

**EAST SUSSEX COUNTY COUNCIL      ANNEX A**  
**Risk Assessment – Summary of Process**

**STAGE ONE**

**1.1. Identification of Primary Business Objective**  
 Identify the primary business objectives of the business unit/service area.

**STAGE TWO**

**2.1 Identification of Key Business Processes**  
 Identify the key business processes that support the achievement of the above objectives.

**2.2 Risk Identification**  
 Identify the risks to the key business processes.

**2.3 Risk Assessment**  
 Assess the impact of the identified risk on the key business process and the likelihood of the risk occurring assuming no risk control measures are in place.

**2.4 Prioritisation**  
 Prioritise the risks using the undermentioned scoring system based on the results of the above assessment of impact and likelihood.

		<b>IMPACT</b>			
		Extreme 4	High 3	Medium 2	Low 1
<b>LIKELIHOOD</b>					
Almost Certain	<b>4</b>	16H	12H	8H	4M
Likely	<b>3</b>	12H	9H	6M	3L
Moderate Chance	<b>2</b>	8H	6M	4M	2L
Unlikely/Rare	<b>1</b>	4M	3L	2L	1L

**STAGE THREE**

**3.1 Risk Management**  
 Document risk control measures for the highest priority areas and risks.

**3.2 Identify a Responsible Officer**  
 Identify a responsible officer for the risk control measures.

**3.3 Reassessment of Risk**  
 Reassess the impact and likelihood after the implementation of risk control measures.

**3.4 Action Planning**  
 Produce action plan for implementing risk control measures and sign off when completed.

**3.5 Monitoring and Reporting**  
 Undertake regular monitoring of risk control measures and reassess exposure

*Information to be entered on the Database at each stage of the process.*