

Risk Register Template			Programme/project/service: Covid-19 readiness and response							
Last updated: [DATE]			RISK ASSESSMENT		RISK RESPONSE PLAN			NEW RISK ASSESSMENT		
Group	Risk Description	Risk Owner	Likelihood (1-5)	Impact (1-5)	Overall Risk Rating (likelihood x severity) this column contains a formula and will complete itself	Current Mitigations Mitigations that you are already doing	New Mitigations New mitigations that you could add	Likelihood (1-5)	Impact (1-5)	Overall Risk Rating (likelihood x severity) this column contains a formula and will complete itself
Example - Current situation										
1	Increase of relief efforts e.g. distribution of food parcels, soap, hand sanitisers etc. by staff, volunteers and those who say they are volunteers: risk that perpetrators could pretend to be part of a safe team leading to abuse of beneficiaries	Manager level	2	5	10	Background checks for all volunteers. Volunteers visit communities in pairs, never alone.	All organisation representatives to be visibly identifiable with ID badges. Put in place beneficiary feedback mechanisms.	1	4	4
2	Lack of appropriate supervision of staff due to self-isolation/illness of managers. This might lead to poor staff wellbeing and compromised quality of service to beneficiaries.	HR manager	3	4	12	Online meetings being held.	Increase online group staff supervision and fewer one-to-one meetings Introduce staff online social events such as coffee breaks, quizzes, online lunch get togethers	2	3	6
3	Increased use of social media and online chats with beneficiaries could expose beneficiaries to risk of abuse	Manager level	2	5	10	Most online conversations with beneficiaries involve at least one staff member	Increase use of group chats that are moderated by managers/trained leaders. Staff/vols should not be communicating with a vulnerable person on their own without managers providing consent. Put in place beneficiary feedback mechanisms.	1	4	4

5	Staff members (and beneficiaries) who are dealing with fear, stress and exhaustion may behave in ways that are out of character, leading to a risk of abusive behaviour towards patients/beneficiaries and colleagues	Manager level	3	4	12	Online staff meetings are being held. Staff are calling beneficiaries	Put in place additional measures to promote staff wellbeing Train staff who are phoning beneficiaries to recognise possible signs that they are experiencing excessive fear and stress and to know who to refer them to for additional support	2	3	6
8	If virus spreads more widely:				0					0
9	Risk that activities and services will be abandoned due to staff/volunteer sickness	Manager level	4	5	20	Appropriate use of PPE as per guidance Use of preventive hygiene	Prepare reserve staff/volunteers of qualified, checked and trained staff who could be available to work if needed	3	5	15
10	Risk that additional staff are recruited in a hurry without usual background checks and training leading to risk of abuse to beneficiaries	HR/ manager	4	5	20	Background checks and training currently in place and functioning	Prepare reserve staff/volunteers cohort of qualified, checked and trained staff who could be available to work if needed	2	5	10
11	Risk that, due to staff absence, other staff members may have to undertake tasks and procedures for which they have not been adequately trained, leading to harm to beneficiaries	Manager	4	5	20	None	Develop plan in advance to address possible staff shortages	3	4	12
12					0					0
13					0					0
14					0					0
15					0					0

Risk rating = Likelihood x Impact (severity)

		Likelihood						
		1	2	3	4	5		
		rare	Unlikely	Moderate	Likely	Almost certain		
Severity	Catastrophic	5	5	10	15	20	25	
	Major	4	4	8	12	16	20	Extreme
	Moderate	3	3	6	9	12	15	High
	Minor	2	2	4	6	8	10	Moderate
	Insignificant	1	1	2	3	4	5	Low