



# RISK ANALYSIS WORKSHEET

Unit/Division/Institute Name: University Library

WORKSHEET 4

**Inherent Risk:**  
High  
**Assessed Risk:**  
Moderate

**Risk description:** Operational

**Risk category:** Inadequate or inappropriate space with buildings

**Related objective:** Provision of quality service  
Client satisfaction

**Possible causes/risk factors:**

- Increasing number of clients
- Expectations of users
- Congestion on public and staff areas
- Inadequate accommodation for staff at some sites

**Possible effects:**

- Increased risk under OHSW legislation
- Inefficiencies in operation
- Noise disrupts study
- Disconnect between good learning environment and space provision
- Low staff morale.

<b>INHERENT RISK SCORE</b> (assuming no controls)	<b>Consequence</b> <b>C</b>	<b>Likelihood</b> <b>L</b>	<b>Total*</b> <b>C+L</b>	<b>Total Score:</b>
Revenue, cost or liability				2 – 5 = Low 6 = Moderate 7 = High 8 – 10 = High+
People	3	4	7	
Reputation and Political				
Project performance				

\*when scored on more than 1 row, select the highest total as the score

**Current controls/mitigating factors:**

- Library on each campus
- Signage
- Staff approachability and training
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<b>ASSESSED RISK SCORE</b> (considering controls)	<b>Consequence</b> <b>C</b>	<b>Likelihood</b> <b>L</b>	<b>Total*</b> <b>C+L</b>	<b>Total Score:</b>
Revenue, cost or liability				2 – 5 = Low 6 = Moderate 7 = High 8 – 10 = High+
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Date: May 2006