



RISK ANALYSIS WORKSHEET

Unit/Division/Institute Name: University Library

WORKSHEET 8

Inherent Risk:
Moderate
Assessed Risk:
Moderate

Risk description: Increased staff workload and stress levels.

Risk category: Personnel

Related objective: Effective performance management.

Possible causes/risk factors:

- Insufficient staff.
- Staff required to support increasing number and variety of resources.
- Insufficient time for staff to have sound knowledge of key resources and services.
- Lack of staff who have in-depth knowledge of some services.
- Concentration of staff at one campus
- Loss of key staff.

Possible effects:

- Inability to provide services – cannot meet statement of strategic intent.
- Staff and client dissatisfaction.
- Loss of effective workload
- Increased sick leave.

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

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

Current controls/mitigating factors:

- Technological solutions applied where possible
- Training provided for staff at team and functional level
- Involve staff in redesigning jobs and job descriptions.
- Organisational strategy to alleviate stress.
- Reinvigoration of effective performance management.

ASSESSED RISK SCORE (considering controls)	Consequence C	Likelihood L	Total* C+L	Total Score:
Revenue, cost or liability	2	2	4	2 – 5 = Low 6 = Moderate 7 = High 8 – 10 = High+
People	3	3	6	
Reputation and Political	3	2	5	
Project performance				

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Date: May 2006