



Appendix 11.1: Risk-Assessment Worksheet

The following worksheet was developed for use in the risk-management pilot project of the True Sport Secretariat of Canada.

Risk-Assessment Worksheet

CATEGORY OF RISK (*This is usually linked to the organization's high-level strategic objectives, for example: high performance, growth and development, holistic athlete development, financial viability.*)

IDENTIFICATION OF RISK (*The chance of something happening that can have an impact on achieving desired outcomes.*):

Assessment of Risk

1. The *possibility* of this risk occurring is: ___ unlikely (1) ___ possible (2) ___ probable (3) ___ almost certain (4)
2. The *consequence* if this risk occurs is: ___ minor (1) ___ moderate (2) ___ serious (3) ___ catastrophic (4)
3. The *significance* of this risk is: _____ (a value from 1 to 16 determined by multiplying possibility score and consequence score)
4. Describe what *current controls/measures* are presently in place for this risk.
5. Are these *controls/measures* adequate? Why?

OPTIONS FOR TREATMENT OF RISKS

1. Can this risk be *accepted* as is, with the current controls in place?
___ yes ___ no
Provide rationale, if answer is "yes" (if "yes," remaining questions do not need to be answered)
2. Can this risk be *avoided* altogether? ___ yes ___ no
If yes, how?
3. Can this risk be *transferred* to others? ___ yes ___ no
If yes, how and to whom?
4. What are other treatment measures we can use to *reduce the possibility* or *reduce the consequences of this risk*?

FURTHER COMMITMENTS

Based on the significance of the risk, existing measures that are in place, and capacity of the organization to implement new measures, additional commitments are identified and responsibilities and timelines assigned.

Once implemented, this worksheet is revisited annually or more frequently to make adjustments as appropriate.