

Appendix 2: Guidance on how to score a risk (extract from Council guidance)

Review Impact/Likelihood ratings

To ensure a proportionate response, assess the future problem you foresee for likelihood and impact. Give each a score from 1 to 5. The overall risk score is the product of the two. For example, a moderate (3) likelihood x major (4) impact will give a high (12) risk. At that level, you should consider a response (control measure) to bring the score down.

Almost certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)

In this matrix blue indicates a low score, yellow a medium score, orange high and red very high. Use the same system to determine a target risk level: where it should be when the control measures are fully implemented.

Make sure your responses (control measures) are:

- proportionate to the risk
- likely to be effective
- communicated to the people whom you expect to carry them out.

Responses to a threat can be activities designed to reduce likelihood, to reduce impact, or to reduce both.

You may choose not to control a risk if its score is too low to warrant action or the costs to manage it are disproportionate to the threat. Escalate very high risks up through the management chain as appropriate.

