Risk register

A risk register is one list that summarises the significant risks of a site or an activity: what could go wrong and why, what is in place now, how serious the risk is judged to be, what further action will be taken, who owns it and by when, and the rating expected afterwards. It is not the risk assessment: the assessment is the work of finding the hazards, deciding who may be harmed and how, and judging the risk, and the register summarises its significant results and points back to it. It is not an action tracker either: it names each further action, its owner and its due date, while progress, evidence and closure of the actions are kept in your own action list or tracker, so write that reference in the register. Print this form landscape on A4. Whether you must keep a record, and what it must hold, depends on your country, sector and contract, and a completed form does not show that you meet any rule. The columns, the status codes and the example row are ours to change; this form gives no rating scale, you write your own in section 2.

1 Register details

Organisation	Site, area or activity this register covers	Register owner (name, role)	Version	Date of this version

Risk assessments this register summarises (titles, references and dates)	Who took part in preparing it (including those who do the work)	Excluded from this register (and where it is covered)

2 Your rating scale (write it in; this form supplies none)

Rating (name, number or colour)	What it means in your method (likelihood, consequence or both)	What it calls for (who is told, how fast, who may accept it)

Where your scale is written down (document, version) and who agreed it	How the two ratings are read in this register: before further action is with the controls in place today; after is with the further actions done and checked

Use the scale your organisation has chosen, so that one person's rating means the same as another's. If your method scores likelihood and consequence separately, write both parts in the rating cell. Involve the people who do the work when ratings are agreed, not the register owner alone.

3 How to write a row

Column	What to write
ID and scenario	An ID that never changes. Write cause, event and consequence, one scenario per row; "slips and trips" for a whole site is too broad.
Existing controls	Only what is in place and working today. Planned measures go in further actions.
Further actions, owner, due date	What will be done beyond existing controls, one named person and a date, with the action's reference in your tracker.
Rating after	The rating expected once the further actions are done and shown to work. Leave blank until an action is named.
Review date and status	When the row is looked at again, and **O** open, **A** actions under way, **C** complete and checked, **R** retired (our example codes).

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4 Register of significant risks (one row per risk; copy this page when it is full)

ID	Scenario: cause, event, consequence	Existing controls (in place today)	Rating before further action	Further actions (and tracker reference)	Owner	Due date	Rating after	Review date	Status
Ex.	*Example: cause, trucks and people share the loading dock; event, a person is struck by a reversing truck; consequence, serious injury*	*Example: marked walkway, reversing alarm, banksman rule*	*Example: from your scale*	*Example: fit a barrier between the walkway and the bays (A-114)*	*Example: yard manager*	*Example: 15 Jan*	*Example: from your scale*	*Example: 15 Apr*	*Example: A*

4 Register of significant risks (continued)

ID	Scenario: cause, event, consequence	Existing controls (in place today)	Rating before further action	Further actions (and tracker reference)	Owner	Due date	Rating after	Review date	Status

5 Review log

Review date	Reviewed by	Trigger (scheduled, change, incident or near miss, audit, other)	Risks added (IDs)	Risks changed (IDs)	Risks retired (IDs)	Version issued

Review when your own date falls due and also when something changes: a change of staff, process, substances or equipment, a problem spotted by workers, or an accident or near miss. Write each trigger down, so the log shows why the register was opened.

6 Sign-off and distribution

Role	Name	Signature	Date
Prepared by (register owner)			
Reviewed by (with those who do the work)			
Approved by (manager accountable for the site or activity)			

Issued to (names or roles) and how they were told	Date of next scheduled review	Where this version is kept, how earlier versions are identified, and for how long they are kept

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