**HS2 CEF/BLEF Risk Assessment Template**

You can use this template to record the risks you have considered for your project, how they could impact on the project meeting your outputs

and outcomes, and the actions you will take to mitigate the risks. We have included some examples to help you complete this template.

If you have your own risk register, we will accept your risk assessment in another format.

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| **Risk No.** | **Risk Description** | **Likelihood of the risk occurring (Low/Medium/High)** | **Impact if the risk occurs (Low/Medium/High)** | **Severity rating based on likelihood and impact (Low/Medium/High)**  | **Owner (Person who will manage the risk)** | **Mitigating actions (Actions to mitigate the risk e.g. reduce the likelihood)** |
| *E.g. 1* | *The project does not reach the expected number of beneficiaries* | *Low* | *Medium* | *Low* | *Project Manager* | *We are working closely with a number of local organisations to publicise the project and recruit beneficiaries. Our consultation showed that there is a high level of interest from local people in being involved. The Project Manager will closely monitor the project in line with our Monitoring and Evaluation Plan so if there are fewer beneficiaries than expected, we will pick this up early and undertake additional promotion of the project locally, for example, through social media and the local newspaper.*  |
| *E.g. 2* | *Delays with recruiting project staff or a key project staff member leaves during the project* | *Low* | *High* | *Medium* | *Project Board* | *We will follow our organisation's recruitment processes which ensure that job vacancies are widely publicised to ensure a good reach. In case of difficulties with recruitment or if key staff leave at short notice, we have access to both agency staff and freelance professionals who we are able to call on temporarily. If a situation such as this arises, we will discuss this with Groundwork UK to agree a way forward.* |
| *E.g. 3* | *Delays to completion of capital works e.g. due to weather or supply issues* | *Medium* | *Medium* | *Medium* | *Project Manager* | *We have discussed any potential delays with our chosen contractor and have factored in a time contingency to allow for this. We will hold regular meetings with the contractor to monitor the progress of the work and ensure we are aware of any delays as soon as possible so that the impact can be discussed and assessed.* |

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| **1** |   |   |   |   |   |   |
| **2** |   |   |   |   |   |   |
| **3** |   |   |   |   |   |   |
| **4** |   |   |   |   |   |   |
| **5** |   |   |   |   |   |   |

**Organisation Name:**

**Project Name:**