

Appendix 3 – Risk Assessment Scoring Guide and Matrix 2016

| | IMPACT | SCORE | BENCHMARK EFFECTS |
|-----------------|--------------------------------------|----------|--|
| CRITERIA | CRITICAL/ CATASTROPHIC | 5 | <ul style="list-style-type: none"> • Multiple deaths of employees or those in the Council's care • Inability to function effectively, Council-wide • Will lead to resignation of Chief Executive and/or Leader of the Council • Corporate Manslaughter charges • Service delivery has to be taken over by Central Government • Front page news story in National Press (e.g. Baby P) • Financial loss over £10m |
| | MAJOR | 4 | <ul style="list-style-type: none"> • Suspicious death in Council's care • Major disruption to Council's critical services for more than 48hrs (e.g. major ICT failure) • Noticeable impact in achieving strategic objectives • Will lead to resignation of Strategic Director and/ or Cabinet Member • Adverse coverage in National Press/Front page news locally • Financial loss £5m - £10m |
| | MODERATE | 3 | <ul style="list-style-type: none"> • Serious Injury to employees or those in the Council's care • Disruption to one critical Council Service for more than 48hrs • Will lead to resignation of Divisional Director/ Project Director • Adverse coverage in local press • Financial loss £1m - £5m |
| | MINOR | 2 | <ul style="list-style-type: none"> • Minor Injury to employees or those in the Council's care • Manageable disruption to internal services • Disciplinary action against employee • Financial loss £100k to £1m |
| | INSIGNIFICANT/ NEGLIGIBLE | 1 | <ul style="list-style-type: none"> • Day-to-day operational problems • Financial loss less than £100k |

| LIKELIHOOD | SCORE | EXPECTED FREQUENCY |
|---------------------------|----------|--|
| ALMOST CERTAIN | 5 | Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently. |
| PROBABLE/LIKELY | 4 | Event is MORE THAN LIKELY to occur. Will probably happen/recur, but it is not a persisting issue. |
| POSSIBLE | 3 | LITTLE LIKELIHOOD of event occurring. It might happen or recur occasionally. |
| UNLIKELY | 2 | Event NOT EXPECTED . Do not expect it to happen/recur, but it is possible it may do so. |
| VERY UNLIKELY/RARE | 1 | EXCEPTIONAL event. This will probably never happen/recur. |

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| LEVEL OF RISK | OVERALL RATING | HOW THE RISK SHOULD BE TACKLED/ MANAGED |
|---------------|----------------|--|
| High Risk | 15-25 | IMMEDIATE MANAGEMENT ACTION |
| Medium Risk | 9-12 | Plan for CHANGE |
| Low Risk | 1-8 | Continue to MANAGE |

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|-------------------|-----------------------------|---|-------------------|----------------------|-------------------|--------------------------------|
| LIKELIHOOD (A) | Almost Certain 5 | 5 | 10 | 15 | 20 | 25 |
| | Probable/Likely 4 | 4 | 8 | 12 | 16 | 20 |
| | Possible 3 | 3 | 6 | 9 | 12 | 15 |
| | Unlikely 2 | 2 | 4 | 6 | 8 | 10 |
| | Very unlikely/ Rare 1 | 1 | 2 | 3 | 4 | 5 |
| | | <i>Insignificant/ Negligible</i> 1 | <i>Minor</i> 2 | <i>Moderate</i> 3 | <i>Major</i> 4 | Critical/ Catastrophic 5 |
| IMPACT (B) | | | | | | |