

**DCU Risk Register Template**  
**Guide on how to populate each of the panels on a unit Risk Register**  
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**Risk Register**

**Unit Name:** [Insert Unit Name Here](#)

**Year:** [Indicate to which year the register is for](#)

**Status:** [Draft or Final](#)

**DCU Risk Management Process - Guidance**

For guidance on the Risk Process see link to the right

[Risk Management Guide](#)

Unique DCU Register Ref	Units Own Register Ref	Risk Description	Current Controls - Controls and / or actions already in place or taken	Primary Impact Category	Impact	Likelihood	Risk Weighting (I x L)	L / M / H	Movement in Year	Treat or Tolerate	Risk Owner	Future Controls - Further Controls / Actions Required (FARs)	FAR Action Owner (Individual's Title or Group Name)	Date	Risk Officers Queries
1.1 <i>(Note 1)</i>	1 <i>(Note 2)</i>	<i>Concentrate on:</i> <i>a) defining the risk;</i> <i>b) the cause of the risk;</i> <i>c) explaining its impact.</i>	<i>List here the various actions or controls which are up &amp; running now and which are actively addressing the risk as stated. These actions and controls should seek reduce the impact if the risk occurs and/or reduce the likelihood that a risk will occur.</i>	<i>(Note 3)</i>	4 <i>(Note 4)</i>	5 <i>(Note 5)</i>	20 <i>(Note 6)</i>	H <i>(Note 7)</i>	<i>(Note 8)</i>	<i>(Note 9)</i>	<i>(Note 10)</i>	<i>(Note 11)</i>	<i>(Note 12)</i>	<i>(Note 13)</i>	<i>(Note 14)</i>
1.2	2				3	4	12	M							
1.3	3				2	3	6	L							

Emerging Risks	
Ref	Risk Description
1	<i>(Note 15)</i>
2	
3	
4	



**Key to Impact Levels**

Level	Impact Level
1	Minor
2	Limited
3	Serious
4	Very serious
5	Catastrophic

**Key to Likelihood Levels**

Level	Likelihood Level
1	Rare (20 years and over)
2	Unlikely (10 - 20 Years)
3	Possible (5 - 10 Years)
4	Likely (1 - 5 Years)
5	Already happening or within one year

**Note 5** The likelihood of a risk should also be indicated. This is a very subjective assessment as it is rarely possible to predict the future with any certainty. However each unit should make an attempt to indicate how likely it is that a defined risk may arise. The higher the number, the more likely it is. A guide to the likelihood options is shown in the 'Likelihood' key table above.

**Note 6** This is a calculated figure got from multiplying the value given in adjacent cells for impact & likelihood. The higher the figure the more serious the risk.

**Note 7** Risks are sorted into 3 separate categories as follows based on their risk weighting:

H	= High level risk - those with a value of 16 or higher
M	= Medium level risk - those with a value of 8 to 15
L	= Low level risk - those with a value of 1 to 7

**Note 8** This indicates whether the risk has changed since the previous review in terms of its risk weighting e.g. Increase / Decrease / No Change

**Note 9** Treat or Tolerate: For each risk a decision should be made by the unit as to whether it requires further mitigation or not. It is likely that for low level risks no further action is needed or desirable. For all higher level and upper level medium risks it is likely that further mitigating actions are needed. These actions will be listed in the "Further Controls / Actions Required" panel. See note 10.

**Note 10** Risk Owner: This will be the administrative unit, management position, individual or group who is in the best position to address the risk on an on-going basis.

**Note 11** Further Controls / Actions Required: List here those actions or controls which could be applied to the risk which would lower its impact were it to materialise or decrease the likelihood that a risk will materialise. When controls / actions listed here eventually become active they can be reallocated to the "Controls and / or Actions already in place or taken - current controls" panel.

**Note 12** Ideally the job title of the individual (or the group name in some cases) who will be responsible for getting the further actions / controls listed in the adjacent panel up and running should be inserted here, where known. The individual or group should have the level of authority to actively initiate and manage the roll out of the actions listed in the "Further Controls / Actions Required" panel.

**Note 13** The expected date of when the point(s) noted in the "Further Controls / Actions Required" panel will be in place should be inserted in this panel. Depending on how the action point is described this could be the date when the further action is initiated or when it will actually be delivered and addressing the risk as stated.

**Note 14** This panel is used by the Risk Officer to list any questions he/she may have in relation to the risk. It is used primarily when preparing for the annual risk register update. Ideally the answers given here, if relevant, should be worked into the body of the risk register. This panel does not form part of the final risk register for the unit concerned.

**Note 15** This panel is used to document any 'Emerging Risks' i.e. those risks for which it is not yet possible to document their nature / impact in detail but which should, nevertheless, be brought to the attention of senior management through the risk process.

**Note 1** The unique register reference is used to maintain an audit trail of all risks and should not be changed. As some risks will be deleted over time it is important that the reference number attached to a risk is not removed. All sub-units will have been assigned an overall reference number, which is the number before the decimal point, (e.g. Finance Office is # 1) while the number after the decimal point denotes the risk's reference within the risks for that unit. e.g. "1.12" refers to the 12th risk in the Finance office register. The first risk in the HR office will be 2.1 and so on. As new risks are added to the unit registers they will be given the next number in sequence.

**Note 2** The risk reference for the unit's own purposes. It will always be a sequential number on the face of the unit's register e.g. 1,2,3,4,5 & so on.

**Note 3** In this panel please insert one of the following impact categories which fits best with the nature of the risk referred too i.e. the 'Primary Category':  
 a) Strategic            c) Operational  
 b) Financial            d) Reputational  
 Further guidance on selecting the correct impact category, i.e. the definitions of each of the impact options in the context of the nature of the risk under consideration, can be obtained from the document titled 'Unit Level Impact Assessment Criteria' which will be included in the annual risk reporting pack sent to Heads of Unit.

**Note 4** The potential impact of the risk should be indicated using one of the potential impact options in the 'Impact' key table above. The selected level of impact for a unit level Risk Register should be from the perspective of the unit's local management.