DCU Risk Register Template
Guide on how to populate each of the panels on a unit Risk Register
Prepared by: The DCU Risk & Compliance Officer, January 2021, (Contact Ext. 8706)

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

<table>
<thead>
<tr>
<th>DCU Risk Register Ref</th>
<th>Units Own Register Ref</th>
<th>Risk Description</th>
<th>Current Controls - Controls and / or actions already in place or taken</th>
<th>Primary Impact</th>
<th>Likelihood Level</th>
<th>Risk Assessments</th>
<th>Treat or Tolerate</th>
<th>Future Controls - Further Controls / Actions Required (FARs)</th>
<th>FAR Action Owner (Individual’s Title or Group Name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>1</td>
<td>1</td>
<td>Concentrate on:</td>
<td>(Note 1)</td>
<td>(Note 2)</td>
<td>(Note 3)</td>
<td>(Note 4)</td>
<td>(Note 5)</td>
<td>(Note 6)</td>
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<td>a) defining the risk;</td>
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<td>b) the cause of the risk;</td>
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<td>c) resulting in impact.</td>
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<td>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 reduce the impact of the risk or reduce the likelihood that a risk will occur.</td>
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<td>(Note 3)</td>
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<td>(Note 4)</td>
<td>(Note 5)</td>
<td>(Note 6)</td>
<td>(Note 7)</td>
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</tbody>
</table>

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 reference within the risks for that unit, e.g. “1.1.2” 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. 1.1.2, 1.3.4, 1.5.6, etc.

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
- b) Operational
- c) Financial
- d) Reputation

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.