criteria	Yes	No	Impact	Likelihood	Score	Actions or comments to minimise the risk
1	present a potential risk to the Council finances						
2	present a potential risk to staff or health and safety						
3	present a potential risk to the public						
4	present a potential risk to the Council's reputation						
5	create adverse publicity						
6	leave the Council open to claims						
7	have a negative impact on Service Quality/complaints or audit reports						
8	a potential risk that the Council may fail to comply with any duty						
	<b>Overall assessment of the proposal/situation or risk outlined above</b>	<b>HIGH/MEDIUM/LOW</b>					

Risk Assessor ..... Reviewed by .....