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| **CONTACT DETAILS** | |
| Name of person submitting assessment: Click here to enter text. | Position: Click here to enter text. |
| School/Branch/Faculty: Click here to enter text. | Date of assessment: Click here to enter a date. |
| Phone: Click here to enter text. | Email: Click here to enter text. |
| **CONTEXT:** Details of the activity | |
| What is planned – where – with whom – for how long? Provide a brief summary about what you want to achieve – what is the objective or goal of the program / activity?  [*Describe the activity in as much detail as needed so that decision makers will understand what you want to do / want to achieve. If you have an itinerary, submit that as part of the supporting documentation*].  Click here to enter text. | |
| **CAUSES / SOURCE OF RISK:** Contributing factors | |
| What factors may contribute to, or impact on this activity, or the success of it?  [*Think broadly: it may be about people, behaviour, language or cultural issues, the nature of the environment, financial considerations, political security or personal safety, level of supervision etc].*  Click here to enter text. | |
| **CONSEQUENCES:** | |
| What could go wrong, or stop you achieving your objectives / target? What would keep you awake in the night worrying about this activity?  [*Consider / describe the worst things that go happen / go wrong. Think broadly: it may be people, behaviour, the environment; potential for legal action / litigation; insurance concern about harm or damage; adverse media attention; reputation / public confidence; potential financial loss / impac*t].  Click here to enter text. | |
| **CURRENT CONTROLS:** that is, controls that are in place now (not what you plan to do) | |
| What processes / procedures are in place already that are designed to stop things going wrong? Are these systems, processes, procedures sufficient to stop you worrying about things going wrong?  Click here to enter text. | |
| **RISK RATING:** | |
| Using the [University Risk Matrix](https://www.adelaide.edu.au/legalandrisk/risk-management/framework#university-risk-matrix), assess the likelihood & impact of something going wrong – i.e. failing to achieve your objective or target.  Assessing the likelihood & impact will give a risk rating [e.g. low, medium, high or extreme risk].  Likelihood: Click here to enter text. Impact/consequence: Click here to enter text.  Document the risk rating: Choose an item. | |
| **IS FURTHER TREATMENT NEEDED?** | |
| If the systems, processes, procedures are not sufficient to prevent things going wrong - consider what more can be done that is reasonable & practical, with consideration for financial or resource constraints. Further treatment is determined based on the strength of the current controls & the risk rating. If you don’t think any further treatment is needed, please say why.  Click here to enter text. | |
| For assistance with any of the above fields, refer to the [Risk Management Framework](https://www.adelaide.edu.au/legalandrisk/risk-management/framework) on the Legal & Risk website (refer Part C of the Risk Management Framework – Methodology / Process). | |
| Please send this risk assessment, and a copy of any supporting documentation, to your School /Faculty for approval.  If you want to log the risk in the University’s risk register, please forward approved assessment to Risk Services  [anne.hill@adelaide.edu.au](mailto:anne.hill@adelaide.edu.au) | |