



**DINGWALL AMATEUR SWIMMING CLUB
RISK AND RESILIENCE MANAGEMENT**

GUIDE TO TERMINOLOGY

PF	IF	RR
Probability Factor - the likelihood of the situation occurring	Impact Factor - what effect the situation will have on the Club	Risk Rating = PF x IF

RISK MATRIX

Probability	Very High	5	10	15	20	25	Risk Rating (PF x IF)
	High	4	8	12	16	20	18 - 25 High
	Medium	3	6	9	12	15	9 - 17 Medium
	Low	2	4	6	8	10	1 - 8 Low
	Very Low	1	2	3	4	5	
	Very Low	Low	Medium	High	Very High		
	Impact						

ACTION REQUIRED

Tolerate	Treat	Transfer	Terminate
Tolerate the risk and associated actions are accepted	Treat the development. Further action is required	Transfer the risk for monitoring to the Executive Committee	Remove the risk from the register



CLUB RISK & RESLIENCE MANAGEMENT ASSESSMENT FORM

Date Assessment carried out:

Assessment carried out by:

Assessment review date:

Priority Order	Issue/Risk & Details	Actions to date	Score pre mitigation/management			Required actions/mitigations	Score post mitigation/management				Responsibility & Monitoring	Time scale
			PF	IF	RR		PF	IF	RR	4 T's		
1												
2												
3												
4												
5												



GUIDE TO COMPLETING THE RISK ASSESSMENT

Step 1	
Identify issues & potential risks	Detail what actions have been taken to date to manage these issues/risks
Step 2	
Identify what the pre mitigation/actions score for the potential risk is	Estimate what the probability and impact factors would be and using the risk matrix calculate the risk rating (RR = PF x IF)
Step 3	
Detail what the interventions and require actions would be to mitigate some of the risk	
Step 4	
Identify what the post mitigation/actions score for the potential risk is	Estimate what the new probability and impact factors would be and again using the risk matrix calculate the new risk rating
Step 5	
Decide what level of action is required (Tolerate, Treat, Transfer, Terminate)	
Step 6	
Identify who is responsible for putting in place the mitigation actions and who monitors risk	Decide what timescale is appropriate for putting in place the mitigation methods and reviewing the assessment

