Risk Assessment Report

Project / Activity Title: [Enter Title Here]

Date of Assessment: [DD/MM/YYYY]

Prepared by: [Assessor Name(s) & Position(s)]

Reviewed/Approved by: [Reviewer/Approver Name(s) & Position(s)]

Reference Number: [Document/Assessment ID]

1. Purpose

[Briefly describe the purpose and objectives of the risk assessment report.]

2. Scope

[Define the scope of the assessment, including what is covered and any exclusions.]

3. Methodology

[Outline the methods and criteria used to identify, analyze, and evaluate risks.]

4. Description of Activity/Project

[Provide a concise description of the subject under assessment.]

5. Risk Identification

- [List identified risks and potential hazards related to the activity/project]
- [E.g., Environmental, Health & Safety, Legal, Reputational, Financial, etc.]

6. Risk Analysis & Evaluation

1. [Analyze severity/impact and likelihood/probability for each risk]
2. [Specify any risk rating system, e.g., Low/Medium/High or a numeric scale]
3. [Summarize in a risk matrix or table, if applicable]

7. Existing Controls

[Describe current controls or mitigation measures already in place.]

8. Recommendations

- [List recommended actions to reduce or manage identified risks]

- [Assign responsible persons and suggested timelines]

9. Conclusion

[Summarize key findings, risk levels, and overall recommendations.]

10. Attachments & References

- [List supporting documents, data sources, relevant standards or guidelines]

Important Notes

- This document is often required by regulatory authorities to ensure effective risk management and legal compliance.
- The assessment should be reviewed and updated regularly as conditions or controls change.
- Please ensure all assumptions, limitations, and data sources are clearly documented.
- This template should be adjusted to fit the specific regulatory framework, sector, and project/activity context.
- Stakeholder input is important for a balanced and comprehensive risk assessment.