

Risk Assessment Policy Structure Template

1. Purpose

[Describe the purpose of this policy and its objectives]

2. Scope

[Define the applicability and boundaries of the policy, such as departments, assets, activities, or personnel covered]

3. Roles and Responsibilities

- **Management:** [Description]
- **Risk Owners:** [Description]
- **All Employees:** [Description]

4. Risk Assessment Process

1. Risk Identification
[Describe how risks are identified]
2. Risk Analysis
[Explain how risks are analyzed and what criteria are used]
3. Risk Evaluation
[Explain evaluation criteria, risk acceptance, and prioritization]
4. Risk Treatment
[Outline how risks are managed, mitigated, transferred, or accepted]
5. Monitoring and Review
[Procedures for monitoring risk, reviewing assessments, and updating records]

5. Risk Assessment Frequency

[Specify how often risk assessments must be conducted and reviewed]

6. Documentation and Reporting

- Risk Assessment Records
- Reporting to Management
- Retention Periods

7. Training and Awareness

[Outline training requirements for staff regarding risk assessment procedures]

8. Policy Review and Updates

[State how and when the policy will be reviewed, and the process for making amendments]

9. Approval and Revision History

- Date Approved: [Date]
- Reviewed By: [Name/Position]
- Next Review Date: [Date]