**Risk assessment worksheet**

| **Identified risk** *e.g. BD manager retiring* |
| --- |
|  |

| **Likelihood of occurrence** *e.g. Very likely* |
| --- |
|  |

| **Consequence of occurrence** *e.g. High* |
| --- |
|  |

| **Risk rating** *e.g. Severe impact on business if not replaced* |
| --- |
|  |

| **Priority for action** *e.g. 1* |
| --- |
|  |

| **Action/s** *e.g. Replace/don’t replace* |
| --- |
|  |

| **Workforce strategy** *e.g. Recruit a new office manager, take on trainee, reskill an existing worker* |
| --- |
|  |

| **Monitoring and evaluation** |
| --- |
|  |

**Risk matrix**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LIKEIHOOD** | **VERY** |  | |  | |  | |  | |
| **LIKELY** |  | |  | |  | |  | |
| **LIKELY** |  | |  | |  | |  | |
| **UNLIKELY** |  | |  | |  | |  | |
| **RARE** |  | |  | |  | |  | |
|  |  | **LOW** | | **MODERATE** | | **HIGH** | | **SEVERE** | |
|  |  |  | |  | |  | |  | |
| **CONSEQUENCE** | | | **LOW** | | **MODERATE** | | **HIGH** | | **SEVERE** | |

To find out more, visit the Workforce Planning Connect website at

[**www.jobsqueensland.qld.gov.au/wpc**](file:///C:/Users/fairweatda/Desktop/WPC%20downloads/www.jobsqueensland.qld.gov.au/wpc)

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