



| | Question | Response | Key Associated Risks | Likelihood | Impact | Risk Score | Risk Tolerance | Mitigation Activity and /or Controls currently in in Place | Further Actions to be taken to reduce the level of Risk | Likelihood after Mitigation Actions Taken | Impact after Mitigation Actions Taken | Risk Score | Risk Tolerance |
|----------------------------|--|----------|----------------------|---|--|---------------------|---|--|---|--|---|---------------------|--|
| | | | | What is the likelihood of this risk being realised? 1= Very Low 2= Low 3= Medium 4=High 5= Very High | What would this impact be if the risk was realised? 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/ 2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required | | | 1= Very Low 2= Low 3= Medium 4=High 5= Very High | 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required |
| Scope | The potential contract... | | | | | 0 | 0 | | | | | 0 | 0 |
| Stakeholders | The Contract is for..... | | | | | 0 | 0 | | | | | 0 | 0 |
| Estimated Generated Income | Will ESPO have any committed income or is the income dependant on the contract being used? | | | | | 0 | 0 | | | | | 0 | 0 |
| Value | What is the estimated contract value? | | | | | 0 | 0 | | | | | 0 | 0 |
| Market | <u>Type of Market</u> Is this Product/Service: | | | | | 0 | 0 | | | | | 0 | 0 |
| Market | <u>Type of Supplier to this Market</u> Will the provider be : | | | | | 0 | 0 | | | | | 0 | 0 |
| Market | <u>Complexity of Market</u> How complex is the market: | | | | | 0 | 0 | | | | | 0 | 0 |
| Market | <u>Type of service offered</u> Is the product/service: | | | | | 0 | 0 | | | | | 0 | 0 |



| Question | Response | Key Associated Risks | Likelihood | Impact | Risk Score | Risk Tolerance | Mitigation Activity and /or Controls currently in in Place | Further Actions to be taken to reduce the level of Risk | Likelihood after Mitigation Actions Taken | Impact after Mitigation Actions Taken | Risk Score | Risk Tolerance |
|--|----------|----------------------|---|--|---------------------|---|--|---|--|---|---------------------|--|
| | | | What is the likelihood of this risk being realised? 1= Very Low 2= Low 3= Medium 4=High 5= Very High | What would this impact be if the risk was realised? 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/ 2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required | | | 1= Very Low 2= Low 3= Medium 4=High 5= Very High | 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required |
| Resources Resource Availability Does ESPO have sufficient resources to procure and manage this product/service in terms of skill and competency? | | | | | 0 | 0 | | | | | 0 | 0 |
| Resources Type of Resource Is specialist input required of a technical (e.g. specification) or professional (e.g. legal) nature? | | | | | 0 | 0 | | | | | 0 | 0 |
| Resources Staffing Requirements Will the implementation of the project/product /service have any impact on any industrial relations or issues/TUPE, etc | | | | | 0 | 0 | | | | | 0 | 0 |



| | Question | Response | Key Associated Risks | Likelihood | Impact | Risk Score | Risk Tolerance | Mitigation Activity and /or Controls currently in Place | Further Actions to be taken to reduce the level of Risk | Likelihood after Mitigation Actions Taken | Impact after Mitigation Actions Taken | Risk Score | Risk Tolerance |
|------------------|--|----------|----------------------|---|--|---------------------|---|---|---|--|---|---------------------|--|
| | | | | What is the likelihood of this risk being realised? 1= Very Low 2= Low 3= Medium 4=High 5= Very High | What would this impact be if the risk was realised? 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/ 2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required | | | 1= Very Low 2= Low 3= Medium 4=High 5= Very High | 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required |
| Any Dependencies | Dependencies Do other projects or infrastructure need to be in place for this to happen? | | | | | 0 | 0 | | | | | 0 | 0 |
| Environmental | Will the implementation of the project/product /service have any environmental impacts? | | | | | 0 | 0 | | | | | 0 | 0 |
| Politics | Will the implementation of the project/product /service have any impact on any political issues or situations? | | | | | 0 | 0 | | | | | 0 | 0 |
| Public Services | Will the implementation of the project/product /service have any impacts on the continuance delivery of public services? | No | | | | 0 | 0 | | | | | 0 | 0 |



| Question | Response | Key Associated Risks | Likelihood | Impact | Risk Score | Risk Tolerance | Mitigation Activity and /or Controls currently in Place | Further Actions to be taken to reduce the level of Risk | Likelihood after Mitigation Actions Taken | Impact after Mitigation Actions Taken | Risk Score | Risk Tolerance | |
|--|--|----------------------|---|--|---------------------|---|---|---|--|---|---------------------|--|------------|
| | | | What is the likelihood of this risk being realised? 1= Very Low 2= Low 3= Medium 4=High 5= Very High | What would this impact be if the risk was realised? 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/ 2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required | | | 1= Very Low 2= Low 3= Medium 4=High 5= Very High | 1=Insignificant 2= Minor 3= Moderate 4=Significant 5=Very Serious | Likelihood x Impact | Risk Score/2 <8.5 Acceptable 8.5-10 Action Required 10-14 Immediate Action Required | |
| Resilience | Has contingency and resilience for the product/service been considered and/or implemented to the satisfaction of ESPO? | | | | 0 | 0 | | | | | 0 | 0 | |
| Score | | | | | | 0 | Score | | | | | | 0 |
| Overall Average Risk for Product or Service to ESPO | | | | | | 0.0 | Overall Average Risk to ESPO after mitigation activity is taken into account | | | | | | 0.0 |



ESPO Risk Tolerance

| | |
|------------------|--|
| 0 - 8.5 | Acceptable Risk for ESPO |
| 8.6 - 10 | Tolerable Mitigation action and processes identified |
| 10.1 - 13 | Unacceptable Mitigation action and processes in place |

What is the Likelihood?

| Descriptor | | Likelihood |
|------------|-----------------|-----------------------|
| 1 | Very Unlikely | 5% likely to happen |
| 2 | Unlikely | 20% likely to happen |
| 3 | Possibly | 40% likely to happen |
| 4 | Definitely | 60% likely to happen |
| 5 | Very Definitely | 80%+ likely to happen |

Total Risk Score Guide and Recommended Activities

| Descriptor | | Guide |
|------------|-----------|---|
| 0 – 6 | Low | Low level of risk. Does not require intensive mitigation action. Should not require much attention but should be reviewed annually |
| 8 – 12 | Medium | Medium level of risk Mitigation activities Should be identified. Should be monitored and reviewed annually as a minimum. |
| 14 – 20 | High | Escalate to higher committee if required High level of risk. Mitigation measures should be implemented as soon as possible. Should be constantly monitored and reviewed quarterly or 6 monthly. |
| 20+ | Very high | Top level of risk. Escalate to Management Committee Mitigation activities should be immediately identified and implemented. Should be constantly monitored and reviewed monthly. |