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| Date first completed: | Compiled by: |
| Date reviewed: | Reviewed by: |

**Risk register** (part one)

* Complete a row per risk. Then, in the separate *Risk Treatment Register*, summarise the action you’ll take.
* Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
* **Important**: Use th**e** risk assessment table on business.vic.gov.au (on the *Assessing Individual Risks* page) to work out the level of risk.

| **Reference ID**  Eg. risk # 1 | **Describe the risk**  What can happen? How can it happen? When can it happen? | **Rate the likelihood**  - Very Likely  - Likely  - Unlikely  - Very unlikely | **Rate the consequence**  - Major  - Serious  - Minor  - Insignificant | **= Resulting level of risk**  - Low  - Medium  - High  - Major | **Describe how adequate current controls are**  - Over adequate  - Adequate  - Inadequate  - Non-existent | **Give it a risk priority**  A - Must  B - Should  C - Could |
| --- | --- | --- | --- | --- | --- | --- |
| **# 1: No power for more than a day**  **Example**: delete after reading or leave as a guide. | Power failure for more than one day  Loss of all frozen stock, refrigerated food, food and drink cabinets  Security system may not operate, staff cannot lock up  No lighting to kitchen or elsewhere  Could happen anytime, night or day, no notice  Air con, exhaust fans and hand dyers will not work  No appliances, but stoves will work if lit manually. No hot water  Cash register, stock control and EFTPOS etc will not operate | Unlikely | Serious | Medium | Inadequate. Backup generator does not run  Insurance will not cover losses. Not sure if security system has a battery backup | B |
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**Risk treatment register** (part two)

* Use one row per risk. Work your way across, left to right.
* Add more rows if you need to (Main menu bar > Table > Insert > Rows Below).
* This summary is based on your analysis of each risk in the *Risk Register (stage one)*.

| **Risk in priority order**  from the risk register | **Possible treatment options**  - Available options  - More research needed to create new options? | **Preferred options** | **Choose what to do:**  **A = accept option/s**  **R = reject option/s** | **Who will implement option/s** | **By when?** | **Who will monitor this risk and its treatment?** | **Further action** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk # 1**:  **Priority B**  No power for more than a day  **This is an example**: you can delete it after reading it or leave for reference | 1. Fix generator  2. Buy second generator  3. Investigate better insurance  4. Research exactly how long food keeps for in fridges and freezers without power  5. Simply shut down to cut losses and claim on insurance  6. Set up an agreement with another store  7. Improve fridge insulation | 1.  3.  4.  6. | 1. = A  3. = A  4. = A  6. = R | Jerry | 21/12/2012 | Elaine | - Take generator in  - Contact broker  - Talk to manufacturer or industry association? |
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**For more information**:

* phone Business Victoria on 13 22 15
* visit the H[**Business Victoria**](http://www.business.vic.gov.au/scripts/nc.dll?BusVic:homepage)H website at business.vic.gov.au
* visit a Victorian Government Business Office (VGBO). For a list of VGBO locations, go to H**business.vic.gov.au/vgbo** **Disclaimer**: The information contained in this publication is provided for general guidance only. The State of Victoria does not make any representations or warranties (expressed or implied) as to the accuracy, currency or authenticity of the information. The State of Victoria, its employees and agents do not accept any liability to any person for the information or advice which is provided herein. Authorised by the Victorian Government, 121 Exhibition Street, Melbourne, 3000. © 2019, Department of Innovation, Industry and Regional Development